



**SPECIAL AND REGULAR MEETING
BOARD OF DIRECTORS OF THE
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

Administrative Office
330 Distel Circle
Los Altos, CA 94022

Wednesday, June 26, 2019
Special Meeting starts at 6:00 PM*
Regular Meeting starts at 7:00 PM*

A G E N D A

**6:00 SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA
REGIONAL OPEN SPACE DISTRICT – STUDY SESSION**

ROLL CALL

1. 2018 Greenhouse Gas Emissions Inventory Report (R-19-81)

Staff Contact: Hayley Edmonston, Climate Resiliency Fellow, Natural Resources
General Manager's Recommendation: Receive the biannual greenhouse gas emissions presentation.
No Board action required.

ADJOURNMENT

**7:00 REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA
REGIONAL OPEN SPACE DISTRICT**

ORAL COMMUNICATIONS

The Board President will invite public comment on items not on the agenda. Each speaker will ordinarily be limited to three minutes; however, the Brown Act (Open Meeting Law) does not allow action by the Board of Directors on items not on the agenda. If you wish to address the Board, please complete a speaker card and give it to the District Clerk. Individuals are limited to one appearance during this section.

ADOPTION OF AGENDA

CONSENT CALENDAR

All items on the Consent Calendar may be approved without discussion by one motion. Board members, the General Manager, and members of the public may request that an item be removed from the Consent Calendar during consideration of the Consent Calendar.

1. Approve June 12, 2019 Minutes

2. **Claims Report**
3. **Approval of an Agreement with Chavan & Associates to provide Financial Auditing Services for Fiscal Year (FY) 2018-19 through FY2020-21, for a Not-To-Exceed Total Amount of \$70,500 (R-19-87)**

Staff Contact: Michael Foster, Controller, Stefan Jaskulak, Chief Financial Officer/Director Administrative Services, and Andrew Taylor, Finance Manager

Controller's Recommendation: Appoint Chavan & Associates as the District's financial auditor for FY2018-19 through FY2020-21 and authorize the General Manager to execute a three year contract and engagement letter agreement for a not-to-exceed amount of \$70,500.

4. **Contract Amendment with Phytosphere to Continue Sudden Oak Death Research (R-19-83)**

Staff Contact: Coty Sifuentes-Winter, Senior Resource Management Specialist, Natural Resources
General Manager's Recommendation: Authorize the General Manager to amend a contract with Phytosphere Research, in the amount of \$10,000, for a total not-to-exceed contract amount of \$86,500, to continue monitoring treatment methods to suppress the spread of Sudden Oak Death in Open Space Preserves through the end of Fiscal Year 2019-20.

5. **Written Response to Frank Bakonyi**

Staff Contact: Brian Malone, Assistant General Manager

General Manager's Recommendation: Approve the written response to Mr. Bakonyi

6. **Authorization to contribute a \$2 Million payments of FY2018-19 budget savings to the District's Section 115 Trust administered by Public Agency Retirement Services (PARS) (R-19-88)**

Staff Contact: Andrew Taylor, Finance Manager and Disclosure Coordinator

General Manager's Recommendation: Authorization to deposit \$2 Million into the Midpeninsula Regional Open Space District's (District) PARS account established under a Section 115 Trust as further funding of the District's strategy to pre-fund its pension obligations.

7. **New Board Policy 3.02 – General Accounting, Internal Control and Capital Assets Policy and Annual Review of Finance Policies for 2019 (R-19-89)**

Staff Contact: Andrew Taylor, Finance Manager and Disclosure Coordinator

General Manager's Recommendation: Recommend Board approval of the proposed new Board Policy 3.02 - General Accounting Policy, approve changes to 3.07 - Fund Balance Policy and 3.08 - Statement of Investment, and reaffirm 3.09 - Debt Management Policy.

BOARD BUSINESS

The President will invite public comment on agenda items at the time each item is considered by the Board of Directors. Each speaker will ordinarily be limited to three minutes. Alternately, you may comment to the Board by a written communication, which the Board appreciates.

8. **Fiscal Year 2019-20 Budget and Capital Improvement and Action Plan (R-19-82)**

Staff Contact: Carmen Narayanan, Budget & Analysis Manager

General Manager's Recommendation:

1. Adopt a Resolution approving the Fiscal Year (FY) 2019-20 Budget and Capital Improvement and Action Plan.
2. Approve two and a half new full-time equivalent positions (FTEs) in the Visitor and Field Services business line.
3. Approve one new FTE in the Finance and Administrative Services business line.
4. Approve one new classification in the Visitor and Field Services business line.
5. Adopt a Resolution approving the Classification and Compensation Plan.

9. La Honda Public Access Working Group Appointments (R-19-85)

Staff Contact: Tina Hugg, Senior Planner, Planning

General Manager's Recommendations:

1. Appoint members to serve on the La Honda Public Access Working Group as listed in the staff report.
2. Approve a preferred method to fill a vacancy for the La Honda Public Access Working Group in case one arises:
 - a. If a vacancy is a La Honda Area Representative, appoint a new member to the Working Group from the interviewee list established by the Board on June 19, 2019; and
 - b. If a vacancy is a ward representative, the Director for that ward would select a new representative to serve on the Working Group.

10. Rancho San Antonio Multimodal Access Study (R-19-86)

Staff Contact: Leialani Hufana, Planner II, Planning Department

General Manager's Recommendations:

1. Approve the proposed scope of work related to the Rancho San Antonio Multimodal Access Study: Phase 1 Parking and Transportation Demand Analysis.
2. Approve the recommended short-term measures that can be initiated within Fiscal Years 2019-20 and 2020-21.
3. Authorize the Board President to appoint two Board Members to assist staff in pursuing coordination and partnership opportunities (described in Attachment 2) with other jurisdictions.

11. Award of Contract for Forest Inventory and Management Planning, La Honda Creek Open Space Preserve (R-19-84)

Staff Contact: Matt Baldzikowski, Senior Resource Management Specialist, Natural Resources Department

General Manager's Recommendations:

1. Authorize the General Manager to enter into contract with Sicular Environmental Consulting and Natural Lands Management of Berkeley, California for \$79,993.
2. Authorize a 15% contingency of \$12,000 to be expended only if necessary to cover unanticipated conditions or needs, for a total contract amount not-to-exceed \$91,993.

INFORMATIONAL MEMORANDUM

- Legislative Actions Update to Board

INFORMATIONAL REPORTS – Reports on compensable meetings attended. Brief reports or announcements concerning activities of District Directors and staff; opportunity to refer public or Board questions to staff for information; request staff to report to the Board on a matter at a future meeting; or direct staff to place a matter on a future agenda. Items in this category are for discussion and direction to staff only. No final policy action will be taken by the Board.

Committee Reports
Staff Reports
Director Reports

ADJOURNMENT

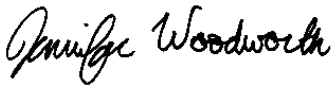
**Times are estimated and items may appear earlier or later than listed. Agenda is subject to change of order.*

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (650) 691-1200. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Written materials relating to an item on this Agenda that are considered to be a public record and are distributed to Board members less than 72 hours prior to the meeting, will be available for public inspection at the District's Administrative Office located at 330 Distel Circle, Los Altos, California 94022.

CERTIFICATION OF POSTING OF AGENDA

I, Jennifer Woodworth, District Clerk for the Midpeninsula Regional Open Space District (MROSD), declare that the foregoing agenda for the special and regular meetings of the MROSD Board of Directors was posted and available for review on June 20, 2019, at the Administrative Offices of MROSD, 330 Distel Circle, Los Altos California, 94022. The agenda and any additional written materials are also available on the District's web site at <http://www.openspace.org>.



Jennifer Woodworth, MMC
District Clerk

