



Midpeninsula Regional  
Open Space District

December 11, 2019  
Board Meeting 19-31

## **SPECIAL AND REGULAR MEETING**

### **BOARD OF DIRECTORS MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

Administrative Office  
330 Distel Circle  
Los Altos, CA 94022

**Wednesday, December 11, 2019**

#### **DRAFT MINUTES**

#### **SPECIAL MEETING – CLOSED SESSION**

Vice-President Holman called the special meeting of the Midpeninsula Regional Open Space District to order at 6:00 p.m.

#### **ROLL CALL**

Members Present: Jed Cyr, Larry Hassett, Karen Holman, Zoe Kersteen-Tucker, Yoriko Kishimoto, Pete Siemens, and Curt Riffle

Members Absent: None

Staff Present: General Manager Ana Ruiz

Public comments opened at 6:00 p.m.

No speakers present.

Public comments closed at 6:00 p.m.

#### **1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code Section 54957(b)(1)**

Title of Employee: General Manager

#### **ADJOURNMENT**

Vice-President Holman adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 7:03 p.m.

#### **REGULAR MEETING**

Vice-President Holman called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:05 p.m.

Vice-President Holman reported the Board met in closed session, and no reportable action was taken.

General Counsel Hilary Stevenson confirmed with President Siemens that there is a meeting agenda posted at his location, that the location is reasonably accessible to the public, such that any member of the public could participate, and that no members of the public are currently at the teleconference location that would like to participate in the public comment portion of the meeting.

**ROLL CALL**

Members Present: Jed Cyr, Larry Hassett, Karen Holman, Zoe Kersteen-Tucker, Yoriko Kishimoto, Pete Siemens, and Curt Riffle

Members Absent: None

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Jennifer Woodworth

**ORAL COMMUNICATIONS**

Gorka Sandowski spoke in favor of allowing e-bikes in District preserves.

**ADOPTION OF AGENDA**

**Motion:** Director Kishimoto moved, and Director Hassett seconded the motion to adopt the agenda.

**VOTE: 7-0-0**

**CONSENT CALENDAR**

Public comment opened at 7:09 p.m.

No speakers present.

Public comment closed at 7:09 p.m.

**Motion:** Director Kersteen-Tucker moved, and Director Riffle seconded the motion to approve the Consent Calendar.

**VOTE: 7-0-0**

1. Approve November 20, 2019 Minutes
2. Claims Report

**BOARD BUSINESS**

3. Award of Contracts to Two Firms for On-Call Environmental Consulting Services (R-19-158)

Planner III Aaron Peth provided the staff presentation describing the upcoming projects requiring CEQA review and the types of CEQA consulting services needed. Mr. Peth described the process used to solicit the various firms to provide CEQA services and the qualifications of the two firms selected.

Director Riffle inquired if using the on-call CEQA firms will help save staff time and shorten the project process.

Mr. Peth reported that the proposed contracts are designed to save staff time, which will help shorten the time needed to complete District projects.

Director Hassett requested clarification regarding how tasks will be distributed to the two firms and spoke in support of making sure funds are allocated evenly.

Mr. Peth explained tasks will be assigned and reported that the contract budget balance is a factor in selecting which firm will work on a specific project.

Vice-President Holman requested additional clarification regarding how projects will be assigned.

General Manager Ana Ruiz reported that various factors are taken into account when assigning tasks, including expertise, availability, and available balance. Using these factors, staff will rotate assignments accordingly.

Vice-President Holman requested that for future reports a list of qualified respondents be included with the Board report.

Public comments opened at 7:29 p.m.

No speakers present.

Public comments closed at 7:29 p.m.

**Motion:** Director Kersteen-Tucker moved, and Director Cyr seconded the motion to authorize the General Manager to enter into contracts for on-call environmental consulting services with AECOM and Ascent Environmental for amounts not-to-exceed \$100,000 each through the end of Fiscal Year 2021-22.

**VOTE: 7-0-0**

**4. Renewal of Geographic Information Systems (GIS) Software Licenses (R-19-160)**

GIS Program Administrator Jamie Hawk provided an overview of the District’s use of enterprise GIS, which creates staff efficiency by allowing the District to centralize data and information, creating a collaborative platform for gathering information, and expanding access to data and analysis for staff use. Additional user licenses are needed in order to increase the number of users gathering information for District use.

Director Hassett and Vice-President Holman spoke in favor of more detailed ward maps to help voters understand in which ward they reside.

Public comments opened at 7:38 p.m.

No speakers present.

Public comments closed at 7:38 p.m.

**Motion:** Director Riffle moved, and Director Kersteen-Tucker seconded the motion to authorize the General Manager to renew a Three-Year Small County and Municipality Government Enterprise License Agreement with Environmental Systems Research Institute, Inc., for an amount not to exceed \$137,500.

**VOTE: 7-0-0**

**INFORMATIONAL MEMORANDUM**

- MAA13 Cloverdale Coastal Ranch Land Conservation Opportunities: Work Completed to Date, Timeline, and Next Steps

**INFORMATIONAL REPORTS**

A. Committee Reports

No Committee reports

B. Staff Reports

Assistant General Manager Brian Malone provided an update on an evaluation of a road near Blackberry Hill Road as requested by nearby residents. The road is not a viable option as an escape route because it does not exit the preserve. Mr. Malone also provided an update related to fire prevention options in the Fremont Older area.

Ms. Ruiz reported a future parks bond workshop being organized for spring 2020 with more information to be provided when available and provided updates on recent meetings with elected officials and agencies to partner and leverage resources.

C. Director Reports

The Board members submitted their compensatory reports.

Director Riffle thanked staff for their work supporting the La Honda Public Access Working Group.

The members of the Board thanked staff for their efforts planning and presenting at the Board retreat on Monday.

Director Kishimoto spoke regarding the upcoming Green Streets Conference tentatively planned for February.

**ADJOURNMENT**

Vice-President Holman adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 7:52 p.m.

**SPECIAL MEETING OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT FINANCING AUTHORITY**

President Siemens called the meeting of the Midpeninsula Regional Open Space District Financing Authority to order at 8:00 p.m.

**ROLL CALL**

Members Present: Pete Siemens, Yoriko Kishimoto, Jed Cyr, Larry Hassett, and Santa Clara County Supervisor Joe Simitian

Members Absent: None

Staff Present: Executive Director Ana Ruiz, General Counsel Hilary Stevenson, Financing Authority Secretary Jennifer Woodworth

**1. Acceptance of the Annual Financial Report of the Midpeninsula Regional Open Space District Financing Authority for Fiscal Year Ending June 30, 2019 (R-151)**

District Controller Mike Foster provided the staff presentation describing the formation and purpose of the Financing Authority.

**Motion:** Director Simitian moved, and Director Kishimoto seconded the motion to accept the Annual Financial Report.

**VOTE: 5-0-0**

President Siemens adjourned the meeting of the Midpeninsula Regional Open Space District Financing Authority at 8:05 p.m.

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Jennifer Woodworth, MMC  
District Clerk