



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

**Wednesday, October 11, 2023**

**Special Meeting starts at 5:30 PM  
Regular Meeting starts at 7:00 PM\***

**A G E N D A**

*Midpeninsula Regional Open Space District Board meetings are held in person at the District's Administrative Office, and by teleconference pursuant to Government Code Section 54953. Members of the public can attend and participate in the meeting using the following methods:*

- 1. In-person at the Midpen Administrative Office – 5050 El Camino Real, Los Altos, CA 94022.*
- 2. Viewing the meeting in real-time at <https://openspace.zoom.us/j/81427632654> or listening to the meeting by dialing (669) 900-6833 or (346) 248-7799 (Meeting ID 814 2763 2654).*

*Members of the public may submit written comments to be provided to the Board, or register to make oral comments, as follows:*

- Written comments may be submitted via the public comment form at: <https://www.openspace.org/public-comment>.*
- Requests to provide oral comment must be submitted prior to the time public comment on the agenda item is closed. Requests to provide oral comments may be made by:*
  - Submitting a request through the public comment form at: <https://www.openspace.org/public-comment> for those attending via Zoom.*
  - Submitting a request via the paper-based public comment form at the meeting for those attending in-person.*
- Any comments received after the deadline will be provided to the Board after the meeting.*

**5:30 SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT – STUDY SESSION**

**ROLL CALL**

**1. Skyline Field Office Needs Assessment Report (R-23-117)**

Staff Contact: Galli Basson, Planner III, Planning Department

General Manager's Recommendation:

- 1. Receive the Skyline Field Office Needs Assessment Report describing the facility needs at the Skyline Field Office.**
- 2. Review and approve the proposed goals of the Skyline Field Office Renovation Project.**
- 3. Review and approve the Phase I project scope of the Skyline Field Office Renovation Project.**

## ADJOURNMENT

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

ANNOUNCE OUT OF CLOSED SESSION – September 25, 2023

#### ORAL COMMUNICATIONS

*This portion of the agenda is for members of the public to comment on items not on the agenda; however, the Brown Act (Open Meeting Law) does not allow action by the Board of Directors on items not on the agenda. Individuals are limited to one comment during this section.*

#### ADOPTION OF AGENDA

#### SPECIAL ORDERS OF THE DAY

##### Introduction of Staff

- William Halleck, Field Resource Specialist
- Matthew Shapero, Resource Management Specialist III
- Miranda Shum, Finance Supervisor
- Shaylynn Nelson, Executive Assistant/Deputy District Clerk

#### 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 the August 9, 2023, August 23, 2023, and September 12, 2023 meeting minutes**
2. **Claims Report**
3. **Actions Related to the Alma Bridge Road Newt Passage Project (R-23-109)**

Staff Contact: Julie Andersen, Senior Resources Management Specialist, Natural Resources Department, and Deborah Hirst, Grants Program Manager

##### General Manager's Recommendations:

1. Accept the final Alternatives Analysis and Basis of Design Report for the Alma Bridge Road Newt Passage Project.
2. Authorize the General Manager to amend the Cooperative Agreement with the County of Santa Clara to include Phase II of the project and proceed with environmental studies and clearance, 65% design and regulatory permitting.
3. Authorize the General Manager to amend the contract with AECOM Technical Services, Inc., of Oakland, California to provide Phase II services, increasing the base amount by \$2,884,238 to bring the total not-to-exceed base contract amount to \$3,202,496.
4. Authorize unused allowance and contingency funds from Phase I in the amount of \$74,703 be used as Phase II contingency in the AECOM contract to cover unanticipated tasks that may be deemed necessary, for a total not-to-exceed contract amount of \$3,277,199.
5. Adopt a Resolution authorizing the General Manager to apply for \$2,120,000 in funding from the Wildlife Conservation Board, and if awarded, authorize the General Manager to enter into a grant funding agreement to support Phase II of the Alma Bridge Road Newt Passage Project.

**4. Award of Contract to Ecological Concerns for Alpine (Road) Trail Plant Installation & Maintenance (R-23-110)**

Staff Contact: Amanda Mills, Resource Management Specialist II, Natural Resources Department

General Manager's Recommendations:

1. Authorize the General Manager to execute a one-year term contract with Ecological Concerns of Santa Cruz, in the amount of \$191,460 for plant installation and maintenance to address permit conditions for the Alpine (Road) Regional Trail Improvement Project.
2. Authorize the General Manager to extend the contract for up to four additional one-year terms and amend the scope of work to cover future plant installation and maintenance services to ensure complete satisfaction of the permit conditions, for a base not-to-exceed contract amount of \$610,814 over the five-year term, based on contractor performance.
3. Authorize a 10% contingency of \$61,081 over the five-year term to address unforeseen issues, for a total not-to-exceed contract amount of \$671,895 over the five-year term.

**5. Award of Contract with Timothy C. Best, CEG for Trail Design, Permitting and Construction Administration Services for the Purisima-to-the-Sea Trail in Purisima Creek Redwoods Open Space Preserve (R-23-111)**

Staff Contact: Bryan Apple, Capital Projects Field Manager, Land & Facilities Department

General Manager's Recommendations:

1. Authorize the General Manager to enter into a multi-year professional services contract with Timothy C. Best, CEG to complete design, engineering, permitting, and construction administration services for the multi-use Purisima-to-the-Sea Trail project, for a base contract amount not-to-exceed \$102,540.
2. Authorize a 15% contingency of \$15,381 to be reserved for unanticipated issues, bringing the total not-to-exceed amount to \$117,921.

**6. Award of Contract for Design and Engineering Services for the Purisima-to-the-Sea Parking Area Project (R-23-112)**

Staff Contact: Scott Reeves, Senior Capital Project Manager, Engineering & Construction Department

General Manager's Recommendations:

1. Award a contract to CSW/ST2 of Redwood City, California, to complete the design, engineering, permitting, and construction administration for the Purisima-to-the-Sea Parking Area Project for a not-to-exceed base contract amount of \$356,913.
2. Authorize a 15% contingency of \$53,537 to cover unforeseen tasks beyond the current scope.
3. Authorize a separate contract allowance of \$40,000 for additional traffic design, engineering, and permitting support to avoid potential implementation delays, if needed, bringing the total not-to-exceed contract amount to \$450,450.

**7. Contract Amendment with Questa Engineering for Expanded Construction Administration Services for the Bear Creek Redwoods Phase II Trails Project at Bear Creek Redwoods Open Space Preserve (R-23-113)**

Staff Contact: Zachary Alexander, Capital Project Manager III, Engineering and Construction Department

General Manager's Recommendations: Authorize the General Manager to amend the existing contract with Questa Engineering to increase the compensation by \$60,000, bringing the total not-to-exceed contract amount to \$796,460, to complete construction administration and biological monitoring for the Bear Creek Redwoods Phase II Trails Project.

**8. Addition of Post-tax Contribution Option ("Roth") to the Midpeninsula Regional Open Space District's IRS Section 457 Deferred Compensation Plans (R-23-114)**

Staff Contact: Rebecca Wolfe, Human Resources Supervisor, Human Resources Department  
General Manager's Recommendations: Adopt a Resolution authorizing the addition of a post-tax contribution option (Roth) to the Midpeninsula Regional Open Space District's IRS Section 457 deferred compensation plans and affirm the General Manager's authority to approve administrative changes to the District's IRS Section 457 deferred compensation plans on behalf of the District.

**9. Approval of a Memorandum of Understanding between the Midpeninsula Regional Open Space District and Midpeninsula Rangers Peace Officers Association (R-23-115)**

Staff Contact: Candice Basnight, Human Resources Manager and Rebecca Wolfe, Human Resources Supervisor, Human Resources Department  
General Manager's Recommendations: Adopt a resolution approving the Memorandum of Understanding with the Midpeninsula Rangers Peace Officers Association, for a term of July 1, 2023, through June 30, 2027, and adopting the corresponding changes to the Classification and Compensation Plan.

**BOARD BUSINESS**

*Public comment on agenda items at the time each item is considered by the Board of Directors.*

**10. Preliminary Report on the Financial and Operational Sustainability Model (FOSM) Refresh (R-23-116)**

Staff Contact: Stefan Jaskulak, Chief Financial Officer/Director of Administrative Services, General Manager's Office  
General Manager's Recommendations: Receive the preliminary report on the Financial and Operational Sustainability Model Refresh and provide feedback.

**11. Award of Contract for Services to Further Diversity, Equity and Inclusion Goals, including Preparation of a Baseline Assessment, Action Plan, Staff Training, and External Reporting (R-23-118)**

Staff Contact: Katie Gilmur, Diversity, Equity and Inclusion Specialist, Human Resources Department

General Manager's Recommendation:

1. Authorize the General Manager to enter into a contract with ReadySet of Oakland, CA for a base amount of \$156,125.
2. Authorize an allowance of \$75,000 specifically for DEI training services, for a total contract of \$231,125.
3. Authorize a 15% contingency of \$34,669 to cover unforeseen tasks beyond the current scope for a total not to exceed contract amount of \$265,794.

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.

- A. Committee Reports
- B. Staff Reports
- C. 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 5050 El Camino Real, Los Altos, California 94022.

### CERTIFICATION OF POSTING OF AGENDA

I, Maria Soria, 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 October 5, 2023, at the Administrative Offices of MROSD, 5050 El Camino Real, Los Altos California, 94022. The agenda and any additional written materials are also available on the District's website at <http://www.openspace.org>.



Maria Soria, MMC, CPMC  
District Clerk

