



SPECIAL AND REGULAR MEETING

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

Wednesday, August 9, 2023

*The Board of Directors conducted this meeting in accordance with
California Government Code section 54953.*

DRAFT MINUTES

**SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA
REGIONAL OPEN SPACE DISTRICT – CLOSED SESSION**

President Kishimoto called the special meeting of the Midpeninsula Regional Open Space District to order at 5:00 p.m.

ROLL CALL

Members Present: Jed Cyr, Craig Gleason, Zoe Kersteen-Tucker, Yoriko Kishimoto, Margaret MacNiven, and Curt Riffle

Members Absent: Karen Holman

Staff Present: Controller Mike Foster, General Counsel Hilary Stevenson, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Maria Soria, Executive Assistant/Deputy District Clerk Loana Lumina-Hsu

President Kishimoto announced this meeting is being held in accordance with Government Code section 54953. The public has the opportunity to comment on the agenda, and the opportunity to listen to this meeting through the internet or via telephone. This information can be found on the meeting agenda, which was physically posted at the District's Administrative Office, and on the District website.

Director Holman arrived at 5:07 p.m.

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

Title of Employee: Controller
General Counsel

Public comment opened at 5:01 p.m.

District Clerk/Assistant to the General Manager Maria Soria reported there were no public speakers for this item.

Public comment closed at 5:01 p.m.

The Board convened into closed session.

Director Karen Holman joined the meeting at 5:07 p.m.

ADJOURNMENT

President Kishimoto adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 6:58 p.m.

REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

President Kishimoto called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:01 p.m.

ROLL CALL

Members Present: Jed Cyr, Craig Gleason, Karen Holman, Zoe Kersteen-Tucker, Yoriko Kishimoto, Margaret MacNiven, and Curt Riffle

Members Absent: None

Staff Present: General Counsel Hilary Stevenson, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Maria Soria, Executive Assistant/Deputy District Clerk Loana Lumina-Hsu, Planning Manager Jane Mark, Land and Facilities Brandon Stewart, Chief Ranger/Visitor Services Manager Matt Anderson, Public Affairs Manager Kori Skinner, Interpretation & Education Program Manager Ellen Tjosvold, Public Affairs Specialist II Natalie Jolly, Environmental Education Specialist Jeff Butterworth, Chief Ranger Matt Anderson

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ANNOUNCEMENT OF CLOSED SESSION

General Counsel Hilary Stevenson announced there were no reportable items for the Closed Session.

ORAL COMMUNICATIONS

Public comment opened at 7:02 p.m.

Ms. Soria reported there were no public speakers for this item.

Public comment closed at 7:02 p.m.

ADOPTION OF AGENDA

Motion: Director Cyr moved, and Director Kersteen-Tucker seconded the motion to adopt the agenda.

ROLL CALL VOTE: 7-0-0

CONSENT CALENDAR

Director Kersteen-Tucker expressed gratitude to the Grants Program Manager for Agenda Items 6, 7, and 8 and the staff that supported her with the FEMA grants and for the grant of \$1M in support of the Eberhard Purchase.

Director Riffle thanked staff for answering his and Director MacNiven’s question on Agenda Items 3 and 4 and inquired if the public is able to view the questions and responses.

Ms. Soria explained that the Board questions and staff responses are printed and accessible for viewing in-person, and that they would also be published, along with the agenda packet, to the District's public portal on the website.

Public comment opened at 7:04 p.m.

Ms. Soria reported there were no public speakers for this item.

Public comment closed at 7:04 p.m.

Motion: Director Riffle moved, and Director Holman seconded the motion to approve the Consent Calendar.

ROLL CALL VOTE: 7-0-0

- 1. Approve the June 14, 2023 Board meeting minutes**
- 2. Approve Claims Report**
- 3. Award of Contract for Conceptual Site Planning and Design Services for the Hawthorns Area Plan (R-23-78)**

General Manager's Recommendations:

1. Authorize the General Manager to enter into a contract with CSW|ST2 of Pleasanton, CA to provide preliminary site plan and conceptual design services for the Hawthorns Area Plan for a base amount of \$164,716.
2. Authorize a 10% contingency of \$16,472 to cover unforeseen tasks beyond the current scope for a total not-to-exceed contract amount of \$181,188.

4. Capital Equipment Purchase for Fiscal Year 2023-24 (R-23-79)General Manager's Recommendation:

1. Authorize the General Manager to execute a purchase contract with the California Department of General Services and associated contract dealers for 15 vehicles (nine patrol vehicles, five maintenance, and one administrative) for a not-to-exceed amount of \$925,000.
2. Authorize the General Manager to execute a purchase contract with the California Department of General Services and associated contract dealers for three pieces of equipment for a not-to-exceed amount of \$430,000.
3. Authorize the General Manager to make changes to the make, model, and type of vehicle or equipment to meet the purpose expressed in this report within the grand total not to exceed expenditure approval for vehicles and equipment of \$1,355,000.

5. Lease Agreement with CAL FIRE and the Department of General Services for Use of the Allen Peak Radio Tower (R-23-80)

General Manager's Recommendation: Authorize the General Manager to execute a 5-year lease agreement with CAL FIRE and the Department of General Services, with four optional renewal periods of five years each, totaling 25 years, for use of the Allen Peak Radio Tower site located at 275 Allen Road, Woodside, CA starting at a monthly cost of \$664, with an annual escalator of 3% effective each July 1, for a total 5-year cost not-to-exceed \$39,648 and 25-year cost not-to-exceed \$287,853.

6. Grant Agreement for Federal Emergency Management Agency Pre-Disaster Mitigation Program Funding to Support the Wildland Fire Resiliency Program (R-23-81)

General Manager's Recommendation: Adopt a Resolution authorizing the General Manager to enter into a grant funding agreement for \$741,450 in Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation Program funding.

7. Agreements for Federal Emergency Management Agency Public Assistance Program and California Office of Emergency Services California Disaster Assistance Act Funding to Support Storm Recovery (R-23-82)

General Manager's Recommendations: Adopt a Resolution authorizing the General Manager to enter into grant funding agreements for Federal Emergency Management Agency Public Assistance Program and California Office of Emergency Services California Disaster Assistance Act funding.

8. Application for Grant Funding from the Gordon and Betty Moore Foundation for the Eberhard Purchase (R-23-83)

General Manager's Recommendation: Adopt a resolution authorizing the General Manager to submit a grant application to the Gordon and Betty Moore Foundation and to enter into a grant funding agreement for up to \$1,000,000 to support the Eberhard Purchase.

9. Reject All Bids for the Ecologically Sensitive Wildland Fire Vegetation Management Contract (R-23-84)

General Manager's Recommendation: Reject all bids received for the Ecologically Sensitive Wildland Fire Vegetation Management contract.

BOARD BUSINESS

10. Youth Outreach Update (R-23-85)

Public Affairs Specialist II Natalie Jolly provided a presentation on the Youth Outreach Plan, which was approved by the Board on August 12, 2020, with the goal of expanding the District's youth engagement activities by implementing a variety of strategies that include a Youth Pilot Program, increase youth-related community tabling events from 30% to 40%, promote existing programming to raise awareness and increase participation, increase connection opportunities beyond existing programming, and create a list of future youth outreach and programming ideas. Since 2022, the District has participated in 42 outreach events with community partners, with the aid of Public Affairs and other staff, to increase the youth and family focus tabling from 30% to 40%. In addition, there are nine more activities planned for the rest of the year, eight of which are youth focused. Next, Ms. Jolly provided an overview of the Internal Programming and highlighted the work that has been done within the community presentations, grantmaking program and internships, sponsorships, photo contest, and the Youth Pilot Program.

Interpretation & Education Program Manager Ellen Tjosvold next reviewed the Docent Naturalist program. There are 110 Volunteer Docent Naturalists who provide 150-200 guided activities per year to the public at District preserves, with approximately 20% of the guided activities catered to youth. Ms. Tjosvold also reviewed the Nature Center Docents program, which has 20 Volunteer Nature Center docents who host the Daniel Nature Center at Skyline Ridge Preserve on weekends, April through mid-November. The Daniel Nature Center includes family friendly interpretive displays and is accessible to families with young children on weekends.

Environmental Education Specialist Jeff Butterworth reviewed the Outdoor Education Docent program, which includes 16 volunteer Outdoor Education Docents (OED). The OED's main engagement is through the Spaces and Species Field Trip programming, which serves approximately 750 third to fifth grade students from schools located within the District's boundaries. In addition, the OEDs work co-operatively with Docent Naturalists to deliver the family-friendly Wonder and Wander programming, a children-focused discovery walk along the trails around Alpine Pond. Most recently, the OEDs have co-led the recent summer programming for the Siena Youth Center and will continue to assist with future youth partnership programming opportunities.

Ms. Jolly presented on External Partnerships, these partnerships are not administered by the District, rather the District is either providing guidance or funding to partners who provide the programming.

Ms. Jolly went on to highlight the partnership work with Latino Outdoors, Grassroots Ecology, and the San Jose Conservation Corps & Charter School. Ms. Tjosvold reviewed the partnership work of the Environmental Volunteers and the Santa Clara County Library District. Mr. Butterworth reviewed in detail the partnership work of the Siena Youth Center.

Mr. Butterworth reviewed the information on the future partnerships in Fall of 2023 and beyond. He stated that the District will be working closely with partner agencies to offer new youth programming. District staff is also in conversation about a potential field trip planned in fall 2023 at Skyline Ridge Open Space Preserve with students in the special education program from Los Altos High School. If this field trip is successful, this could lead to another future youth partnership.

Ms. Tjosvold continued the presentation and stated that the Youth Pilot Program was completed this year and moving forward all youth programming will be led by the Interpretation & Education Program staff from the Visitors Services department. The Public Affairs department will continue to highlight programming through social media and share any existing and current partnership contact information. Ms. Tjosvold continued to review the next steps and goals of the program and stated that staff will provide a summary update to the Board every two years on progress made in meeting the metrics and goals.

Director Holman asked if there is any bandwidth to partner with juvenile hall and do outreach to underserved youth.

Ms. Tjosvold stated that staff can take note of it and look to see whether the docents are comfortable and if staff has the bandwidth.

Director Kersteen-Tucker thanked the staff for a great presentation and mentioned how exciting it is to see how much the program has grown in the last couple years.

Director Kersteen-Tucker asked if any portion of the programming now focuses on agriculture and ranching given that roughly half of the land is located in the Coastside Service Area and much of it is under a grazing lease.

Ms. Tjosvold stated there are docent naturalists who lead guided activities in those kinds of landscapes that are specifically targeted for children, and this suggestion could be potentially something staff looks into as there are docents who are trained in the District's grazing program.

Director Gleason stated that he was excited to read the report and hear the presentation, and that the program will be even more exciting now that some of the activities that were halted by COVID are being resumed, and thanked staff for their efforts.

Director Riffle discussed his experience working with the Packard Foundation, noting that one of the roadblocks is usually transportation, and that the Packard Foundation would usually fund the transportation for the kids to arrive at the programs. He suggests looking at where the real issues are and thinking creatively to solve them.

Ms. Jolly stated the Coastside Childrens and Puente stipend was used specifically for transportation.

Director Riffle suggested having staff return to the Board more often than 2 years to provide an update.

President Kishimoto commented that she would be interested in seeing the metrics for the demographics of the 18 and under visiting the preserves.

President Kishimoto inquired if mental and emotional health is addressed by any program.

Ms. Tjosvold stated that the District is connecting with Los Altos High School special education students and focusing on accessibility as part of the justice, equity, diversity, and inclusion (JEDI), and that it is a great consideration when reaching out to other partners.

Public comment opened at 7:45 p.m.

Ms. Soria reported there were no public speakers for this item.

Public comment closed at 7:45 p.m.

Director Cyr expressed appreciation for staff's work on the youth programs and suggested updates to occur more frequently than every two years.

Director MacNiven echoed Director Cyr's comments.

Director Holman also agreed that an update should be provided to the Board sooner than the two years and suggested that staff reach out to Fresh Lifelines for Youth (FLY) for a possible partnership.

Ms. Jolly explained the Board did identify FLY as the fourth youth organization for the original Youth Pilot Program, however staff was unable to connect with them for programming; nevertheless, this does not preclude staff from attempting again.

Director Holman commented that she would try to reach out to FLY.

No Board action required.

INFORMATIONAL MEMORANDA

- Total District Visitation Estimation for Calendar Year 2022
- Ranger Public Safety Report for Calendar Year 2022

Director Kersteen-Tucker expressed her appreciation for the thoroughness of both of the FYIs.

INFORMATIONAL REPORTS

A. Committee Reports
There were no Committee Reports.

B. Staff Reports

Planning Manager Jane Mark reported on the first Hawthorns Public Access Working Group Meeting that was held on July 20, 2023, and the next meeting will be held on Saturday, August 26, 2023 and it will be a walking tour of the Hawthorns area.

Stefan Jaskulak reported that he attended the annual CalJPIA board meeting on July 19 and announced that the District received two awards for the liability and workers compensation programs for the non-city category, reflecting the outstanding work of Legal, Human Resources, Rangers and Land & Facilities.

C. Director Reports

Director MacNiven reported she attended the first meeting of the Hawthorns Public Access Working Group and provided an update of the first meeting.

Director Riffle reported he was able to hike at San Vicente Redwoods and that it was interesting to observe the before and after effects of the CZU Lightning Complex fire. On August 7, he met with Helen Chapman, Chair of the Santa Clara Valley Open Space Authority, to get an update on their various projects. On August 16, he will be speaking at the Kiwanas Club, and on August 22, providing an overview of the District to the Los Altos City Council.

Director Kersteen-Tucker reported that San Mateo County had launched an effort to bring farm worker housing into compliance, but that it had generated a lot of concern and interest on all sides, so the County has paused their efforts and is holding a listening program, the meeting of which was held today, and she attended.

ADJOURNMENT

President Kishimoto adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 8:05 p.m.

Maria Soria, MMC
District Clerk