



Midpeninsula Regional  
Open Space District

Board Meeting 15-23

## **SPECIAL AND REGULAR MEETING**

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

330 Distel Circle  
Los Altos, CA 94022

**Wednesday, September 9, 2015**

### **DRAFT MINUTES**

#### **STUDY SESSION**

#### **CALL TO ORDER**

President Siemens called the meeting to order at 6:02 p.m.

#### **ROLL CALL**

Members Present: Jed Cyr, Nonette Hanco, Cecily Harris, Larry Hassett, Yoriko Kishimoto, and Pete Siemens

Members Absent: Curt Riffle

Staff Present: General Manager Steve Abbors, General Counsel Sheryl Schaffner, and District Clerk Jennifer Woodworth

#### **1. Board Code of Conduct, Board/Staff Relationship Policy, and Written Communications Policy (R-15-129)**

District Clerk Jennifer Woodworth provided the staff report summarizing the key aspects of the Board Code of Conduct, Board/Staff Relationship Policy, and Written Communications Policy.

The members of the Board made several suggestions to each of the proposed policies to be included before the revised policies are brought back to the Board of Directors for approval.

The Board recessed at 7:01 p.m. and reconvened at 7:06 p.m. with all Directors present.

#### **REGULAR MEETING**

#### **CALL TO ORDER**

President Siemens called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:06 p.m.

**ROLL CALL**

Members Present: Jed Cyr, Nonette Hanko, Cecily Harris, Larry Hassett, Yoriko Kishimoto, and Pete Siemens

Members Absent: Curt Riffle

Staff Present: General Manager Steve Abbors, Assistant General Manager Ana Ruiz, Assistant General Manager Kevin Woodhouse, General Counsel Sheryl Schaffner, Natural Resources Manager Kirk Lenington, Real Property Manager Mike Williams, Senior Real Property Agent Allen Ishibashi, Human Resources Supervisor Candice Basnight, and District Clerk Jennifer Woodworth

**ORAL COMMUNICATIONS**

No speakers present.

**ADOPTION OF AGENDA**

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

**VOTE:** 6-0-0 (Director Riffle absent.)

**CONSENT CALENDAR**

1. **Approve August 26, 2015 Board Meeting Minutes.**
2. **Approve Claims Report**
3. **Naming of Commemorative Site for Herb Grench at Windy Hill Open Space Preserve (R-15-130)**

General Manager's Recommendation: Approve the General Manager's recommendation to name an overlook, install a standard bench and plaque, and dedicate an unnamed trail segment at Windy Hill Open Space Preserve in honor of Herb Grench, the Midpeninsula Regional Open Space District's first General Manager who served from 1973-1993.

4. **Award of Bid Contract for the Guadalupe Creek Overlook at Sierra Azul Open Space Preserve (R-15-131)**

General Manager's Recommendation: Authorize the General Manager to enter into a contract with Cal West Construction General Building, Inc., for an amount not-to-exceed \$86,595, which includes the base bid amount of \$75,300 plus a 15% contingency of \$11,295, to construct the Guadalupe Creek Overlook at Sierra Azul Open Space Preserve.

**Motion:** Director Cyr moved and Director Hanko seconded the motion to adopt the Consent Calendar.

**VOTE: 6-0-0** (Director Riffle absent.)

**BOARD BUSINESS**

**5. Addition of Two New Classifications and the Reclassification of Three District Positions in the Natural Resources Department and One District Position in the Administrative Services Department (R-15-134)**

Assistant General Manager Kevin Woodhouse provided introductory comments explaining that these reclassifications are largely the result of the FOSM and primarily within the Natural Resources Department.

Human Resources Supervisor Candice Basnight summarized process used to develop and establish the new classifications and explained no new positions were being created. Ms. Basnight described the current and recommended classifications and described the changes to the current positions as proposed by the reclassifications. Ms. Basnight summarized the fiscal impact of the proposed reclassifications.

Public comments opened at 7:33 p.m.

No speakers present.

Public comments closed at 7:33 p.m.

**Motion:** Director Cyr moved, and Director Harris seconded the motion to:

1. Adopt a resolution amending the District's Classification and Compensation Plan as follows:
  - a. Addition of Resource Management Specialist III classification;
  - b. Addition of Senior Finance and Accounting Technician classification;
  - c. Removal of Senior Accounting Technician classification, to be replaced by Senior Finance and Accounting Technician classification.
2. Approve the following reclassifications of positions:
  - a. Reclassification of a Planner III to a Senior Resource Management Specialist in the Natural Resources Department;
  - b. Reclassification of a Planner II to a Resource Management Specialist III in the Natural Resources Department;
  - c. Reclassification of Senior Administrative Assistant to a Senior Finance and Accounting Technician in the Natural Resources Department.
  - d. Reclassification of Senior Accounting Technician to a Senior Finance and Accounting Technician in the Administrative Services Department

**VOTE: 6-0-0** (Director Riffle absent.)

**6. Proposed Purchase of the Meyer/Connolly Property as an addition to Sierra Azul Open Space Preserve located off of Mt. Umunhum Road in unincorporated Santa Clara County (Assessor's Parcel Number 562-22-041) (R-15-132)**

Senior Real Property Agent Allen Ishibashi provided the staff report describing the location of the property, current structures on the property, and the reasons for District purchase of the

property. Mr. Ishibashi explained management considerations for the property including evaluation of existing structures for possible employee residence and a current Williamson Act contract. Finally, Mr. Ishibashi outlined the terms and conditions of the proposed purchase and recommendations for approval.

Director Harris inquired regarding the level of remaining funds the land acquisition budget.

Real Property Manager Mike Williams explained he anticipates bringing a midyear budget adjustment to the Board of Directors for approval.

Director Hassett provided comments regarding the location of the property and its strategic use related to the Mt. Umunhum site.

Public comments opened at 7:47 p.m.

No speakers present.

Public comments closed at 7:47 p.m.

**Motion:** Director Hanko moved, and Director Hassett seconded the motion to:

1. Determine that the recommended actions are categorically exempt from the California Environmental Quality Act, as set out in the staff report.
2. Adopt a Resolution authorizing the purchase of the Meyer/Connolly property.
3. Adopt a Preliminary Use and Management Plan for the property, as set out in the staff report.
4. Indicate the intention to withhold dedication of the Meyer/Connolly property as public open space.

**VOTE:** 6-0-0 (Director Riffle absent.)

### **INFORMATIONAL REPORTS**

#### A. Committee Reports

Director Hanko reported the Legislative, Funding, and Public Affairs Committee met on September 8, 2015 and received a legislative update and discussed proposed revision to the Concessions policy.

Director Harris reported on the meeting of the Board Retreat ad hoc committee in preparation for the Board retreats scheduled in October and November.

#### B. Staff Reports

District Clerk Jennifer Woodworth reported the Measure AA Implementation ad hoc committee sunsetted at the end of August.

Assistant General Manager Ana Ruiz reported she, members of District staff, and Director Hassett attended the San Mateo County Board of Supervisors meeting last Tuesday to receive a grant of Measure A funds for the Ravenswood Bay Trail. Ms. Ruiz also reported on the creation of an internal Diversity Committee.

General Counsel Sheryl Schaffner provided a report on recent events at the Gullicksen property which neighbors the Sierra Azul Open Space Preserve.

C. Director Reports

The Board members submitted their compensatory reports.

Director Hassett commended staff for their quick work in handling a tree along Castaneda Ridge Road that was of concern to several of the District's constituents.

**CLOSED SESSION**

The Board of Directors adjourned the regular meeting into closed session at 8:12 p.m. in the Long Ridge Conference Room.

**1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)**

**Property:** Santa Clara County APN: 562-22-041

**Agency Negotiator:** Allen Ishibashi, Senior Real Property Agent

**Negotiating Party:** Catherine Meyers

**Under Negotiation:** Terms of real property transaction

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

**ADJOURNMENT**

President Siemens adjourned the Special Meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 8:58 p.m.

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Jennifer Woodworth, CMC  
District Clerk