



Midpeninsula Regional
Open Space District

PLANNING AND NATURAL RESOURCES COMMITTEE

Administrative Office
330 Distel Circle
Los Altos, CA 94022

October 20, 2015

DRAFT MINUTES

ROLL CALL

Director Riffle called the Special Meeting of the Planning and Natural Resources Committee to order at 2:03 p.m.

Members Present: Jed Cyr, Larry Hassett, and Curt Riffle

Members Absent: None

Staff Present: General Manager Steve Abbors, General Counsel Sheryl Schaffner, Assistant General Manager Ana Ruiz, Assistant General Manager Kevin Woodhouse, Planning Manager Jane Mark, Senior Planner Tina Hugg, Capital Project Manager Aaron Hébert, Operations Manager Michael Newburn, Senior Real Property Agent Elaina Cuzick, and District Clerk Jennifer Woodworth

ORAL COMMUNICATIONS

No speakers present.

ADOPTION OF AGENDA

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

VOTE: 3-0-0

COMMITTEE BUSINESS

- 1. Approve the Planning and Natural Resources Committee Minutes:
September 29, 2015**

Motion: Director Cyr moved, and Director Hassett seconded the motion to approve the minutes for the September 29, 2015 Planning and Natural Resources Committee meeting.

VOTE: 3-0-0

2. Presentation of Staff Facilities Opportunities and Constraints Analysis Report (R-15-151)

Capital Project Manager Aaron Hébert outlined the goals for the facilities analysis and ongoing project as agreed upon by the former ad hoc Facilities Committee and current Planning and Natural Resources Committee.

Senior Planner Tina Hugg reviewed several factors that affect the District's ability to provide workspace for staff in the coming years, including increase of staff levels due to the implementation of the Financial and Operational Sustainability Model and the high cost of living in the Bay Area. Ms. Hugg also discussed possible changes to the District's workspace model including increased teleconferencing and videoconferencing, satellite offices, and telecommuting.

Mr. Hébert described and displayed photos of administrative and field offices utilized by nearby organizations similar to the District, including lessons learned. Ms. Hugg provided information regarding the cost of housing in the District and the distribution of staff residences. Ms. Hugg outlined constraints and opportunities of several options for the Administrative Office, including rebuilding on the current site, purchase and remodel of another building, and satellite administrative offices. Mr. Hébert presented analysis of the District's three field offices, Skyline, Foothills, and South Area Outpost, including short and long term options for improvements. Mr. Hébert described constraints associated with the field offices, such as their locations relative to current District growth, current size of offices, and the topography of potential building sites. Finally, Mr. Hébert requested Committee feedback related to the previously discussed goals.

Director Hassett expressed his concerns regarding Goal 4 regarding locating offices near transportation corridors and felt that this constraint is not necessary for District field offices but is more applicable for the administrative office.

Director Riffle commented that the District's offices will also need to be accessible to the public and District staff, which often use public transportation.

Director Cyr stated his belief that Goal 4 is helpful, but should not be a deciding factor in determining a location for new field offices.

The Committee members discussed the need to move forward quickly with various facilities projects and suggested a reference to urgency be included in Goal 9.

Ms. Hugg described the next steps for the project and requested Committee input related to the various District offices and future Board input.

The Committee members expressed their preferences to further investigate rebuilding the Administrative Office on the current site.

The Committee discussed the necessary repairs and upgrades for the Skyline Field Office and whether rangers would have to visit the field offices as often once technological upgrades are made.

Operations Manager Michael Newburn stated that the needs of ranger staff to report to a field office will most likely change if technology is improved, which would allow rangers to complete paperwork from the field.

Director Hassett inquired regarding the use of the Driscoll Event Center for future rodeo events.

Senior Real Property Agent Elaina Cuzick explained that the site is not currently being used for rodeo events but continues to be used for equestrian, educational, and agricultural events. Ms. Cuzick and Mr. Hébert also provided additional comments on the availability of water at the site.

The Committee members expressed their support for using the Driscoll Event Center for a future field office site.

The Committee members stated their support for use of modular buildings at the South Area Outpost and exploring the possibility of creating a South Area Office on nearby property.

Ms. Hugg stated staff can bring the presented information forward to the full Board of Directors and incorporate the direction provided by the Committee.

Public comment opened at 4:18 p.m.

No speakers present.

Public comment closed at 4:18 p.m.

ADJOURNMENT

Director Riffle adjourned the meeting of the Planning and Natural Resources Committee of Midpeninsula Regional Open Space District at 4:25 p.m.

Jennifer Woodworth, MMC
District Clerk