



Midpeninsula Regional
Open Space District

Board Meeting 15-30

SPECIAL MEETING

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

330 Distel Circle
Los Altos, CA 94022

Wednesday, November 18, 2015

DRAFT MINUTES

SPECIAL MEETING – STUDY SESSION

CALL TO ORDER

Vice-President Kishimoto called the special meeting of the Midpeninsula Regional Open Space District to order at 5:32 p.m.

ROLL CALL

Members Present: Jed Cyr, Nonette Hanko, Larry Hassett, Yoriko Kishimoto, and Curt Riffle

Members Absent: Cecily Harris and Pete Siemens

Staff Present: Assistant General Manager Ana Ruiz, Assistant General Manager Kevin Woodhouse, General Counsel Sheryl Schaffner, District Clerk Jennifer Woodworth

Don Weden, Retired Principal Planner with the Santa Clara County Planning Department provided a presentation entitled “*Change, Growth and Planning: Open Space Challenges of Santa Clara County 3.0*”

Mr. Weden described several of the driving forces in Santa Clara County’s physical development, including major demographic, economic, environmental, and geographic forces. As Santa Clara County becomes more urban, its population is projected to grow by about 300,000 people by approximately 2030 and to be accommodated within existing urban areas. Additionally, the 65 and older age group will make up 2/3 of the growth which will bring many challenges, including pressures for changes in our automobile-dependent land use patterns and the need for a wider array of housing and mobility choices. Maintaining our quality of life, while adapting to these major changes will require responsible, visionary local land use planning – and community attitudes that support well-planned, appropriately-located, higher-density new development.

Vice-President Kishimoto adjourned the special meeting at 7:06 p.m.

SPECIAL MEETING – BOARD MEETING

Vice-President Kishimoto called the special meeting of the Midpeninsula Regional Open Space District to order at 7:13 p.m.

ROLL CALL

Members Present: Jed Cyr, Nonette Hanko, Cecily Harris, Larry Hassett, Yoriko Kishimoto, and Curt Riffle

Members Absent: Pete Siemens

Staff Present: General Manager Steve Abbors, Assistant General Manager Ana Ruiz, Assistant General Manager Kevin Woodhouse, General Counsel Sheryl Schaffner, Planning Manager Jane Mark, Senior Planner Meredith Manning, Capital Project Manager Aaron Hébert, Senior Planner Tina Hugg, District Clerk Jennifer Woodworth

ORAL COMMUNICATIONS

Randee McQueen spoke regarding the safety and security of her property related to the opening of Mt. Umunhum to the public, especially related to the timeline of opening the Mt. Umunhum Summit. Ms. McQueen also spoke regarding the rising number of trespassers on the property.

Scott McQueen spoke regarding current security at Mt. Umunhum and his expectation that when the Mt. Umunhum Summit is opened to the public additional security will be needed, especially to limit the number of trespassers on the site.

Director Siemens arrived at 7:19 p.m.

ADOPTION OF AGENDA

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

VOTE: 7-0-0

CONSENT CALENDAR

1. **Approve the revised October 22, 2015 and November 4, 2015 Board Meeting Minutes.**
2. **Approve Claims Report**

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

VOTE: 7-0-0

BOARD BUSINESS

3. Contract Amendment with Restoration Design Group for Final Design Development, Production of Construction Documents, Interpretation Design, and Initial Grading Oversight for the Mount Umunhum Summit Project and Construction Oversight for the Guadalupe Creek Overlook (R-15-160)

Assistant General Manager Ana Ruiz provided comments regarding Measure AA funding of improvements at Mt. Umunhum.

Senior Planner Meredith Manning presented the staff report describing current progress at the Mt. Umunhum Summit and work being completed by District staff.

Directors Kishimoto and Harris inquired about the gate access points which visitors will pass through to reach the summit and whether they can be closed for various reasons, including inclement weather.

Ms. Manning described the various gates providing access to the summit and explained that the gates could be closed in inclement weather or other public safety concerns.

Director Harris inquired regarding the amount of the contract amendment and why the District does not enter into separate contracts for the various phases of a project.

Ms. Manning explained the project budgeting process is currently being looked at and may be amended at a future date.

Public comment opened at 7:52 p.m.

No speakers present.

Public comment closed at 7:52 p.m.

Motion: Director Riffle moved and Director Hassett seconded the motion to amend a contract with Restoration Design Group for an additional \$605,000 to complete final design development, interpretive design, production of construction documents, and oversight for the initial phase of grading for the Mount Umunhum Summit Project, plus construction oversight for Guadalupe Creek Overlook at Sierra Azul Open Space Preserve; the contract includes a 12% contingency of \$65,000 for unforeseen requirements, for a not-to-exceed total contract amount of \$979,595.

VOTE: 7-0-0

Director Riffle requested additional information regarding security measures to discourage trespassing.

Mr. Abbors stated staff will be dedicated to the preserve and additional security measures will be discussed in the coming months prior to the opening of the summit to the public.

4. Presentation of Staff Facilities Opportunities and Constraints Analysis Report (R-15-156)

Capital Project Manager Aaron Hébert reviewed 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 increasing staff levels to implement the Financial and Operational Sustainability Mode and Measure AA project list 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 explained that he and Ms. Hugg toured the administrative and field offices utilized by nearby organizations similar to the District and stated that other agencies are coping with similar struggles. 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 at each office. 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 Board feedback related to the previously discussed goals approved by the Facilities Ad Hoc Committee and Planning and Natural Resources Committee.

Director Kishimoto suggested the cost effectiveness of sustainable design options should be evaluated based on a lifecycle analysis of the facility.

Director Hassett recommended creation of a "quick response team" which could be authorized to look at real estate opportunities as they arise. Director Hassett suggested the team could be made up of the General Manager, Real Property department staff, and a couple of Board members.

Director Hassett spoke in favor of the plans for the South Area Outpost and for a potential coastal office at the Driscoll Event Center.

Director Harris expressed her concerns regarding the goals as agreed upon by the Planning and Natural Resources Committee and requested more time be spent discussing the goals.

Director Kishimoto also expressed concerns that the process is moving too quickly and requested staff to return to the Board with an update later in the process once more information is known.

Director Cyr provided comments regarding the recommendation from similar agencies to not move forward in an ad hoc fashion but to maximize efficiency by moving forward with a long term plan in mind. Also the Board and staff should move forward now with the Immediate High Priority Actions, especially related to the Administrative Office and South Area Outpost.

General Manager Abbors explained that staff researched the reports that went to the previous Facilities Ad Hoc Committee where staff was directed to take a comprehensive view at District facilities. Staff needs confirmation that the current Board is still interested in the comprehensive point of view for District facilities.

Public comment opened at 9:45 p.m.

No speakers present.

Public comment closed at 9:45 p.m.

Motion: Director Cyr moved, and Director Hanko seconded the motion to confirm the Planning and Natural Resources Committee's proposed goals of staff facility planning with the following amendments:

1. Utilize forward looking and imaginative approaches for evaluating and designing each facility, for example hotelling of staff, videoconferencing, and telecommuting.
2. Build in ~~sufficient~~ flexible capacity for the duration of a facility's expected lifetime (30 years).
3. Optimize staff deployment per FOSM recommendations and how departments and staff will work in the future.
4. Strive to locate within proximity to public transportation or major thoroughfares.
5. Seek flexible and adaptable options to meet evolving needs.
6. Pursue sustainable design and construction options that are cost-effective and that are evaluated through a lifecycle analysis.
7. Consider how new facilities could minimize cost-of-living impacts by their location, especially if they were near transportation corridors.
8. Improve the outward facing of public facilities, so visitors have a more welcoming experience when visiting our facilities.
9. Minimize relocation disruption to staff by thoughtful transition planning.

VOTE: 7-0-0

Motion: Director Kishimoto moved, and Director Hanko seconded the motion to confirm the Immediate High Priority Actions as recommended in the Staff Facilities Opportunities and Constraints Analysis Report.

VOTE: 7-0-0

INFORMATIONAL REPORTS

A. Committee Reports

No Committee reports.

B. Staff Reports

No staff reports.

C. Director Reports

The Board members submitted their compensatory reports.

Director Hassett invited the Board of Directors to attend the South Skyline Association Holiday Party on December 13th.

Director Kishimoto reported she and Director Hanko will be presenting at the Palo Alto City Council on November 30th.

Director Riffle reported he recently presented at the Los Altos City Council Meeting.

Director Harris reported she recently presented at the Half Moon Bay City Council meeting and will be presenting the Redwood City Council meeting in December.

Director Siemens reported he presented at the Los Gatos Town Council meeting and met with the Saratoga City Council and California Senator Jim Beall this evening.

ADJOURN TO CLOSED SESSION

President Siemens adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District into closed session at 9:58 p.m.

CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Property: Portions of the following properties identified as Santa Clara County Assessor Parcel Numbers 562-04-014, 562-08-012, and 562-22-017

Agency Negotiator: Allen Ishibashi, Senior Real Property Agent

Negotiating Party: Scott McQueen and Michael Rossetta

Under Negotiation: Terms of real property transactions

CLOSED SESSION REPORT

The Board of Directors returned to open session at 11:00 p.m. 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 into closed session at 11:00 p.m.

Jennifer Woodworth, MMC
District Clerk