



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

Administrative Office
330 Distel Circle
Los Altos, CA 94022

November 30, 2015

DRAFT MINUTES

ROLL CALL

Director Riffle called the Meeting to order at 2:00 p.m.

Members Present: Yoriko Kishimoto, Curt Riffle and Pete Siemens

Members Absent: None

Staff Present: General Manager Steve Abbors, Assistant General Manager Kevin Woodhouse, Assistant General Manager Ana Ruiz, General Counsel Sheryl Schaffner, Controller Mike Foster, Administrative Services Manager Kate Drayson, Management Talent Exchange Program Staff Member Fred Ho, and District Clerk Jennifer Woodworth

ORAL COMMUNICATIONS

No speakers present.

ADOPTION OF AGENDA

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

VOTE: 3-0-0

COMMITTEE BUSINESS

- 1. Approve the Action Plan & Budget Committee Minutes:
July 2, 2015**

Motion: Director Kishimoto moved, and Director Siemens seconded the motion to approve the Action Plan and Budget Committee minutes for July 2, 2015.

VOTE: 3-0-0

2. Controller's Mid-Year Financial Review

Controller Mike Foster presented the unaudited and summarized financial statements for the District current for Fiscal Year 2015-16 through September 30, 2015, including balance sheet, revenues and spending for the first six months of the fiscal year as compared to the previous fiscal year, and actual revenue and spending as compared to the adopted budget.

Public comment opened at 2:35 p.m.

No speakers present.

Public comment closed at 2:35 p.m.

The Committee recommended including a statement in the Board report to notify the Board of Directors that proposed changes to the FY2015-16 Action Plan and Budget will be brought to the Committee and Board in early 2016.

3. Revisions to Board Policy 3.03 - *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing* (R-15-163)

Management Talent Exchange Program staff member Fred Ho presented the staff report describing proposed changes to Board Policy 3.03 - *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing* as a result of the Financial and Operational Sustainability Model and approval of Assembly Bill 495, which increased the General Manager's signature authority.

Director Siemens suggested including language in the revised policy to allow for "design/build" contracts to allow for contractors to be able to design and execute a project.

General Manager Abbors proposed clarifying language can be included in the Administrative Procedure.

Director Kishimoto inquired regarding the solicitation of 3 bids and whether it should be reworded to state 3 bids shall be obtained.

Administrative Services Manager Kate Drayson explained staff often solicits bids from more than three vendors but may not always receive three quotes. Therefore the policy revisions propose the "staff shall attempt to solicit formal bids from a minimum of three bidders."

Director Siemens expressed his opinion that additional policy revisions could create more efficiency for staff in awarding contracts because the policy regulations related to bidding are District procedures and not included in AB495.

Director Kishimoto inquired if the oral solicitation of bids will be posted to the website.

Mr. Abbors stated that staff can further investigate this and include in the administrative procedure or Board policy if approved by the Board.

The Committee members directed staff to further look into options for disseminating information to contractors for contracts between \$25,000 to \$50,000 that are not subject the formal bid procedures. The Committee suggested including language in the Board policy for administrative procedures to include processes to promote consistency and transparency.

Public comment opened at 3:23 p.m.

No speakers present.

Public comment closed at 3:23 p.m.

Motion: Director Siemens moved, and Director Kishimoto seconded the motion to recommend to the Board the adoption of the revised Board Policy 3.03 - *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing*.

VOTE: 3-0-0

ADJOURNMENT

Director Riffle adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 3:25 p.m.

Jennifer Woodworth, MMC
District Clerk