



Midpeninsula Regional
Open Space District

Board Meeting 15-32

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

**SPECIAL MEETING
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT
FINANCING AUTHORITY**

330 Distel Circle
Los Altos, CA 94022

Wednesday, December 16, 2015

DRAFT MINUTES

CALL TO ORDER

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

ROLL CALL

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

Members Absent: None

Staff Present: General Manager Steve Abbors, Assistant General Manager Ana Ruiz, Assistant General Manager Kevin Woodhouse, General Counsel Sheryl Schaffner, Assistant General Counsel Hilary Stevenson, and District Clerk Jennifer Woodworth

ORAL COMMUNICATIONS

No speakers present.

ADOPTION OF AGENDA

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

VOTE: 7-0-0

CONSENT CALENDAR

1. Approve Claims Report

2. Preserve Entry Sign Replacement Project and Award of Purchasing Contract (R-15-173)

Director Harris inquired regarding a recent Action Plan project regarding directional signs along major roads and highways in the area.

Operations Manager Michael Newburn explained that staff is currently looking into the process for installing directional signs.

General Manager Steve Abbors reported staff has had discussions with county and transportation agencies to determine the process for installing directional signs and signs along major roadways managed by other agencies.

General Manager's Recommendation: Authorize the General Manger to enter into contract with The Sign Shop for an amount not-to-exceed \$100,000 to manufacture, store, and deliver twelve redwood sandblasted preserve entry signs to replace existing outdated signs.

Public comments opened at 7:12 p.m.

No speakers present.

Public comments closed at 7:12 p.m.

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

VOTE: 7-0-0

BOARD BUSINESS

3. Revisions to Board Policy 3.03 - *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing* (R-15-172)

Administrative Services Manager Kate Drayson 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. Ms. Drayson outlined specific proposed changes to Board Policy 3.03 and explained additional revisions were made to the policy to clarify policy language and streamline the purchasing process.

Director Kishimoto expressed her support for posting written solicitations of quotes on the District's website to increase openness and the probability of additional vendors submitting proposals or bids.

Assistant General Manager Kevin Woodhouse reported staff has researched the matter and seeks to balance efficiency, transparency, and fairness in the bidding process. Following completion of

their research, staff plans to include additional information and procedures in the Administrative Procedure, including possible creation of a pre-qualification list on the District website to be used by staff when soliciting proposals and bids.

Assistant General Counsel Hilary Stevenson described the differences between the District's pre-qualification and on-call professional services lists.

Directors Siemens expressed interest in placing information on the District's main web page to encourage interested vendors to contact District staff if they are interested in doing business with the District.

Director Kishimoto suggested posting an annual summary of quotes solicited for District projects.

Mr. Abbors reported staff will report back to the Board of Directors regarding the final approved Administrative Procedure related to implementing the proposed Board policy changes.

Public comments opened at 7:41 p.m.

No speakers present.

Public comments closed at 7:41 p.m.

Motion: Director Kishimoto moved, and Director Hanko seconded the motion to approve the proposed changes to Board Policy 3.03 - Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing. Direct staff return in three months with an informational report related to the administrative implementation of the Board's policy.

VOTE: 7-0-0

Director Riffle provided comments regarding the Board's involvement in administrative procedure as opposed to setting policy.

4. Fiscal Year 2015-16 Midyear Controller's Report (R-15-171)

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 comments opened at 8:03 p.m.

No speakers present.

Public comments closed at 8:03 p.m.

INFORMATIONAL REPORTS

A. Committee Reports

No Committee Reports.

B. Staff Reports

District Clerk Jennifer Woodworth reported 29 applications have been received for the Measure AA Bond Oversight Committee.

General Manager reported the District will be purchasing a table of tickets to the Santa Clara County State of the Valley event in February.

C. Director Reports

The Board members submitted their compensatory reports.

ADJOURNMENT

At 8:06 p.m., the Board adjourned the special Board meeting of the Midpeninsula Regional Open Space District Board of Directors and convened the Special Meeting of the Midpeninsula Regional Open Space District Financing Authority, with Directors Cyr, Hassett, Riffle and Siemens and Santa Clara County Supervisor Joe Simitian present.

**MIDPENINSULA REGIONAL OPEN SPACE DISTRICT FINANCING AUTHORITY
SPECIAL MEETING**

Chairperson Siemens called the special meeting of the Midpeninsula Regional Open Space District to order at 8:10 p.m.

ROLL CALL

Members Present: Jed Cyr, Larry Hassett, Curt Riffle, Pete Siemens, and Joseph Simitian

Members Absent: None

Staff Present: Executive Director Steve Abbors, General Counsel Sheryl Schaffner, Controller Mike Foster, and Secretary Jennifer Woodworth

AUTHORITY BUSINESS

1. Acceptance of the Controller's Annual Financial Report of the Midpeninsula Regional Open Space District Financing Authority (R-15-170)

Controller Mike Foster presented the Annual Financial Report of the Midpeninsula Regional Open Space District Financing Authority. Mr. Foster reported on the status of the bonds issued by the Financing Authority and planned refinancing of the bonds in future years.

Public hearing opened at 8:16 p.m.

No speakers were present.

Public hearing closed at 8:16 p.m.

Motion: Supervisor Simitian moved, and Director Riffle seconded the motion to accept the Annual Financial Report of the Midpeninsula Regional Open Space District Financing Authority.

VOTE: 5-0-0

ADJOURNMENT

President Siemens adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District Financing Authority at 8:16 p.m.

Jennifer Woodworth, MMC
District Clerk