



SPECIAL AND REGULAR MEETING

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

Administrative Office
330 Distel Circle
Los Altos, CA 94022

April 27, 2016

DRAFT MINUTES

SPECIAL MEETING

CALL TO ORDER

President Kishimoto called the special meeting of the Midpeninsula Regional Open Space District to order at 5:03 p.m.

ROLL CALL

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

Members Absent: Jed Cyr and Larry Hassett

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, and Executive Assistant Maria Soria

1. Final Interpretive Design and Content for the Mount Umunhum Summit Project (R-16-59)

Senior Planner Meredith Manning presented the staff presentation summarizing the Board's decision at its December 2015 meeting where the Board of Directors selected an interpretive design option for the Summit Project to provide visitors with a broad understanding of the site. This selection aligns with the higher-than-minimal level of site amenities and improvements for the summit and Guadalupe Creek Overlook. Ms. Manning explained the interpretive subject matter will cover the full arc of history for Mount Umunhum, including the cultural and natural history and cold war strategy and be generally equal in amount of coverage among these three topics. The proposed interpretive content has been previously reviewed by external partners and key stakeholders.

Ms. Manning stated a total of twelve interpretive signs are proposed for the Mount Umunhum summit and trail and described the signs and their design to withstand the widely shifting climate at Mt. Umunhum. Interpretive signs will also be integrated as part of the built structures, primarily within the weather shelters. Additionally, Ms. Manning described a view locator to be positioned specifically to capture as many other District preserves as possible. The locator will also contain language thanking the District's partners for their role in creating the large greenbelt.. Finally, there is a dedication plaque to the public proposed to be installed in the bench opposite of the view locator.

Ms. Manning introduced Leslie Stone from Leslie Stone Associates who provided guidance on best practices in design and text development for interpretive elements and answered specific design and content-related questions. Ms. Stone requested that if Board members had any edits to suggest or comments regarding the interpretive content to please provide those to Ms. Manning by Wednesday, May 4.

Director Riffle requested that on sign number eight on the west summit the thank you and viewfinder sign should include a thank you to the tax payers within the District that paid for this project. Mr. Riffle also mentioned that Measure AA and the federal government funds that were used for this project be mentioned.

Assistant General Manager Ruiz stated that there will a separate Measure AA sign that will explain that this is a Measure AA project.

Director Harris expressed her concerns with the word citizens she mentioned that not everybody living in the counties are citizen they are residents.

Director Harris asked if the Mt. Umunhum logo will also be used in conjunction with the District's log and she inquired if other District preserves had logos.

Ms. Lewis, Public Affairs Manager stated the District is embarking on a branding program for the most popular preserves to give some energy to the District's preserves. Ms. Lewis stated that once this program moves forward, it will be presented for Committee and Board for consideration.

Public comments opened at 5:38 p.m.

Basim Jaber provided additional information of Gwendolyn Alice Bouyer also known as the wild woman of Mt. Umunhum. Mr. Jaber stated that he had provided a write-up of Ms. Bouyer to staff.

Bob Wallace commented on his dislike for the tower.

Public comments closed at 5:42 p.m.

Director Riffle inquired if graffiti would be able to be cleaned from the signs if they were vandalized.

Ms. Stone state the porcelain enamel recommended for the signs can be cleaned with non-toxic solvents. Also the corten steel frames are also a natural weathering substance and could be resurfaced with steel wool and allowed to re-rust.

Motion: Director Hanko moved, and Director Siemens seconded a motion to approve the proposed interpretive design and content for the Mount Umunhum Summit Project with any final adjustments, as directed by the full Board and direct the General Manager to proceed with the production of interpretive signs, which will form the basis for a Request for Bids package for fabrication.

VOTE: 5-0-0 (Director Cyr and Hassett absent.)

President Kishimoto adjourned the special meeting at 5:47 p.m.

SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT – CLOSED SESSION

President Kishimoto called the special meeting to order at 6:00 pm.

No speakers were present.

The Board convened to closed session at 6:00 pm.

1. 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: Michael Rossetta
Under Negotiation: Terms of real property transactions

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION.
(Government Code Section 54956.9(d)(1))**

Name of Case: *Midpeninsula Regional Open Space v. Michael Rossetta, et al*; Santa Clara County Superior Court Case Number 1-15-CV-289568

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION.
(Government Code Section 54956.9(d)(1))**

Name of Case: *Midpeninsula Regional Open Space District v. Mount Umunhum Limited Partnership, et al (McQueen)*; Santa Clara County Superior Court Case No.1-15-CV-289553

Director Kishimoto announced a closed session had been held but no reportable actions were taken.

President Kishimoto adjourned the special meeting at 6:53 p.m.

REGULAR MEETING – BOARD MEETING

President Kishimoto called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:00 p.m.

ROLL CALL

Members Present: Nonette Hanko, Cecily Harris, Yoriko Kishimoto, Curt Riffle, and Pete Siemens

Members Absent: Jed Cyr and Larry Hassett

Staff Present: General Manager Steve Abbors, Assistant General Manager Ana Ruiz, Assistant General Manager Kevin Woodhouse, Chief Financial Officer/Administrative Services Director Stefan Jaskulak, General Counsel Sheryl Schaffner, and Executive Assistant Maria Soria

ORAL COMMUNICATIONS

No speakers present.

ADOPTION OF AGENDA

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

VOTE: 5-0-0 (Director Cyr and Hassett absent.)

SPECIAL ORDERS OF THE DAY

- Swearing in Measure AA Bond Oversight Committee Members

Executive Assistant Maria Soria administered the oath of office to three of the Bond Oversight Committee members.

- View District’s “Working at Midpen” Video

CONSENT CALENDAR

Director Kishimoto pulled Item 6 from the Consent Calendar.

1. **Approve Board Meeting Minutes:
April 13, 2016**
2. **Approve Claims Report**
3. **Reclassification of District Clerk position to District Clerk/Assistant to the General Manager (R-16-54)**

General Manager’s Recommendation: Adopt a resolution reclassifying the District Clerk position to a District Clerk/Assistant to the General Manager position in the General Manager’s Office.

4. **Reclassification of an Executive Assistant position to Executive Assistant/Deputy District Clerk in the General Manager’s Office (R-16-55)**

General Manager's Recommendation: Adopt a resolution adding the Executive Assistant/Deputy District Clerk to the District's Classification and Compensation Plan.

5. Contracts to Complete Phase I Planning and Environmental Review and Phase II Design and Engineering for the Bay Trail Connection Project at Ravenswood Open Space Preserve (R-16-56)

General Manager's Recommendations:

Authorize the General Manager to enter into a new contract with Callander Associates Landscape Architecture, Inc., to complete Phase I Conceptual Planning and Environmental Review for the Bay Trail Project at Ravenswood.

6. Contract Amendment with Restoration Design Group (RDG) for an additional \$449,327 for design, engineering, construction administration, special inspections, and interpretive signage production for the Mount Umunhum Summit Project (Summit Project). (R-16-60)

Director Harris commented that for some time she has noticed that there is a frequency of contract amendments requiring Board approval, and whether changes to our budgeting or contracting process can help reduce the frequency.

Assistant Manager Ruiz stated that due to the size of some of the projects the entire scope elements are not fully developed or the scope needs to be amended due to unforeseen conditions.

Director Siemens stated that when the contracts are amended several times it has an appearance of a sole source contract.

General Manager Abbors suggested that staff would evaluate this concern and expect to return to the Board at subsequent meeting with further information.

Motion: Director Siemens moved, and Director Riffle seconded the motion to amend a contract with RDG for the Summit Project in the amount of \$449,327, for a total not-to-exceed contract amount of \$1,428,922, for the following additional scope items:

1. Design, construction documents (CD), and geotechnical review for roadway work;
2. Geotechnical feasibility, design, and CD for the lower stair section;
3. Design, CD, and coordination for summit storm water management improvements;
4. Plans and specifications for volunteer-led planting restoration work;
5. An allowance for construction administration and special inspections; and
6. Fabrication of interpretive signage panels, frames, and stands.

VOTE: 5-0-0 (Director Hassett and Cyr absent.)

Motion: Director Riffle moved, and Director Hanco seconded the motion to approve the Consent Calendar, with the exception of Item 6.

VOTE: 5-0-0 (Director Hassett and Cyr absent.)

BOARD BUSINESS**7. Proposed New Positions for the Land and Facilities Services Department (R-16-58)**

Assistant General Manager Woodhouse provided the staff presentation describing the Action Plan and Budget Committee's (ABC) recommendation regarding new positions necessary for the Operations Department transition into the Visitor Services and Land and Facilities Services Departments – two Area Managers and one Administrative Assistant. Mr. Woodhouse explained the proposed and projected growth is sustainable, including adequate financial, human resources and facility capacity. Finally, Mr. Woodhouse stated this approval, and the subsequent filling of these positions before the end of the current fiscal year, will allow the District to begin FY2016-17 with two new departments, Land and Facilities Services and Visitor Services.

Director Riffle, ABC Chair, added the committee deliberated on the subject and voted to recommend approval of these three new positions to the full Board for consideration. Approval of the positions is a logical step to move forward to continue FOSM implementation and use available funding.

Director Riffle asked if there was an assumption that the new positions would be filled with internal candidates.

Mr. Woodhouse responded there is a probability of the two Area Managers to be recruited internally, but the decision has not yet been made.

Director Riffle encouraged the recruitment to be internal because it would be a great opportunity for growth.

Director Kishimoto inquired where the new positions would be stationed.

Mr. Woodhouse explained that Area Managers would be in the field offices, and the Superintendents and the existing Patrol Superintendents will have their offices at the Administration Office but would spend the majority of their time in the field.

Director Siemens pointed out that there will be an additional twelve positions for consideration in the next budget and inquired if there was adequate facility space for these positions.

Mr. Woodhouse commented that there are various levels of facility analysis that are being conducted and the findings will be coming forth to the Board. Mr. Woodhouse also confirmed there is currently facility capacity for the three new positions being recommended for approval.

Public comment opened at 8:01 p.m.

No speakers present.

Public comment closed at 8:01 p.m.

Motion: Director Hanko moved, and Director Siemens seconded the motion to approve the Action Plan and Budget Committee's recommendation for three new positions in the Land and Facilities Services Department in order to begin implementing the transition of the Operations Department into the Visitor Services and Land and Facilities Services Departments by the

beginning of FY2016-17 and adopt a Resolution approving the updated Classification and Compensation Plan to reflect the addition of one proposed new job classifications per Recommendation 1 above and as further described in the staff report.

VOTE: 5-0-0 (Director Hassett and Cyr absent.)

INFORMATIONAL REPORTS

A. Committee Reports

Director Riffle reported on the April 19, Action Plan and Budget Committee meeting.

Director Harris reported on the April 20, Planning and Natural Resources Committee meeting.

B. Staff Reports

Assistant General Manager Ana Ruiz reported that staff met with SFPUC regarding the Ravenswood Bay Trail to discuss the gates and staging areas for construction and also met with East Palo Alto Environmental Services Department to look at fencing and encroachment issues from the University Village neighborhood.

Ms. Ruiz also reported that as part of the Ridge Land Exchange project the Ridge Vineyards has an opportunity to expand their vineyards onto additional property per the exchange agreement. Ms. Ruiz added that Ridge Vineyards is looking at a potential expansion in the area near the permit parking and have submitted their plans that staff are now reviewing.

Ms. Ruiz also reminded the Director's that the Santa Clara County Board of Supervisors is holding a meeting on May 10th regarding the proposed listing of the Mt. Umunhum Radar Tower to the County of Santa Clara Heritage Resource Inventory. Ms. Ruiz stated staff will be attending and the public will each have two minutes to speak. The District requested the General Manager be allowed to speak for four minutes.

Ms. Ruiz stated she met with Jeremy Dennis the new Town Manager for Portola Valley to discuss the Alpine trail realignment project stating the project may be considered for FY17-18.

Ms. Ruiz informed the Director's that a site tour of Alma College has been scheduled for the Board on May 3 for those who are interested in attending. Ms. Ruiz also added that on June 7 an informal neighborhood meeting will held in Los Gatos to talk about dog access in El Sereno.

Lastly, Ms. Ruiz provided an update on Mt. Umunhum Project and an update on the La Honda interim parking lot.

Chief Financial Officer Stefan Jaskulak reported that four RFPs related to the District's bond program were recently issued, and staff plans to bring forward contracts to the Board for approval early this summer. Mr. Jaskulak also stated that staff is working on a budget book that will be centered around the annual Budget and Action Plan.

Assistant General Manager Kevin Woodhouse reported his attendance at a Silicon Valley Community Foundation Measure AA event regarding the Clean and Healthy Bay Initiative. Mr. Woodhouse also reported that he attended a quarterly field meeting to St. Joseph's Hill with the

Natural Resources department to survey the vegetation and wildflowers and received an update on the Highway 17 wildlife crossing. Finally, Mr. Woodhouse stated that he will be attending a regional event April 28th to counsel youth on how to land their first job and learn the basics of how the hiring process works and helpful tips on applying.

General Manager Steve Abbors reported that he recorded a segment with Doug McConnell for Open Roads show that will be airing on May 15, once he received the airing time he will forward the information onto the Directors. Mr. Abbors also reported that he attended the Spring Festival and Grand Opening of the Colley Landing Education Center at which Director Hanko spoke and Congresswoman Speier and Congresswoman Eshoo were also in attendance. Mr. Abbors added that the District will be hosting a Legislative Lunch that is tentatively scheduled for June 24. Finally, Mr. Abbors also commented that he has been working with Minh Le, Fran McVey, and Val Lopez in preparation for the Board of Supervisors meeting scheduled on May 10 and urged the Board Directors to attend.

C. Director Reports

The Board members submitted their compensatory reports.

Directors Siemens, Hanko, Riffle and Harris reported their attendance at the Spring Festival and Grand Opening of the Cooley Landing Education Center.

Director Kishimoto reported that she and Director Cyr attended a tour to Ravenswood Ponds and Bair Island with the San Francisco Bay Joint Venture.

Director Kishimoto also reported that due to a lack of a quorum for the May 3, Real Property Committee she will serve as an alternate member.

Director Kishimoto reported her attendance at the Santa Clara County Advisory Committee on Veterans and spoke in favor of supporting a veteran's museum to include the war story, but not on Mt. Umunhum. The committee supported the idea and authorized Fran McVey to convey their sentiment to the May 10 Board of Supervisor's meeting.

Director Kishimoto reported that she attended a presentation by Actera on Resilient Landscapes and stated that she recommends the presentation be presented to the Board at a later meeting.

Director Kishimoto asked for an update on the Administrative Office facilities and when the Ad-Hoc Committee would start convening.

Ms. Ruiz stated that an updated will be provided to the either the Ad-Hoc Committee or the full Board in July. Ms. Ruiz added that staff is waiting to receive proposals from potential futurist consultants to determine if the current site is a preferred location given regional and demographic trends.

Director Kishimoto asked for an update of when the intranet would be established and if there was an opportunity for a meet and greet of the new hires that have recently joined the District.

Mr. Jaskulak stated that the intranet will be part of the Microsoft SharePoint roll out this year but does not have a definite timeline at the moment.

General Manager Abbors stated new hires are brought the board meetings for introductions, and there would be an opportunity for the Directors to meet and greet staff at the Staff Recognition Event scheduled on August 31. General Manager Abbors added that the District Clerk is working on a staff directory which will include staff photos.

Director Siemens requested staff names be added to the organizational chart.

The Board members submitted their compensatory reports.

ADJOURNMENT

President Kishimoto adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 8:44 p.m.

Maria Soria
Executive Assistant