



SPECIAL AND REGULAR MEETING

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

Administrative Office
330 Distel Circle
Los Altos, CA 94022

June 22, 2016

DRAFT MINUTES

SPECIAL MEETING – CLOSED SESSION

CALL TO ORDER

President Kishimoto called the special meeting of the Midpeninsula Regional Open Space District to order at 5:00 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, General Counsel Sheryl Schaffner, Real Property Manager Mike Williams, and Senior Real Property Agent Allen Ishibashi

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Property: Santa Clara County Assessor's Parcel Number 562-08-003

Agency Negotiator: Michael Williams, Real Property Manager

Negotiating Party: Val Lopez, Amah Mutsun Land Trust

Under Negotiation: Conservation Easement

**2. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION.
(Government Code Section 54957(b)(1))**

Title of Employees: General Manager

Public comments opened at 5:00 p.m.

No speakers present.

Public comments closed at 5:00 p.m.

The Board convened into closed session.

President Kishimoto adjourned the special meeting at 6:13 p.m.

SPECIAL MEETING – STUDY SESSION

President Kishimoto called the special meeting of the Midpeninsula Regional Open Space District to order at 6:30 p.m.

President Kishimoto reported the Board met in closed session, and no reportable action was taken.

Presentation by Robin Grossinger of the San Francisco Estuary Institute, “Resilient Silicon Valley: Applying Landscape Resilience Principles in the Region”

President Kishimoto adjourned the special meeting at 7:08 p.m.

REGULAR MEETING – BOARD MEETING

President Kishimoto called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:08 p.m.

ROLL CALL

Members Present: Jed Cyr, Nonette Hanco, 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, Planning Manager Jane Mark, Natural Resources Manager Kirk Lenington, Engineering and Construction Manager Jay Lin, Real Property Manager Mike Williams, Visitor Services Manager Michael Newburn, Land and Facilities Manager Brian Malone, Public Affairs Manager Shelly Lewis, Budget and Finance Analyst II Nicole Gonzales, Capital Project Manager II Damon Adlao, GIS Technician Nathan Greig, Information Technology Specialist Tad Hammer, and District Clerk Jennifer Woodworth

ORAL COMMUNICATIONS

No speakers present.

ADOPTION OF AGENDA

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

VOTE: 7-0-0

SPECIAL ORDERS OF THE DAY

- Introduction of new staff members
 - Nathan Greig, GIS Technician
 - Tad Hammer, Information Technology Specialist

CONSENT CALENDAR

1. Approve the Minutes for the May 25, 2016 and June 8, 2016 Board meetings

District Clerk Jennifer Woodworth announced the May 25, 2016 minutes had been revised, and provided the revised copies to the Board of Directors.

2. Approve Claims Report

3. Partnership Agreement with Acterra Stewardship for the Hendrys Creek Stream Channel Restoration Project at Sierra Azul Open Space Preserve (R-16-80)

General Manager's Recommendation: Enter into a partnership agreement with Acterra Stewardship in the amount of \$190,000, which includes a 15% contingency of \$25,000, for native plant restoration and grant administration work associated with the grant-funded Hendrys Creek Stream Channel Restoration Project at Sierra Azul Open Space Preserve; this agreement is eligible for full reimbursement by a Santa Clara Valley Water District grant.

4. Annual Review of Restricted, Committed, Assigned, and Unassigned Reserves and Reserve Amounts (R-16-79)

General Manager's Recommendation: Approve (1) the elimination of the 2004 Bond Reserve Fund, (2) a \$10 million increase in the Infrastructure Fund, and (3) a \$1.9 million increase in the minimum required balance in the unassigned General Fund, as recommended by the District Controller.

5. Formation of the Diversity Outreach Ad Hoc Committee (R-16-81)

General Manager's Recommendation: Direct the formation of a new Diversity Outreach Ad Hoc Committee, and authorize the Board President to appoint three Directors to serve on the Diversity Outreach Ad Hoc Committee.

Public comment opened at 7:13 p.m.

No speakers present.

Public comment closed at 7:13 p.m.

Motion: Director Hassett moved, and Director Harris seconded the motion to approve the Consent Calendar, with the amendments as provided to the May 25, 2016 minutes.

VOTE: 7-0-0

President Kishimoto appointed Directors Harris, Kishimoto, and Riffle to serve on the Diversity Outreach Ad Hoc Committee.

BOARD BUSINESS

6. Fiscal Year 2016-17 Budget & Action Plan (R-16-71)

Finance and Budget Analyst II Nicole Gonzales presented the staff report. Ms. Gonzales summarized the review of the proposed Budget and Action Plan by the Action Plan and Budget Committee and Board of Directors. Ms. Gonzales reviewed the changes to the Budget and Action Plan as directed by the Board of Directors.

Land and Facilities Manager Brian Malone provided additional information regarding the proposed demolition of the Sears Ranch farm labor housing, stating that the current home has been red-tagged by San Mateo County due to the home's lack of foundation. Mr. Malone stated the General Manager's recommendation to include demolition of the Sears Ranch farm labor housing and assessment of the former Driscoll Ranch area of La Honda Open Space Preserve to determine where and how to replace farm labor housing.

Ms. Gonzales provided a summary of the proposed FY2016-17 District Budget.

Director Hassett provided comments related to the low number of bids received for the Mt. Umunhum Summit Project and suggested District staff consider seeking out additional bids.

President Kishimoto suggested the Board continue this discussion at the end of the Board meeting.

President Kishimoto requested staff comment on a letter received from the Portola Valley Town Manager regarding opening Alpine Road.

Assistant General Manager Ana Ruiz reported District staff met with the Portola Valley Town Manager in April and suggested Portola Valley could bring a proposal forward as part of the preparation for the FY2017-18 budgeting process.

President Kishimoto requested additional information related to how other open space agencies budget for land acquisitions.

Real Property Manager Mike Williams described how East Bay Regional Parks and Santa Clara County Parks budget for land purchases.

President Kishimoto stated her continued opposition to the proposed Grants Specialist position.

Public comment opened at 7:35 p.m.

No speakers present.

Public comment closed at 7:35 p.m.

Motion: Director Hassett moved, and Director Siemens seconded the motion to:

1. Approve the FY2016-17 Action Plan.

2. Adopt a Resolution approving the FY2016-17 Budget.
3. Adopt a Resolution approving the Classification and Compensation Plan.
4. Approve twelve new positions in accordance with recommendations outlined in the Financial and Operational Sustainability Model to establish new and efficient business systems.

VOTE: 7-0-0

7. Authorization to Reduce the District's Unfunded Pension Liability by Making a \$3 Million Pre-Payment to the California Public Employees Retirement System (CalPERS) (R-16-78)

Controller Michael L. Foster provided the staff presentation describing the District's unfunded pension liability and recommended making a \$3 million pre-payment to the California Public Employees Retirement System (CalPERS) in order to reduce the unfunded liability. By making this pre-payment, the Controller projects a savings to the District of \$6.3 Million over the next twenty years.

Public comment opened at 7:44 p.m.

No speakers present.

Public comment closed at 7:44 p.m.

Motion: Director Hanko moved, and Director Siemens seconded the motion to authorize the General Manager to deposit \$3 Million into the Midpeninsula Regional Open Space District's (District) CalPERS account, in order to reduce the District's unfunded pension liability.

VOTE: 7-0-0

INFORMATIONAL MEMORANDA

- Status of Activities at the Hawthorn Property
- Mount Umunhum Summit Project Bid Results and Budget Implications

Director Hassett repeated his opinion that the project should possibly to bid out the project again.

Ms. Ruiz stated staff is researching bringing in a third party cost estimator to peer review the request for bid documents and help staff determine if the bid received is indicative of the projected costs associated with the project based on the current market, remote location of the project, etc.

General Manager Steve Abbors provided comments regarding construction cycles and previous economic downturns that saved the District money, such as the demolition and remediation work at Mt. Umunhum that was delivered below the original estimate.

President Kishimoto spoke in favor of postponing the project due to the high cost.

Director Siemens spoke in favor of completing work to Mt. Umunhum Road and a parking area to allow members of the public to visit the preserve.

Director Hassett spoke in favor of moving the project forward soon but would like to confirm that the bid received is fair.

- Proposed Partnership and Conservation Easement with Amah Mutsun Land Trust at Mount Umunhum, Sierra Azul Open Space Preserve

INFORMATIONAL REPORTS

A. Committee Reports

No Committee reports.

B. Staff Reports

Assistant General Manager Ana Ruiz reported the District is participating in a San Mateo County Committee has formed for a new national trail – the Portola Trail – which is projected to cross District land. The discussions are still in an early phase, and Ms. Ruiz will be providing periodic updates as they progress. Ms. Ruiz provided a report of recent efforts by the Peninsula Working group related to cost sharing, public outreach, etc.

Assistant General Manager Kevin Woodhouse reported he, Ms. Ruiz, and Mr. Abbors recently presented at the California Special District's Association General Manager Summit describing the District's Financial and Operational Sustainability Model Study and implementation.

Public Affairs Manager Shelly Lewis reminded the Board of Directors of the Legislative Luncheon to be held at Cooley Landing on June 24th.

District Clerk Jennifer Woodworth reported the District has received a request for endorsement of the Silicon Valley Leadership Group's transportation measure on the November 2016 ballot. Ms. Woodworth stated a consensus of the Board is needed to direct staff to research this item to determine how it could affect the District. By consensus, the Board directed staff to research the measure and present the information to the Board at a future Board meeting.

Mr. Abbors reported his recent attendance at the joint meeting of the Santa Clara and San Mateo Counties' City Managers Association. Mr. Abbors provided an update regarding the District's bond team and their recent meeting. Finally, Mr. Abbors reported staff has more fully researched the planned Sears Ranch Road parking lot and determined that an asphalt parking lot is appropriate for the location instead of the gravel lot initially proposed. This change may delay the project for a couple of months, but is still planned for opening in Fall 2017.

C. Director Reports

The Board members submitted their compensatory reports.

Director Harris reported she contacted numerous city council members in San Mateo County to invite them to the Legislative Picnic and suggested an evening event for future years.

Director Cyr reported his attendance at the Special Parks District Forum in Cleveland, OH and described several of the sessions he attended.

Director Hassett reported his attendance at the Special Parks District Forum in Cleveland, OH and described several of the sessions he attended.

President Kishimoto suggested a future Board development workshop later this year, perhaps in the fall, to discuss the changing roles of the Board.

By consensus the Board directed staff to work on a Board development workshop in the fall.

ADJOURNMENT

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

Jennifer Woodworth, MMC
District Clerk