



Midpeninsula Regional
Open Space District

August 24, 2016
Board Meeting 16-20

SPECIAL AND REGULAR MEETING

BOARD OF DIRECTORS MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

Administrative Office
330 Distel Circle
Los Altos, CA 94022

August 24, 2016

DRAFT MINUTES

SPECIAL MEETING – CLOSED SESSION

President Kishimoto called the special meeting to order at 6:01 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 Counsel Sheryl Schaffner

- 1. CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION.
Government Code Section 54957(b)(1)**
Title of Employees: General Counsel
General Manager

Public comments opened at 6:01 p.m.

No speakers.

Public comments closed at 6:01 p.m.

The Board convened into closed session.

General Counsel Schaffner left closed session at 6:00 p.m. General Manager Abbors entered closed session at 6:01 p.m.

President Kishimoto continued the special meeting at 6:56 p.m. to the close of the regular meeting.

REGULAR MEETING

President Kishimoto called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:02 p.m.

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

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, Chief Financial Officer/Administrative Services Director Stefan Jaskulak, General Counsel Sheryl Schaffner, District Clerk Jennifer Woodworth, Planning Manager Jane Mark, Senior Planner Tina Hugg, Planner II Leslie Chan, and Human Resources Supervisor Candice Basnight

ORAL COMMUNICATIONS

No speakers.

ADOPTION OF AGENDA

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

VOTE: 7-0-0

CONSENT CALENDAR

Director Riffle pulled Item 2 from the Consent Calendar.

Public comment opened at 7:06 p.m.

No speakers.

Public comment closed at 7:06 p.m.

Motion: Director Riffle moved, and Director Cyr seconded the motion to approve the Consent Calendar, with the exception of Item 2.

VOTE: 7-0-0

1. Approve Claims Report

2. Award of Contract with Moore, Iacofano, Goltsman (MIG), Inc. for site planning, CEQA environmental review, design, engineering, construction documents, and permitting assistance, for the proposed Red Barn public access area and new entrance at La Honda Creek Open Space Preserve (R-16-103)

Planner II Leslie Chan provided a presentation describing the current status of implementing the La Honda Master Plan. Ms. Chan described various elements of the Red Barn project and reported the La Honda Master Plan implementation remains on schedule.

Director Hassett requested clarification regarding the requested budget amendment and contract total amount.

Ms. Chan explained the budget amendment is for the current fiscal year, but the contract covers several years of work.

Director Hassett inquired if staff is moving towards moving this type of work in-house.

General Manager Steve Abbors explained that bringing this type of specialized work in-house will limit planners from being able to work on other projects. Additionally, due to the generalized nature of the La Honda Master Plan, further study of the location and design of the parking area is needed prior to implementation.

Public comment opened at 7:34 p.m.

Mike Bushue spoke in favor of including equestrian parking at the Red Barn staging area.

Public comment closed at 7:35 p.m.

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

1. Authorize the General Manager to enter into a multi-year professional services contract with MIG, Inc. to complete site planning, CEQA environmental review, design, engineering, construction documents, and permitting assistance for the proposed new public access area, Preserve entrance, and other associated improvements at the Red Barn area at La Honda Creek Open Space Preserve for a not-to-exceed base contract amount of \$400,000.
2. Authorize a 15% contingency of \$60,000 to cover unforeseen requirements, for a not-to-exceed total contract amount of \$460,000.
3. Adopt a Resolution approving a budget adjustment in the amount of \$60,000 to the Fiscal Year 2016-17 Budget.

VOTE: 7-0-0

3. Caltrans Cooperative Agreement for Highway 17 Wildlife Passage and Bay Area Ridge Trail Crossing Project (R-16-105)

Staff Contact: Julie Andersen, Resource Specialist III, Natural Resources Department

General Manager's Recommendation: Authorize the General Manager to enter into a Cooperative Agreement with Caltrans in a not-to-exceed amount of \$165,000 to fund Caltrans'

oversight of the development of a Project Initiation Document for the Highway 17 Wildlife Passage and Bay Area Ridge Trail Crossing Project.

4. Proposed Purchase of the Petersen property as an addition to Sierra Azul Open Space Preserve, located off of Hicks Road east of Reynolds Road in unincorporated Santa Clara County (Assessor's Parcel Number 575-11-022) (R-16-106)

Staff Contact: Allen Ishibashi, Senior Real Property Agent

General Manager's Recommendation:

1. Determine that the recommended actions are categorically exempt from the California Environmental Quality Act (CEQA), as set out in this report.
2. Adopt a Resolution authorizing the purchase of the Petersen property at a cost of \$700,000.
3. Adopt a Preliminary Use and Management Plan for the property, as set out in this report.
4. Approve a budget adjustment of \$700,000 to the Real Property Land Purchase Fund.
5. Indicate the intention to withhold dedication of the Petersen property as public open space at this time.

5. Formation of a Board Retreat Ad Hoc Committee (R-16-107)

Staff Contact: Jennifer Woodworth, District Clerk/Assistant to the General Manager

General Manager's Recommendation:

1. Authorize formation of a Board Retreat Ad Hoc Committee.
2. Approve the Board President's appointments to the Committee.
3. Authorize Director compensation for Committee meeting attendance.

BOARD BUSINESS

6. Restructuring of the Information Systems and Technology Division of the Administrative Services Department, and related changes to the Classification and Compensation Plan (R-16-104)

Assistant General Manager Kevin Woodhouse introduced the agenda item explaining its relation to the Financial and Operational Sustainability Model Study and the subsequent Information Technology Strategic Plan.

Chief Financial Officer/Administrative Services Director Stefan Jaskulak outlined the proposed restructuring of the Information Systems and Technology (IST) department and explained approval of the General Manager's recommendation does not create any new staff positions at this time.

Human Resources Supervisor Candice Basnight described each of the proposed classifications and reclassifications and explained the roles of each. Ms. Basnight outlined the benefits of the proposed IST restructuring, including meeting District technology and business needs, achieving market alignment, and preparing for succession planning within the IST department.

Mr. Jaskulak outlined the fiscal impact of the proposed classifications and reclassifications.

Public comment opened at 8:05 p.m.

No speakers.

Public comment closed at 8:05 p.m.

Motion: Director Riffle moved, and Director Siemens seconded a motion to approve the following classification recommendations for the Information Systems and Technology Division to restructure current positions, without adding new staff, into a Division structure that fulfills the District's current and future IST business needs:

1. Adopt a resolution amending the District's Classification and Compensation Plan with the following changes:
 - a. Addition of Data Administrator classification;
 - b. Addition of Senior Technologist classification;
 - c. Addition of Applications Support Engineer classification;
 - d. Addition of Data Analyst I/II classification.
2. Approve the following reclassifications of positions in the Information Systems and Technology Division of the Administrative Services Department:
 - a. Reclassification of the Geographic Information Systems Administrator to a Geographic Information Systems Program Administrator;
 - b. Reclassification of the Information Technology Administrator to an Information Technology Program Administrator;
 - c. Reclassification of the Information Technology Specialist to a Data Administrator;
 - d. Reclassification of Geographic Information Systems Technician to a Data Analyst I;
 - e. Reclassification of Information Technology Technician to an Information Technology Technician I/II.

VOTE: 7-0-0

7. Formation of the Facilities Ad Hoc Committee (R-16-102)

Senior Planner Tina Hugg provided the staff presentation describing the Action Plan project to select and begin implementation of a long term Administrative Office solution and outlined the purpose of the proposed Facilities Ad Hoc Committee. Ms. Hugg described the next steps for the proposed committee before it provides a recommendation to the Board for a long term solution.

Director Kishimoto suggested defining the Committee's authority to identifying any potential gaps in the AO site feasibility analysis, real estate market study, and futurist/architectural strategist report, and (2) arriving at a recommended preferred option, possible alternatives, and next steps to forward to the full Board in November or December 2016 for its consideration and decision. Additionally, the Board may want to weigh in on the information presented to the committee before the proposed November or December 2016 decision point.

Staff will work with the committee to determine what items will return to the full Board and when.

Directors Harris and Hassett requested additional information on the project team members.

Ms. Hugg stated staff from the Planning, Engineering and Construction, General Manager's Office, and Real Property departments will help make up the project team.

Public comment opened at 8:22 p.m.

No speakers.

Public comment closed at 8:22 p.m.

Motion: Director Siemens moved, and Director Hanko seconded a motion to:

1. Form a new Facilities Ad Hoc Committee.
2. Authorize the Board President to appoint three Directors to serve on the Facilities Ad Hoc Committee.
3. Determine the meetings of the Facilities Ad Hoc Committee should be compensable.

VOTE: 7-0-0

President Kishimoto appointed Directors Hassett, Kishimoto, and Siemens to serve on the Facilities Ad Hoc Committee.

Director Harris stated that the Committee should not be able to decide what is brought back to the Board of Directors.

Director Kishimoto stated the committee is advisory, and items would be brought to the Board for final decision.

Director Cyr discussed the parameters the committee will be working under and thanked staff for their work thus far on the project.

INFORMATIONAL REPORTS

A. Committee Reports

No Committee reports.

B. Staff Reports

Assistant General Manager Kevin Woodhouse provided an update on the Santa Clara Valley Water District retention basin project at Rancho San Antonio and its impacts on the parking lot there.

Assistant General Manager Ana Ruiz provided an update on the Sears Ranch Road project and the bids received for this project.

Chief Financial Officer/Administrative Services Director Stefan Jaskulak provided an update on 2016 bonds stating the AAA rating for these bonds and the proposed schedule for the bond sales.

C. Director Reports

The Board members submitted their compensatory reports.

Director Harris reported her attendance at the California Sierra Club lobbyist event and commented on various bills of interest to the District. Director Harris also suggested referring to Legislative, Funding, and Public Affairs Committee to study placing benches in preserve parking lots.

By consensus, the Board referred studying bench placement in parking lots to LFPAC.

Director Riffle announced he has accepted the Vice-President of Land position at the Peninsula Open Space Trust. As a result, he will be bringing forward a memo to outline any potential conflict of interests he may have related to his new position and the District.

President Kishimoto stated she will be signing on to the rebuttal argument for Measure B.

ADJOURNMENT

President Kishimoto adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District back into closed session at 8:56 p.m.

Director Hanko left at 9:01 p.m.

President Kishimoto adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 9:55 p.m.

Jennifer Woodworth, MMC
District Clerk