



Midpeninsula Regional
Open Space District

R-16-102
Meeting 16-20
August 24, 2016

AGENDA ITEM 7

AGENDA ITEM

Formation of the Facilities Ad Hoc Committee

GENERAL MANAGER'S RECOMMENDATIONS *GM*

1. Direct the formation of a new Facilities Ad Hoc Committee, and authorize the Board President to appoint three Directors to serve on the Facilities Ad Hoc Committee.
2. Determine whether the meetings of the Facilities Ad Hoc Committee should be compensable.

SUMMARY

At its November 18, 2015 meeting, the Board of Directors (Board) directed the General Manager to return to a future Board meeting and recommend the formation of a Facilities Ad Hoc Committee. Prior to the subject going to the full Board, the Facilities Ad Hoc Committee would provide guidance in the selection and implementation of a preferred long-term facility option for the Administration Office (AO), which is included in the Fiscal Year (FY) 2016-17 Action Plan. The Facilities Ad Hoc Committee would be in place for a period of one year.

MEASURE AA

This is not a Measure AA project.

DISCUSSION

The Board's Strategic Plan includes a focus on strengthening the Midpeninsula Regional Open Space District's (District's) organizational capacity to fulfill its mission, which includes providing the necessary resources, tools, and staff facility infrastructure.

After the passage of Measure AA, which resulted in substantial capital funding for voter-approved priority projects, the District completed a comprehensive organizational study, the Financial and Operational Sustainability Model (FOSM). The study determined how to restructure and grow the organization to successfully deliver Measure AA projects and sustain patrol, maintenance and restoration service levels as new facilities and properties are opened to the public. FOSM identified 60 recommendations to address organizational gaps and implement a 30-year project and service delivery strategy. It also recommended a near-term increase of up to 9 additional administrative staff by 2020 in the business lines of Project Planning and Delivery, Visitor and Field Services, and Finance and Administrative Services, followed by slower growth into the future that would focus on field positions.

The AO (including the nearby three leased offices) is at capacity and can accommodate only minimal staff growth in the near term. If left unchanged, this constraint will impede the District's ability to maintain desired project delivery timelines for capital projects, including Measure AA-funded projects. In 2015, staff prepared a Staff Facilities Opportunities and Constraints Analysis Report that assessed the condition and recommended actions for the District's four staff facilities, including the AO.

During the November 18, 2015 Board meeting, when the report was presented and the AO discussed (R-15-157), the Board approved contracting with a futurist/architectural strategist to evaluate trends and both internal and external factors that should be considered in properly siting a new, long-term staff facility. It was also suggested that a Facilities Ad Hoc Committee be formed that could act quickly to take advantage of real estate opportunities if or when they arose. Board Policy 1.04 (*Board Committees*) authorizes the Board to form ad hoc committees to study "specific matters and provide recommendations to the Board on such matters."

The General Manager also seeks the Facilities Ad Hoc Committee's guidance to (1) identify any potential gaps in the AO site feasibility analysis, real estate market study, and futurist/architectural strategist report, and (2) arrive 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. The General Manager will ask the Facilities Ad Hoc Committee, if formation is approved, to meet within the next week to review the consultant's scope of work and progress completed to date to ensure that policy issues pertinent to the Board are part of the analysis. Additional meetings are expected over the next few months.

FISCAL IMPACT

Formation of a new Facilities Ad Hoc Committee may result in a modest fiscal impact if the Board determines these meetings are compensable. Per Board policy on *Compensation of Directors and Payment of Expenses*, the maximum allowable total compensation per Board member shall be one hundred dollars (\$100.00) per day and five hundred dollars (\$500.00) per calendar month, irrespective of the number of meetings attended each day or each month (Chapter 6, Policy 6.03). The new FY2016-17 Budget does not include a specific allocation for the proposed new Ad Hoc Committee. However, the Budget may be sufficient depending on the total number of compensable meetings that are scheduled next fiscal year.

BOARD COMMITTEE REVIEW

This item was not previously reviewed by a Board Committee. On November 18, 2015, the Board directed staff to return to the full Board with a Facilities Ad Hoc Committee formation recommendation.

PUBLIC NOTICE

Notice was provided pursuant to the Brown Act.

CEQA COMPLIANCE

This proposed action is not a project under the California Environmental Quality Act (CEQA) and no environmental review is required.

NEXT STEPS

Upon approval by the Board, Committee members would be appointed by the Board President.

Responsible Department Head:
Jane Mark, AICP, Planning Manager

Prepared by:
Tina Hugg, Senior Planner