



Midpeninsula Regional
Open Space District

Meeting 16-26

**SPECIAL AND REGULAR MEETING
BOARD OF DIRECTORS OF THE
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

Administrative Office
330 Distel Circle
Los Altos, CA 94022

Wednesday, October 26, 2016
Special Meeting starts at 5:30 PM*
Regular Meeting starts at 7:00 PM*

A G E N D A

**5:30 SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA
REGIONAL OPEN SPACE DISTRICT – STUDY SESSION**

ROLL CALL

1. Project Delivery Process Overview (R-16-135)

Staff Contact: Ana Ruiz, Assistant General Manager
General Manager's Recommendation: No action required.

ADJOURNMENT

**7:00 REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA
REGIONAL OPEN SPACE DISTRICT**

ORAL COMMUNICATIONS

The Board President will invite public comment on items not the agenda. Each speaker will ordinarily be limited to three minutes; however, the Brown Act (Open Meeting Law) does not allow action by the Board of Directors on items not on the agenda. If you wish to address the Board, please complete a speaker card and give it to the District Clerk. Individuals are limited to one appearance during this section.

ADOPTION OF AGENDA

CONSENT CALENDAR

All items on the Consent Calendar may be approved without discussion by one motion. Board members, the General Manager, and members of the public may request that an item be removed from the Consent Calendar during consideration of the Consent Calendar.

1. Approve October 12, 2016 Minutes

2. Approve Claims Report

3. Award of Contract to Randazzo Enterprises, Inc. to Complete the Driscoll Ranch Remediation and Demolition Project (Project) at La Honda Creek Open Space Preserve for a Base Amount Not-to-Exceed \$231,742 and a Separate 10% Contingency (R-16-136)

Staff Contact: Aaron Hébert, Water Resources Specialist and Matt Brunnings, Capital Project Manager

General Manager's Recommendation:

1. Authorize the General Manager to enter into a contract with Randazzo Enterprises, Inc. of Castroville, CA, for a not-to-exceed base amount of \$231,742 to complete the Project.
2. Authorize a 10% construction contract contingency in the amount of \$23,174 to be reserved for unanticipated issues, thus allowing the total contract amount not-to-exceed \$254,916.

4. Contract Authorization for Integrated Pest Management Implementation along the Roads and Trails at Bear Creek Redwoods OSP (R-16-121)

Staff Contact: Coty Sifuentes-Winter, IPM Coordinator

General Manager's Recommendation:

1. Authorize the General Manager to enter into a contract with Ecological Concerns, Inc. of Santa Cruz, California in the amount not to exceed \$37,000 to provide services to implement the Integrated Pest Management Plan for vegetation restoration along the Roads and Trails at Bear Creek Redwoods Open Space Preserve in Fiscal Year 2016-17.
2. Authorize the General Manager to extend the above contract in the amount not to exceed \$37,000 per year in Fiscal Years 2017-18 through 2019-20 to provide services to implement the Integrated Pest Management Plan for vegetation restoration along the Roads and Trails at Bear Creek Redwoods Open Space Preserve if the Board approves this funding in the future budgets.
3. Adopt a Resolution approving a budget adjustment/increase in the amount \$37,000 to the Fiscal Year 2016-17 District budget to fund the project.

5. Contract Amendment for Water Engineering and Consulting Services (R-16-131)

Staff Contact: Aaron Hébert, Water Resources Specialist

General Manager's Recommendation:

1. Authorize the General Manager to execute a contract amendment with Wagner & Bonsignore Engineers for additional services related to water systems and water rights in the amount of \$45,000 in Fiscal Year 2016-17.
2. Authorize the General Manager to extend the above contract in the amount not to exceed \$40,000 in Fiscal Year 2017-18 to provide additional services related to water systems and water rights if the Board approves this funding in the FY2017-18 budget.

6. Award of Contract to Butano Geotechnical Engineers, Inc., for Geotechnical Engineering Quality Control Observation and Testing Services in support of the Mount Umunhum Road Rehabilitation Project (R-16-137)

Staff Contact: Zachary Alexander, Capital Project Manager II

General Manager's Recommendation:

1. Authorize the General Manager to enter into a professional services contract with Butano Geotechnical Engineers, Inc., in the amount of \$79,890 to perform third party quality control geotechnical observation and testing in support of the Mount Umunhum Road Rehabilitation Project at Sierra Azul Open Space Preserve.

2. Authorize a 10% contract contingency in the amount of \$7,989 to be reserved for additional investigation, observation, and testing due to changes in construction scope or unforeseen conditions, for a not-to-exceed total contract amount of \$87,879.
7. **Update to the Annual Review of Restricted, Committed, Assigned, and Unassigned Reserves and Reserve Amounts (R-16-138)**

Staff Contact: Stefan Jaskulak, Chief Financial Officer

General Manager's Recommendation: Adopt a resolution amending the Fund Balance Policy to authorize (1) a \$5 million increase in the Infrastructure Fund for the Administrative and Field Offices, and (2) adjust the minimum Unassigned Fund Balance to 30% of Budgeted General Fund Tax Revenue, instead of a fixed dollar amount and (3) provide flexibility to repay unassigned reserve fund spending to a cap of 5% of Budgeted General Fund Tax Revenue.

8. **Revise a Resolution to Accurately Reflect Board Appointee Compensation in Response to California Public Employees' Retirement System Public Agency Review (R-16-139)**

Staff Contact: Candice Basnight, Human Resources Supervisor

General Manager's Recommendation: Adopt a resolution to supersede resolutions which did not include language required by CalPERS to accurately reflect Employer Paid Member Contributions as special compensation for Board Appointees.

9. **Contract to Provide Fence Installation Work at the Skyline Ridge Open Space Preserve (R-16-133)**

Staff Contact: Elaina Cuzick, Senior Property Management Specialist

General Manager's Recommendation:

1. Authorize the General Manager to enter into an agreement with Hammer Fence, for a total contract amount not to exceed \$73,122.75 to provide fence installation work at the Skyline Ridge Open Space Preserve for riparian resource protection from the cattle grazing operation.
2. Determine that the recommended action is exempt from the California Environmental Quality Act (CEQA).

BOARD BUSINESS

The President will invite public comment on agenda items at the time each item is considered by the Board of Directors. Each speaker will ordinarily be limited to three minutes. Alternately, you may comment to the Board by a written communication, which the Board appreciates.

10. **Consideration of San Mateo County Farm Bureau Request for Indemnification of Grazing Tenants and Request for Meeting with Board Members (R-16-140)**

Staff Contact: Brian Malone, Land and Facilities Services Department Manager

General Manager's Recommendation:

1. Affirm continued use of standard grazing lease language that requires District grazing tenants to indemnify the District.
2. Review a draft Board response letter to the Farm Bureau and direct the General Manager to revise if necessary and send.

11. **Fiscal Year 2016-17 Quarter 1 District Budget Amendments (R-16-134)**

Staff Contact: Nicole Gonzales, Finance & Budget Analyst II

General Manager's Recommendation:

1. Adopt a resolution approving the proposed FY2016-17 Quarter 1 District Budget amendments.
2. Adopt a resolution approving the administrative budget cleanup for the previously approved Petersen property purchase.

12. Approval of Salary Adjustments and Revised Employment Agreement for Board Appointee Controller (R-16-141)

Board Contact: Director Siemens, Board Appointee Evaluation Committee Chair

Board Appointee Committee's Recommendation: As a result of the Board's evaluation of the performance of the District's Board Appointees for Fiscal Year 2015-16, the Board Appointee Evaluation Committee recommends the following compensation adjustments for the Controller for Fiscal Year 2016-17: Adjust the Controller's annual salary to \$42,900 plus a one-time merit pay bonus of \$2,300.

The Board Appointee Evaluation Committee recommends the adoption of a resolution approving the salary adjustments set out in Recommendations and authorizing the Board President to execute a revised Board Appointee Employment Agreement.

13. Approval of Salary Adjustments and Revised Employment Agreement for Board Appointee General Counsel (R-16-142)

Board Contact: Director Siemens, Board Appointee Evaluation Committee Chair

Board Appointee Committee's Recommendation: As a result of the Board's evaluation of the performance of the District's Board Appointees for Fiscal Year 2015-16, the Board Appointee Evaluation Committee recommends the following compensation adjustments for the General Counsel for Fiscal Year 2016-17: Adjust the General Counsel's base salary upward to \$222,760 plus a one-time merit pay bonus of \$10,600.

The Board Appointee Evaluation Committee recommends the adoption of a resolution approving the salary adjustments set out in Recommendations and authorizing the Board President to execute a revised Board Appointee Employment Agreement.

14. Approval of Salary Adjustments and Revised Employment Agreement for Board Appointee General Manager (R-16-143)

Board Contact: Director Siemens, Board Appointee Evaluation Committee Chair

Board Appointee Committee's Recommendation: As a result of the Board's evaluation of the performance of the District's Board Appointees for Fiscal Year 2015-16, the Board Appointee Evaluation Committee recommends the following compensation adjustments for the General Manager for Fiscal Year 2016-17: Adjust the General Manager's base salary upward to \$247,600, plus a one-time merit pay bonus of \$12,000.

The Board Appointee Evaluation Committee recommends the adoption of a resolution approving the salary adjustments set out in Recommendations and authorizing the Board President to execute a revised Board Appointee Employment Agreement.

15. Appointment of Unopposed Candidates in Wards 3, 4, and 7 (R-16-144)

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

General Manager's Recommendation: Adopt resolutions appointing the following unopposed candidates: J. Edmond (Jed) Cyr, Jr. as Ward 3 Director to a four-year term; Curtis R. Riffle as Ward 4 Director to a four-year term, and Cecily Harris as Ward 7 Director to a four-year term.

INFORMATIONAL MEMORANDUM

- Proposed Changes to the Process for Appointing District Peace Officers and Redesign of the District Rangers' Badge

INFORMATIONAL REPORTS – Reports on compensable meetings attended. Brief reports or announcements concerning activities of District Directors and staff; opportunity to refer public or Board questions to staff for factual information; request staff to report back to the Board on a matter at a future meeting; or direct staff to place a matter on a future agenda. Items in this category are for discussion and direction to staff only. No final policy action will be taken by the Board.

- A. Committee Reports
- B. Staff Reports
- C. Director Reports

ADJOURNMENT

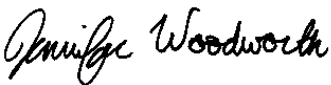
**Times are estimated and items may appear earlier or later than listed. Agenda is subject to change of order.*

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (650) 691-1200. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Written materials relating to an item on this Agenda that are considered to be a public record and are distributed to Board members less than 72 hours prior to the meeting, will be available for public inspection at the District's Administrative Office located at 330 Distel Circle, Los Altos, California 94022.

CERTIFICATION OF POSTING OF AGENDA

I, Jennifer Woodworth, District Clerk for the Midpeninsula Regional Open Space District (MROSD), declare that the foregoing agenda for the special and regular meetings of the MROSD Board of Directors was posted and available for review on October 21, 2016, at the Administrative Offices of MROSD, 330 Distel Circle, Los Altos California, 94022. The agenda and any additional written materials are also available on the District's web site at <http://www.openspace.org>.



Jennifer Woodworth, MMC
District Clerk

