



SPECIAL AND REGULAR MEETING

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

Administrative Office
330 Distel Circle
Los Altos, CA 94022

Wednesday, December 14, 2016

DRAFT MINUTES

SPECIAL MEETING – CLOSED SESSION

President Kishimoto called the special meeting to order at 6:30 p.m.

ROLL CALL

Members Present: Jed Cyr, Cecily Harris, Larry Hassett, Yoriko Kishimoto, Curt Riffle, and Pete Siemens

Members Absent: Nonette Hanko

Staff Present: General Manager Steve Abbors, General Counsel Sheryl Schaffner, Chief Financial Officer/Administrative Services Director Stefan Jaskulak

**1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to 54956.9(b): *(one potential case)***

Public comments opened at 6:30 p.m.

No speakers.

Public comments closed at 6:30 p.m.

The Board convened into closed session.

President Kishimoto adjourned the special meeting at 6:59 p.m.

REGULAR 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: Jed Cyr, Cecily Harris, Larry Hassett, Yoriko Kishimoto, Curt Riffle, and Pete Siemens

Members Absent: Nonette Hanko

Staff Present: General Manager Steve Abbors, General Counsel Sheryl Schaffner, Assistant General Manager Ana Ruiz, Assistant General Manager Kevin Woodhouse, Chief Financial Officer/Administrative Services Director Stefan Jaskulak, Assistant General Counsel Hilary Stevenson, District Clerk/Assistant to the General Manager Jennifer Woodworth, Planning Manager Jane Mark, Senior Planner Tina Hugg, Planner II Whitney Berry, Land and Facilities Manager Brian Malone, Property Management Specialist II Susan Weidemann, Information and Systems Technology Manager Garrett Dunwoody, and IT Program Administrator Benny Hsieh

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

ORAL COMMUNICATIONS

No speakers present.

SPECIAL ORDERS OF THE DAY

- Introduction of Staff
 - Whitney Berry, Planner II
 - Susan Weidemann, Property Management Specialist II

ADOPTION OF AGENDA

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

VOTE: 6-0-0 (Director Hanko absent)

CONSENT CALENDAR

Public comment opened at 7:14 p.m.

No speakers.

Public comment closed at 7:14 p.m.

Motion: Director Harris moved, and Director Cyr seconded the motion to approve the Consent Calendar.

VOTE: 6-0-0 (Director Hanko absent)

- 1. Approve November 16, 2016 Minutes**
- 2. Approve Claims Report**

3. Annual Dedication Report of Certain District Lands (R-16-151)

General Manager's Recommendation: Accept the annual report on the status of dedicated interests in District lands held for public open space purposes.

4. Award of Contract with Gv Tech Solutions, a subsidiary of Eagle Network Solutions, for the Server Systems Infrastructure Upgrade project; authorization for purchase of computer server hardware and funding to purchase required software licenses. (R-16-155)

General Manager's Recommendation:

1. Authorize a purchase of \$62,683 for an integrated 3-node computer server hardware system.
2. Authorize the General Manager to enter into a professional services contract with Gv Tech Solutions to plan and implement an upgrade of the District's IT infrastructure for a not-to-exceed base contract amount of \$69,000; and a 10% contingency of \$6,900 to cover unforeseen requirements and support for a not-to-exceed total contract amount of \$75,900.
3. Authorize the funding of \$80,000 for a one-time purchase to cover required server-side software licenses.

5. Update of the District's Classification and Compensation Plan to reflect the revised Board Appointee Group salaries approved by the Board on October 26, 2016 (R-16-156)

Board Appointee Evaluation Committee's Recommendation: Adopt a resolution approving the revised Classification and Compensation Plan, resulting from the Board's approval of the evaluations of the performance of the District's Board Appointees for Fiscal Year 2015-16, and the Board Appointee Evaluation Committee recommendation of the salary adjustments for the Board Appointee Group.

BOARD BUSINESS**6. Board Policy for Distribution of Tickets and Passes (R-16-157)**

Assistant General Counsel Hilary Stevenson provided the staff report describing the Political Reform Act and the requirement for public officials to disclose financial interests. Ms. Stevenson summarized the Fair Political Practice's Commission's (FPPC) gift rules and gift reporting requirements. FPPC Regulation 18944.1 describes a procedure for agencies to distribute tickets and passes to events. When distributed by the agency, the tickets or passes will not be considered gifts for individual reporting requirements and will be reported by the District Clerk. The District may distribute tickets to further a public purpose by sharing the District's mission, or benefiting residents within the District, or locally benefiting the District's mission.

President Kishimoto inquired regarding distribution of tickets and passes to spouses.

Ms. Stevenson explained the FPPC expressly allows members of a public official's immediate family to receive tickets and passes.

The members of the Board requested clarification regarding tickets previously distributed by the District.

Ms. Stevenson explained the District will analyze those individual occurrences and report back to the Board.

Public comment opened at 7:46 p.m.

No speakers present.

Public comment closed at 7:46 p.m.

Motion: Director Siemens moved, and Director Hassett seconded the motion to approve a new Board Policy, "District Distribution of Tickets and Passes."

VOTE: 6-0-0 (Director Hanko absent)

7. Contract Amendment with MKThink for Additional Futurist/Architectural Strategist Services for the Administrative Office Project at 330 Distel Circle, Los Altos (R-16-154)

Senior Planner Tina Hugg provided the staff report summarizing the work completed by MKThink and the Facilities ad hoc committee. The scope of the project has expanded based on feedback by Committee and staff. Staff will be returning to the Board in a special meeting on January 25, 2017.

Director Riffle asked for feedback from the Committee members regarding the work being done by MKThink.

Directors Hassett, Siemens, and Kishimoto spoke in favor of the work being done by MKThink and the staff working on the project.

Public comment opened at 7:58 p.m.

No speakers present.

Public comment closed at 7:58 p.m.

Motion: Director Hassett moved, and Director Siemens seconded the motion to authorize the General Manager to execute a contract amendment with MKThink for additional services related to the Administrative Office Project in the amount of \$19,000, for a total not-to-exceed new contract amount of \$69,000.

VOTE: 6-0-0 (Director Hanko absent)

INFORMATIONAL REPORTS

A. Committee Reports

President Kishimoto reported on a meeting of the Diversity ad hoc committee on December 9, 2016 and stated a committee recommendation will be going to the Board early in 2017 with information related to Cooley Landing.

President Kishimoto reported the Facilities ad hoc committee met December 13, 2016 to review the proposed options for the Administrative Office project, and staff will be presenting those options to the Board in January.

B. Staff Reports

District Clerk/Assistant to the General Manager Jennifer Woodworth reported a Measure AA Bond Oversight Committee member submitted his resignation for that position. Staff is looking into options for filling the position either through a recruitment effort or by contacting previous applicants to determine their interest.

Assistant General Manager Kevin Woodhouse provided an update related to restoration work in the Lobitos Creek area, the ombudsperson appointment process, and work by the Santa Clara Valley Water District's work at Rancho San Antonio.

Assistant General Manager Ana Ruiz provided an update on current projects at Mt. Umunhum, Bear Creek Redwoods, bridge crossing at Web Creek, and safety netting structure at Fremont Older.

Chief Financial Officer/Administrative Services Director Stefan Jaskulak reported on projects completed in 2016 and planned projects for 2017.

General Manager Steve Abbors reported on a panel discussion on housing sponsored by the Bay Area Open Space Council in November. Additionally, several park bond measures will be coming forward in the new legislative year.

C. Director Reports

The Board members submitted their compensatory reports.

Directors Cyr and Hassett reported their attendance at the District's holiday party.

President Kishimoto reported her attendance at the Vida Verde benefit and Santa Clara Cities Association dinner. President Kishimoto reported she has applied for an opening on the Bay Restoration Authority Board of Directors. President Kishimoto thanked staff and the Board for their work in the last year and provided comments summarizing the District's accomplishments during the last year.

ADJOURNMENT

President Kishimoto adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 8:28 p.m.

Jennifer Woodworth, MMC
District Clerk