



Midpeninsula Regional  
Open Space District

April 12, 2017  
Board Meeting 17-09

## **SPECIAL AND REGULAR MEETING**

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

Administrative Office  
330 Distel Circle  
Los Altos, CA 94022

**Wednesday, April 12, 2017**

#### **DRAFT MINUTES**

#### **SPECIAL MEETING – STUDY SESSION**

President Hassett called the special meeting to order at 5:30 p.m.

#### **ROLL CALL**

Members Present: Nonette Hanko, Cecily Harris, Larry Hassett, Yoriko Kishimoto, and Curt Riffle

Members Absent: Jed Cyr and Pete Siemens

Staff Present: General Manager Steve Abbors, General Counsel Sheryl Schaffner, Chief Financial Officer/Administrative Services Director Stefan Jaskulak, Information Systems and Technology Manager Garrett Dunwoody, GIS Administrator Casey Hiatt, Integrated Pest Management Coordinator Coty Sifuentes-Winter

Public comments opened at 5:31 p.m.

No speakers present.

Public comments closed at 5:31 p.m.

#### **1. Overview of District's Geographic Information Systems (GIS) Program (R-17-45)**

Information Systems and Technology Manager Garrett Dunwoody introduced the District's use of GIS data and the various forms of data used by GIS staff to create the District's maps and the information those maps can provide.

Director Siemens arrived at 5:43 p.m.

GIS Administrator Casey Hiatt described the many uses of GIS by the District, including the Conservation Atlas, GeoPDFs, preserve maps, and patrol map books used by District staff. In

addition to the various types of preserve maps used by the public and staff. GIS staff also analyzes information to assist staff in answering spatial questions, such as public notifications that are sent to District neighbors prior to Board action related to a preserve. Ms. Hiatt provided an overview of the District's new GIS Enterprise system, which will assist staff by creating a centralized database of projects throughout the preserves and increase interdepartmental collaboration. Staff on their routine field inspections will be able to input data from the field, including failed culverts, wildlife observations, pre-acquisition scouting for potential property purchases, etc.

Mr. Dunwoody described how technology could help support open space by increasing efficiencies in how we allocate resources, monitor protected species, and educate staff on using these resources.

Director Riffle inquired how the District works with partners and other agencies to use GIS data.

Ms. Hiatt explained the District collects information from other agencies and shares the District's data. In the future, the goal is to be able to share data in real time.

## **2. Overview of the partnership with the San Mateo County Resource Conservation District (R-17-49)**

Executive Director of the San Mateo County Resource Conservation District Kellyx Nelson described the Resource Conservation District (RCD) and its work with landowners to provide technical assistance, conservation planning, education and outreach, etc. The RCD has worked with the District in the past related to water management, and does extensive outreach to promote water quality in rural lands. Additionally, the RCD works to promote climate change mitigation, wildlife efforts to protect threatened and endangered species along the San Mateo Coast, and protection of the agricultural food system. Finally, Ms. Nelson described several projects the RCD and the District partnered to protect natural resources.

Director Riffle requested additional information related to the RCD's funding sources.

Ms. Nelson explained a very large majority of the RCD's funding comes from grants.

Director Riffle asked if Ms. Nelson had any suggestions for future collaboration with the RCD.

Ms. Nelson commented on the District's current and proposed future work on permitting issues, climate change mitigation, Cloverdale Ranch, and streamflow.

President Hassett adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 6:54 p.m.

## **REGULAR MEETING**

President Hassett called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:00 p.m.

**ROLL CALL**

Members Present: Nonette Hanko, Cecily Harris, Larry Hassett, Yoriko Kishimoto, Curt Riffle, and Pete Siemens

Members Absent: Jed Cyr

Staff Present: General Manager Steve Abbors, General Counsel Sheryl Schaffner, Assistant General Manager Kevin Woodhouse, Chief Financial Officer/Administrative Services Director Stefan Jaskulak, District Clerk/Assistant to the General Manager Jennifer Woodworth

**ORAL COMMUNICATIONS**

No speakers present.

**ADOPTION OF AGENDA**

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

**VOTE:** 6-0-0 (Director Cyr absent)

**CONSENT CALENDAR**

Public comment opened at 7:01 p.m.

No speakers.

Public comment closed at 7:01 p.m.

**Motion:** Director Kishimoto moved, and Director Riffle seconded the motion to approve the Consent Calendar, as amended.

**VOTE:** 6-0-0 (Director Cyr absent)

**1. Approve March 22, 2017 Minutes**

Director Kishimoto commented on the information she requested added to the minutes related to her comments on metering water usage at Bear Creek Stables.

**2. Claims Report**

**BOARD BUSINESS**

**3. Report from the Bond Oversight Committee to the Board of Directors for the review period from May 11, 2014 to June 30, 2016 (R-17-53)**

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak introduced Measure AA Bond Oversight Committee Chair Paul Betlem.

Mr. Betlem introduced the members of the Bond Oversight Committee (BOC), described the charter of the BOC, and the process they followed to review the Measure AA expenditures, including transaction documents. Mr. Betlem described the findings of the BOC including that all transactions reviewed were in alignment with the Measure AA bond provisions, and MROSD staff members were both responsive to our inquiries and demonstrated complete transparency and integrity.

The members of the Board thanked the BOC members for their work and contributions to the BOC.

Director Riffle requested additional information regarding the recommended improvements.

Chair Betlem explained the District's previous accounting of labor cost allocations on an annual basis. The BOC felt a quarterly basis would increase the BOC's understanding of how the labor costs were allocated to projects.

General Manager Steve Abbors reported the procedure has now been updated and is helping improve the District's work.

Public comment opened at 7:17 p.m.

No speakers present.

Public comment closed at 7:17 p.m.

**Motion:** Director Riffle moved, and Director Hanko seconded the motion to accept the report of the Measure AA Bond Oversight Committee.

**VOTE:** 6-0-0 (Director Cyr absent)

#### **4. Restructuring of the Finance Department within Administrative Services Resulting in No Net Increase in Full Time Equivalent Positions, and an associated change to the Classification and Compensation Plan (R-17-52)**

Mr. Jaskulak described the current structure of the finance department and its vacancies. Mr. Jaskulak proposed restructuring the finance department into its finance and budget functions. Mr. Jaskulak reviewed the proposed structure of the two departments and the fiscal impact of the restructure resulting in a net savings of \$68,814.

Director Kishimoto inquired regarding how the proposed restructure fits within the recommendations of the Financial and Operational Sustainability Model.

Mr. Jaskulak explained the proposed restructure does not add any new positions and is expected to lead to a cost savings. Additionally, the new structure will allow for cross training of staff to help fill unexpected vacancies.

Mr. Abbors provided additional information regarding FOSM implementation explaining that the Senior Management Analyst that reported to him was working primarily with the Finance

department. The District will continue to improve on the FOSM as it is tested throughout the District.

Public comment opened at 7:38 p.m.

No speakers present.

Public comment closed at 7:38 p.m.

**Motion:** Director Riffle moved, and Director Siemens seconded the motion to adopt a resolution amending the District's Classification and Compensation Plan to create the Budget & Analysis Manager classification at range 48 in the Administrative Services business line, a new position that would be filled in lieu of the vacant Senior Management Analyst position.

**VOTE: 6-0-0** (Director Cyr absent)

### **INFORMATIONAL REPORTS**

#### A. Committee Reports

Director Siemens reported on the April 11, 2017 Real Property Committee meeting.

Director Riffle reported on the March 28, 2017 Planning and Natural Resources Committee meeting.

#### B. Staff Reports

District Clerk Jennifer Woodworth reported on two projects recently undertaken to update and increase the efficiency of District internal processes. These were a revamping of the agenda report process and an upcoming review of the District's records management program.

Assistant General Manager Kevin Woodhouse reported on a recent training related to critical incident debriefings for ranger staff to discuss the incident and take time off as necessary. Additionally, labor negotiations with the Field Employees Association will begin in early in the next calendar year.

Mr. Jaskulak reported the District received the Distinguished Budget Presentation Award for its FY2016-17 budget document from the Government Finance Officers Association.

General Manager Steve Abbors reported on statewide legislation the District has recently taken a position on and sponsored. The District will also be issuing a request for proposals soon for lobbying services. Finally, he will be suggesting a Santa Clara County Leadership Academy team look into options for onsite childcare options.

General Counsel Sheryl Schaffner reported the District recently opposed legislation that would limit the amount of indemnity the District could require of consultants for their designs.

#### C. Director Reports

The Board members submitted their compensatory reports.

Director Kishimoto reported she attended meetings of Santa Clara County Local Area Formation Committee and the Santa Clara Valley Water District's Water Commission.

Director Harris commented on potential changes in San Mateo County with additional focus on housing and less on parks and open space.

President Hassett reported he attended the a meeting of the South Skyline Association where General Manager Steve Abbors and Assistant General Manager presented regarding Mt. Umunhum.

**ADJOURNMENT**

President Hassett adjourned the meeting into closed session at 8:07 p.m.

**CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION (Government Code Section 54956.9)**

M. Mahronich, et al v. Presentation Center, Los Gatos, Inc.  
Santa Clara Superior Court Case No. 1-15-CV-276706

President Hassett adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 8:52 p.m.

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Jennifer Woodworth, MMC  
District Clerk