



SPECIAL MEETING

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

Administrative Office
330 Distel Circle
Los Altos, CA 94022
Wednesday, December 6, 2017

DRAFT MINUTES

SPECIAL MEETING – CLOSED SESSION

President Hassett called the special meeting of the Midpeninsula Regional Open Space District to order at 5:00 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: Assistant General Manager Ana Ruiz, General Counsel Sheryl Schaffner, Real Property Manager Mike Williams

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Property: End of Lucy Lane, Half Moon Bay, CA, Portion of San Mateo County APN 066-320-160

Agency Negotiator: Michael Williams, Real Property Manager

Negotiating Party: Jo Chamberlain and Jonathan Lundell, Property Owners

Under Negotiation: Price and terms and conditions of Conservation Easement

ADJOURNMENT

President Hassett adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 5:30 p.m.

SPECIAL MEETING – STUDY SESSION

President Hassett called the special meeting of the Midpeninsula Regional Open Space District to order at 6:04 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: Assistant General Manager Ana Ruiz, General Counsel Sheryl Schaffner, Chief Financial Officer/Administrative Services Director Stefan Jaskulak, Acting Assistant General Manager Christine Butterfield, District Clerk/Assistant to the General Manager Jennifer Woodworth, Planning Manager Jane Mark, Senior Planner Tina Hugg

1. Report on Space Needs Assessment and Program for the New Administrative Office (R-17-128)

Assistant General Manager Ana Ruiz introduced the agenda item and explained that discussions regarding the next steps for the project will largely be discussed at the January 24, 2017 Board meeting. The current agenda item is focused on the space needs assessment report.

Acting Assistant General Manager Christine Butterfield provided an overview of the presentation, and explained staff will be meeting with all Board members in January to solicit feedback regarding the next steps of the project.

Senior Planner Tina Hugg introduced Chloe Lauer of MKThink who summarized the work to date on the project. Ms. Lauer reviewed the guiding principles for the project and the results of the workshops held with the Board and staff members to assess space needs and suggested innovations. Ms. Lauer described possible scenarios of how to utilize the office building space, including current space usage, predicted space usage in 2022, and predicted usage in 2045.

Director Siemens requested clarification regarding how unused office space would be leased.

Ms. Butterfield reported staff is continuing to study this issue based on the existing building leases and will work with a design architect when designing the building's interior to determine the best options for addressing and incorporating unused lease space.

Director Kishimoto and Director Siemens inquired regarding current and future storage space needs.

Ms. Hugg explained the storage space needs are expected to slightly increase due to an increase in staff members.

District Clerk Jennifer Woodworth explained staff is currently working to update the retention schedule, which will allow for destruction of inactive records according to state law reducing storage needs of files.

Director Riffle suggested integration of staff with other departments may allow for more interaction among the departments and prevent siloing of information.

Director Siemens spoke in favor of a single public entrance that leads to a single lobby. The remaining existing entrances may be staff entrances. Director Siemens expressed concern regarding public access to the basement areas.

Director Kishimoto spoke in favor of a public entrance along El Camino Real.

Board members spoke in favor of creating green spaces at 5050 El Camino Real.

Director Cyr spoke in favor of preserving some parking spaces for visitors near the entrance.

Public comment opened at 6:56 p.m.

No speakers present.

Public comment closed at 6:56 p.m.

No Board action required.

ADJOURNMENT

President Hassett adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 6:59 p.m.

SPECIAL MEETING

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

ROLL CALL

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

Members Absent: None

Staff Present: Assistant General Manager Ana Ruiz, General Counsel Sheryl Schaffner,
Chief Financial Officer/Administrative Services Director Stefan Jaskulak,
Acting Assistant General Manager Christine Butterfield, District
Clerk/Assistant to the General Manager Jennifer Woodworth

ORAL COMMUNICATIONS

No speakers present.

ADOPTION OF AGENDA

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

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

SPECIAL ORDERS OF THE DAY

- Introduction of staff
 - Erik Viik – Lead Open Space Technician

CONSENT CALENDAR

Public comment opened at 7:05 p.m.

No speakers present.

Public comment closed at 7:05 p.m.

Motion: Director Siemens moved, and Director Riffle seconded the motion to approve the Consent Calendar.

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

1. Approve November 8, 2017 Minutes

District Clerk Jennifer Woodworth noted revisions were made to the minutes and copies have been provided to the Board and members of the public.

Director Riffle informed the District Clerk that he had to leave the closed session at 9:00 p.m.

Ms. Woodworth reported she will update the minutes before finalizing them.

2. Award of Contract for Legal Services (R-17-129)

General Manager's Recommendation: Authorize the General Manager to enter into a contract with Gary Baum, Esq. to provide legal services in an amount not to exceed \$150,000.

3. Award of Contract with Terry Martin and Associates for design, engineering, permitting assistance, and construction administration services for the proposed New South Area Field Office at 240 Cristich Lane in Campbell (R-17-130)

General Manager's Recommendation:

1. Authorize the General Manager to enter into a multi-year contract with Terry Martin and Associates for design, engineering, permitting assistance, and construction administration services for the proposed New South Area Field Office for a base contract amount of \$267,350.
2. Authorize a 15% contingency of \$40,100, to be expended only if necessary to cover unforeseen conditions, for a total not-to-exceed contract amount of \$307,450.

4. Claims Report

BOARD BUSINESS

5. Resolutions approving the Preliminary Official Statements (POS) for the Issuance of the Green Bonds, 2017 Refunding Series A, and Parity Bonds, 2017 Series B and the Measure AA Series 2018 General Obligation Bonds (Green Bonds), and authorizing the contribution of up to \$1,000,000 into the refunding escrow. The issuance of the Bonds was authorized at the November 8, 2017 Board meeting. The POS resolutions provide for board approval of the disclosure documents to be used in the marketing of the Bonds. (R-17-132)

Chief Financial Officer Stefan Jaskulak described the Preliminary Official Statement for the 2017 bond issuance, which includes information on the District, plan for financing the bonds, use of funds, property tax data, etc. Mr. Jaskulak also described the Preliminary Official Statement for the 2018 bond issuance, which contains similar information but references Measure AA as a source of payment and security. Mr. Jaskulak explained the need for a budget adjustment to contribute to the refunding escrow. Finally, Mr. Jaskulak reviewed marketing plan to advertise the bond issuance and the schedule for the 2017 bond issuance

Public comment opened at 7:21 p.m.

No speakers present.

Public comment closed at 7:21 p.m.

Motion: Director Cyr moved, and Director Kishimoto seconded the motion to:

1. Adopt a Resolution approving the Preliminary Official Statement for the Issuance of the Green Bonds, 2017 Refunding Series A and Parity Bonds, 2017 Series B
2. Adopt a Resolution approving the Preliminary Official Statement for the Issuance of the Measure AA Series 2018 General Obligation Bonds (Green Bonds)
3. Authorize the contribution of up to \$1,000,000 into the refunding escrow
4. Adopt a Resolution authorizing a budget adjustment of up to \$715,000 for the escrow contribution

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

INFORMATIONAL REPORTS

A. Committee Reports

Director Cyr reported the Action Plan and Budget Committee met on December 5, 2017 and reviewed the agenda items.

Director Harris reported the Real Property Committee met on November 21, 2017 to discuss the Lobitos Creek conservation easement.

B. Staff Reports

Acting Assistant General Manager Christine Butterfield provided an update on the La Honda Grand Opening and the high visitor usage.

Assistant General Manager Ana Ruiz reported on staff's work with the San Francisco Bay Restoration Authority and California Land Stewardship Network.

C. Director Reports

Director Harris shared information regarding the number of registered voters in San Mateo County for each Ward. Redwood City will be releasing a Request for Proposals to encourage park space throughout Redwood City.

Director Kishimoto reported her attendance at a Santa Clara County LAFCo meeting.

Director Siemens reported his attendance at the Santa Clara County Special Districts Association quarterly meeting. Additionally, Director Siemens went with staff to meet with members of the Santa Clara County Board of Supervisors to discuss the Amah Mutsun conservation easement and the District's proposed purchase of the San Jose Water Company Land.

The Board members submitted their compensatory reports.

Directors Cyr, Hassett, Kishimoto, and Siemens reported their attendance at the La Honda Open Space Preserve grand opening event.

President Hassett adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 7:45 p.m.

Jennifer Woodworth, MMC
District Clerk