



Midpeninsula Regional  
Open Space District

March 13, 2019  
Board Meeting 19-07

## REGULAR MEETING

### BOARD OF DIRECTORS MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

Administrative Office  
330 Distel Circle  
Los Altos, CA 94022

Wednesday, March 13 2019

### APPROVED MINUTES\*

#### REGULAR MEETING

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

#### ROLL CALL

Members Present: Jed Cyr, Larry Hassett, Karen Holman, Zoe Kersteen-Tucker, Yoriko Kishimoto, and Pete Siemens

Members Absent: Curt Riffle

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Controller Mike Foster, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Jennifer Woodworth, Engineering and Construction Manager Jay Lin, Senior Capital Project Manager Felipe Nistal, Real Property Manager Mike Williams, Senior Real Property Agent Allen Ishibashi, Public Affairs Manager Kori Skinner

#### ORAL COMMUNICATIONS

No speakers present.

#### ADOPTION OF AGENDA

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

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

**BOARD BUSINESS****1. Administrative Office Reconfiguration - Schematic Design and Cost Estimate Update (R-19-25)**

General Manager Ana Ruiz provided opening comments describing the District's purchase of the current office space, which was partially leased out until needed by the District. Since then, the District outgrew its current office space and has lease nearby office space for the past six years. Ms. Ruiz discussed the need to create an office space to welcome the public and inspire the District to continue to fulfill its mission.

Engineering and Construction Manager Jay Lin described the history of the project including the evaluation of options to meet District facilities' needs; Board's decision to purchase a new building; space needs assessment, which involved interviews with the Board and staff members; Board adoption of the project design goals and program elements; and Board review of design options and selection of the enhanced design option.

Senior Real Property Agent Allen Ishibashi described the comparable office buildings sold in the nearby area at the time of the 5050 El Camino Real building purchase and buildings sold since that time.

Chief Financial Officer Stefan Jaskulak reviewed the available funding for the District infrastructure needs and the costs for building purchase and restructuring for staff facility needs. Mr. Jaskulak described the cost estimates for each of the three facilities options studied by the Board: purchase and restructure of 5050 El Camino Real, renovation of 330 Distel Circle and leasing additional office space, and demolition and rebuilding of 330 Distel Circle.

Director Holman inquired regarding the method for determining the rental income for lease space at the various facilities options.

Mr. Jaskulak explained the formulas used to determine rental income.

Director Holman inquired if it would be cost effective to continue to lease out 5050 El Camino Real as a revenue generator.

Mr. Jaskulak reported he could further investigate the numbers, but the revenue generated may not offset the rise in construction costs encountered if construction was delayed.

By consensus, the Board decided against directing staff to investigate this option.

Janet Tam, Principal for Noll and Tam, introduced the District's architectural team: Erik Skiba, architect and project manager, and Jane Catalano, associate principal and interior designer.

Mr. Skiba described existing conditions and deficiencies of 5050 El Camino Real, including a leaking roof membrane and antiquated electrical equipment. Mr. Skiba reviewed the various elements of the cost estimate of the proposed schematic design and elements proposed for add alternates and their estimated costs.

Ms. Catalano presented the various building design options and potential value-engineered designs for 5050 El Camino Real.

Ms. Ruiz raised potential concerns regarding tenant usage of District spaces in the value-engineered design.

Director Hassett commented on the restroom location in the value-engineered design, which would require building tenants to cross the District's public meeting space to reach the restrooms.

Ms. Tam provided the cost estimates for the value-engineered design elements, including reusing mechanical units, reducing the amount of acoustical ceiling clouds, and reducing the size of public atrium space.

Director Kishimoto stated the Administrative Office Ad Hoc Committee recommends replacing all of the building's glazing, adding sunshade protection to the south side of the building, and inclusion of sola-tubes to bring in natural light at the atrium.

Director Holman inquired regarding the site improvements related to landscaping and protection of the existing redwood trees on site.

Ms. Catalano explained which redwood trees would be given additional space using pavers, which allow for root movement.

Director Holman suggested potentially partnering with Los Altos to seek "green space" along El Camino Real and contacting the Valley Transit Authority to move the exiting bus shelter closer to the building entrance. Additionally, if the glazing windows will be replaced, operable windows are preferred.

Public comments opened at 9:16 p.m.

Shani Kleinhaus from the Santa Clara Audubon Society spoke regarding bird safe design suggesting including frit for the new glazing and spoke against clearstory. Ms. Kleinhaus spoke regarding light pollution and against use of LED lights. Ms. Kleinhaus spoke in favor of the wrap structure option for the atrium area and described the types of birds that hit structures. Ms. Kleinhaus suggested making the design decisions early because retrofitting the building for a bird safe is more costly.

Public comments closed at 9:23 p.m.

The Board recessed at 9:23 p.m. and reconvened at 9:32 p.m. with Directors Cyr, Hassett, Holman, Kersteen-Tucker, Kishimoto, and Siemens present.

President Siemens suggested the Board provide feedback on each of the add alternates and value-engineered options.

Director Kishimoto spoke in favor of prioritizing dual pane windows over the enlarged atrium area.

Director Hassett spoke in favor of the enhanced design speaking regarding the following elements: enlarged atrium area to provide a welcoming public entrance, separate restroom space for tenants, employee showers located in the basement, and inclusion of needed storage areas.

Director Kersteen-Tucker spoke in favor of the enhanced design.

Director Kishimoto suggested the Board should prioritize the various options rather than simply selecting each of the preferred options individually.

Director Cyr spoke against the various value-engineered option that removes the enlarged atrium.

By consensus, the Board opposed the value-engineered design that removes the enlarged atrium area from the schematic design.

By consensus, the Board supported the value-engineered design that reduces the amount of acoustical clouds in the building.

Director Kishimoto spoke in favor of the value-engineered option that phases in roofing and mechanical unit replacement.

Ms. Tam explained that extensive reuse of the existing ductwork may have additional costs associated with the need to reconfigure it for the new building design. Also one of the private offices will need to be relocated if the current mechanical units are used.

Director Kersteen-Tucker requested Noll & Tam return with additional information regarding phasing the mechanical unit and roof replacement, including impact on staff and a breakdown of costs for each aspect of this value-engineered option.

By consensus, the Board directed Noll & Tam to return with additional information regarding the value-engineered option related to the mechanical units and ductwork.

The Board discussed the inclusion of operable windows in the new glazing and by consensus requested Noll & Tam to return with additional information regarding use of fritted glass, the percentage of operable windows suggested for inclusion, and the effect of operable windows on airflow in the new building.

By consensus, the Board supported building an exterior shade structure on the rear of the building.

The Board requested additional information regarding upgrading the current roof structure to allow for installation of solar panels at a future time.

By consensus, the Board opposed replacing the T1-11 fins on the exterior of the building.

By consensus, the Board opposed replacing the parapet, soffit, and fascia on the building's exterior.

The Board discussed various options for bringing natural light into the atrium area and requested additional information for accomplishing this goal, such as skylights and sola-tubes.

No Board action required.

**INFORMATIONAL REPORTS**

A. Committee Reports

Director Hassett reported the Legislative, Funding, and Public Affairs Committee met on March 13, 2019 to receive a legislative update and learn about the proposed for the Conley property.

B. Staff Reports

No staff reports.

C. Director Reports

The Board members submitted their compensatory reports.

Director Cyr reported on recent hikes to District preserves.

Director Siemens reported he attended the Santa Clara County California Special District's Association meeting on March 4, 2019

**ADJOURNMENT**

President Siemens adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 10:34 p.m.

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Jennifer Woodworth, MMC  
District Clerk