



SPECIAL AND REGULAR MEETING

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

Administrative Office
330 Distel Circle
Los Altos, CA 94022

Wednesday, February 12, 2020

DRAFT MINUTES

SPECIAL MEETING – CLOSED SESSION

President Holman called the special meeting of the Midpeninsula Regional Open Space District to order at 5:30 p.m.

ROLL CALL

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

Members Absent: None

Staff Present: None

Public comments opened at 5:30 p.m.

No speakers present.

Public comments closed at 5:30 p.m.

- 1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code Section 54957(b)(1)
Title of Employee: General Manager
General Counsel**

ADJOURNMENT

President Holman adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 7:03 p.m.

REGULAR MEETING

President Holman called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:05 p.m.

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

ROLL CALL

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

Members Absent: None

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, Chief Financial Officer Stefan Jaskulak, District Clerk/Assistant to the General Manager Jennifer Woodworth, Engineering and Construction Manager Jason Lin, Senior Capital Project Manager Tanisha Werner

ORAL COMMUNICATIONS

No speakers present.

ADOPTION OF AGENDA

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

VOTE: 7-0-0

SPECIAL ORDERS OF THE DAY

- Introduction of staff
 - Liliana Price, Capital Project Manager III

CONSENT CALENDAR

Director Hassett pulled item 6 from the Consent Calendar.

Public comment opened at 7:07 p.m.

No speakers present.

Public comment closed at 7:07 p.m.

Motion: Director Riffle moved, and Director Kersteen-Tucker seconded the motion to approve the Consent Calendar, except for Item 6.

VOTE: 7-0-0

1. **Approve January 22, 2020 Minutes**
2. **Claims Report**
3. **Budget Amendments for Quarter 2 to the Fiscal Year ending June 30, 2020 (R-20-16)**

General Manager's Recommendation: Adopt a resolution approving the proposed Quarter 2 budget amendments (revenues and expenses) to the adopted budget for Fiscal Year ending June 30, 2020.

4. **Award of Contract for California Native Plant Species Propagation Services (R-20-18)**

General Manager's Recommendation:

1. Determine that the recommended actions are categorically exempt from the California Environmental Quality Act, as set out in this report.
2. Authorize the General Manager to enter into a contract with Grassroots Ecology of Palo Alto, California to provide California native plant propagation services in an amount not to exceed \$160,000 over four years.

5. **2020 Legislative Program (R-20-17)**

General Manager's Recommendation: Adopt the 2020 Legislative Program as recommended by the Legislative, Funding, and Public Affairs Committee, with any final changes from the Board of Directors, to set the legislative priorities and policies for Midpeninsula Regional Open Space District.

6. **Contract Amendment for engineering services with Wiss, Janney, Elstner Associates, Inc. for the Mount Umunhum Radar Tower Repair Project (R-20-19)**

General Manager's Recommendation: Authorize a contract amendment in the amount of \$89,975 with Wiss, Janney, Elstner Associates, Inc., of Emeryville, California to provide construction documents, construction administration, and as-built drawings for the Mount Umunhum Radar Tower Repair Project, bringing the contract to a not-to-exceed grand total amount of \$213,830.

Director Hassett commented on his continued opposition to funding the contract without additional funding from outside sources.

General Manager Ana Ruiz provided an update on a potential outside funding source for Mount Umunhum Tower Radar Tower repairs.

Motion: Director Riffle moved, and Director Kishimoto seconded the motion to approve the General Manager's recommendation.

VOTE: 6-1-0 (Director Hassett dissenting)

BOARD BUSINESS

7. Administrative Office Project – Project Update (R-20-15)

Engineering and Construction Department Manager Jason Lin provided the staff recommendation summarizing the project milestones to date and proposed schedule.

Director Hassett spoke in favor of hiring a qualified contractor that has a solid reputation.

Director Siemens concurred and suggested various contractors for outreach during the bidding process.

Director Kishimoto requested an update regarding lighting and HVAC systems.

Director Riffle requested information at a future project update regarding the environmental sustainability of the building.

Director Kersteen-Tucker requested an update regarding tenant leases.

Senior Real Property Specialist Allen Ishibashi reported on the expiration of current tenant leases explaining that the leases will end on or before January 31, 2021.

Mr. Lin provided an update on potential wood sources for use in the building design.

Project Manager Erik Skiba and Designer Jane Catalano with Noll & Tam provided project design updates related to bench and sign design, Board room design, bird safe glass, and tenant space.

Board members spoke in favor of the bench design and the need to protect the benches from vandalism.

Director Holman spoke in favor of potentially having multiple bench designs depending on the location of the benches. Additionally, she suggested members of the public could potentially sponsor the benches to help offset the cost.

Director Kersteen-Tucker spoke in favor of interpretive signage related to salvaged and recycled materials.

Directors Cyr, Siemens, and Holman spoke in favor of the street signage embedded into the rock wall.

Director Kishimoto spoke in favor of a horizontal sign placement.

Director Riffle spoke in favor of the street signage not being embedded into the rock wall.

Motion: Director Cyr moved, and Director Holman seconded the motion to have the exterior street signage embedded into the rock wall.

VOTE: 5-2-0 (Directors Kishimoto and Riffle dissenting.)

Ms. Catalano provided an update regarding interior wall materials.

Director Siemens spoke in favor of using high-quality speakers in the Board room and the type of chairs to be used in the Board room.

Directors Siemens and Cyr spoke in favor of using redwood on the dais.

Directors Hassett and Holman spoke in favor of using acacia wood for the dais.

Director Holman spoke in favor of seating staff separately from the Board.

The Board members provided comments regarding the Board room layout and materials.

Directors Siemens and Holman spoke against use of higher chairs and tables in the District's administrative office.

Directors Riffle, Hassett, Cyr, and Kersteen-Tucker spoke in favor of mixing chair designs to accommodate various ages of members of the public.

Director Kersteen-Tucker spoke in favor of including as many power outlets as is possible for the atrium area for staff and members of the public to use.

Director Holman spoke in favor of having a variety of heights for work surfaces.

Director Kersteen-Tucker left the meeting at 8:30 p.m.

Director Hassett suggested reuse of the current administrative office's flagpole at the new office.

Director Holman inquired if the Board should consider installation of a control room for camera operators and potential streaming of public meetings.

Director Holman spoke in favor of having the dais slightly raised in the Board room.

Public comments opened at 8:43 p.m.

No speakers present.

Public comments closed at 8:43 p.m.

INFORMATIONAL MEMORANDUM

- Radar Tower Roof Repair Peer Review

INFORMATIONAL REPORTS

- A. Committee Reports

Director Hassett reported the Legislative, Funding, and Public Affairs Committee met on January 28, 2020.

B. Staff Reports

Assistant General Manager Susanna Chan reported the District recently resubmitted a letter to the Santa Clara County Board of Supervisor supporting a 4/5 approval requirement related to Stanford General Plan Amendments.

Assistant General Manager Brian Malone provided an update related to several projects, including vegetation clearing along Highway 17 for wildfire fuel reduction, replacement of the Betsy Crowder memorial bench, delay of the Red Barn painting, and eucalyptus tree removal along Page Mill Road in Fall 2020. Finally, Santa Clara County Supervisor Joe Simitian is holding a public meeting regarding Lehigh Quarry in Cupertino on February 13, 2020.

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak reported the California branch of the International City and County Manager's Association presented the District with the Overall Champion award recognizing the District's efforts in talent recruitment, staff retention and development, and organizational culture.

Ms. Ruiz reported on staff's recent meeting with wildlife protection groups regarding the District's conservation grazing program, where District received positive feedback and reviews for its program. The District recently held a full-day staff training on historic structures. Ms. Ruiz reported on the District's legislative event held in Sacramento on February 11, 2020 and the upcoming State of the Valley event on Friday. Finally, Ms. Ruiz also reported on recent meetings with other environmental organizations and agencies related to state and regional initiatives.

C. Director Reports

The Board members submitted their compensatory reports.

Directors Hassett and Riffle reported their attendance at the February 6, 2020 La Honda Public Access Working Group meeting.

Director Siemens spoke regarding roadside parking near District preserves, which will need to be addressed by the District.

Directors Cyr, Kishimoto, and Holman reported their attendance at the Santa Clara County State of the County event.

Director Riffle reported that he and staff provided a briefing to San Mateo Supervisor Carole Groom.

Director Holman reported she and Director Kersteen-Tucker toured Lehigh Quarry. Director Holman reported the District recently provided presentations to East Palo Alto and Menlo Park City Councils on District project updates. Director Holman reported she will be attending a meeting of the Bay Restoration Authority on February 14, 2020.

ADJOURNMENT

President Holman adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 9:12 p.m.

Jennifer Woodworth, MMC
District Clerk