



**SPECIAL MEETING  
BOARD OF DIRECTORS OF THE  
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

**Wednesday, November 18, 2020**  
**Special Meeting starts at 5:00 PM\***  
**Special Meeting starts at 6:00 PM\***  
**Special Meeting starts at 7:00 PM\***

**A G E N D A**

*Consistent with Governor Gavin Newsom's Executive Order N-29-20, the Governor has allowed local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body to avoid public gatherings, and has suspended all contrary provisions of the Brown Act.*

***THIS MEETING WILL BE VIA TELECONFERENCE ONLY***

1. The meeting can be viewed in real-time at: <https://openspace.zoom.us/j/85720760767> or listen to the meeting by dialing (669) 900-6833 or (346) 248-7799 (Webinar ID 857 2076 0767).

2. Members of the public may provide written comments by submitting a public comment form at: <https://www.openspace.org/public-comment>

- *Comments on matters not on the agenda must be submitted prior to the time the board president calls for public comments.*
- *Comments on agenda items must be submitted prior to the time public comment on the agenda item is closed.*
- *All comments shall be subject to the same rules as would otherwise govern speaker comments at the board of directors meeting.*
- *Electronic comments on agenda may only be submitted via the public comment form. Comments via text or social media (Facebook, Twitter, etc.) will not be accepted.*

*Any comments received after the deadline, will be provided to the Board after the meeting.*

**5:00 \* SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT – STUDY SESSION**

**ROLL CALL**

**1. Website Structural Upgrade and Design Refresh Project Update (R-20-132)**

Staff Contact: Cydney Bieber, Public Affairs Specialist II, Public Affairs Department  
General Manager's Recommendation: Receive a presentation on updates and improvements to the [openspace.org](https://www.openspace.org) website and software system that runs the website. No Board action required.

## ADJOURNMENT

### 6:00 \* SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT – CLOSED SESSION

#### ROLL CALL

**1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code Section 54957(b)(1)**

Title of Employee: General Counsel  
General Manager

**CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6**

Agency designated representatives: Board Appointee Evaluation Committee (Directors Holman, Riffle, and Siemens)

Unrepresented Employees: General Counsel  
General Manager

**2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Government Code Section 54957(b)(1)**

Title of Employee: General Manager

## ADJOURNMENT

### 7:00 \* SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

#### ROLL CALL

#### ORAL COMMUNICATIONS

*This portion of the agenda is for members of the public to comment on items not on the agenda; however, the Brown Act (Open Meeting Law) does not allow action by the Board of Directors on items not on the agenda. Individuals are limited to one comment during this section.*

#### ADOPTION OF AGENDA

#### SPECIAL ORDER OF THE DAY

- Introduction of Staff
  - Cindy Chu, Risk Management Analyst

#### CONSENT CALENDAR

*All items on the Consent Calendar may be approved without discussion by one motion. Board members, the General Manager, and members of the public may request that an item be removed from the Consent Calendar during consideration of the Consent Calendar.*

- 1. Approve October 21, 2020 and November 4, 2020 Minutes**
- 2. Approve Claims List**
- 3. Quarter 1 Proposed Budget Amendments to the Fiscal Year ending June 30, 2021 (R-20-140)**

Staff Contact: Mike Bower, Budget & Analysis Manager

General Manager's Recommendation: Adopt a resolution approving the proposed Quarter 1 budget amendments for the fiscal year ending June 30, 2021.

**4. Award of Contract to EDX Exhibits for the Administrative Office Interpretive Elements Project (R-20-133)**

Staff Contact: Leigh Ann Gessner, Public Affairs Specialist II, Public Affairs Department

General Manager's Recommendation: Authorize the General Manager to enter into a contract with EDX Exhibits for \$78,000 for interpretive planning and design of new public interpretive elements for the future Administrative Office at 5050 El Camino Real in Los Altos.

**5. Award of Contract for District-Wide Habitat Enhancement through Invasive Species Treatment (R-20-135)**

Staff Contact: Tom Reyes, IPM Coordinator, Natural Resources

General Manager's Recommendation:

1. Authorize the General Manager to enter into a contract with Hanford ARC of Petaluma, California in the amount of \$275,000 for one year of invasive species management services.
2. Authorize the General Manager to extend the contract for three additional consecutive years, if the program achieves specific success criteria, at an annual cost of up to \$275,000 for a total not-to-exceed contract amount of \$1,100,000 over the four-year term.

**6. Award of Contract with Applied Technology & Science for Planning Services, Feasibility Assessment, and Preparation of Habitat Restoration Plans within the Irish Ridge Area of Purisima Creek Redwoods Open Space Preserve (R-20-134)**

Staff Contact: Coty Sifuentes-Winter, Senior Resource Management Specialist, Natural Resources

General Manager's Recommendation:

1. Authorize the General Manager to contract with Applied Technology & Science (ATS), to provide Phase I environmental planning and biological consulting services to determine the feasibility and maximum net natural resource benefits of restoring a section of Purisima Creek Redwoods Open Space Preserve for a base contract amount of \$42,037.
2. If the completion of the Phase I items in the base contract demonstrates high long-term net natural resources benefits at a reasonable price for the planned restoration work, authorize the General Manager to amend the contract to complete Phase II habitat restoration plans, for an additional not-to-exceed amount of \$57,230.
3. Authorize a 10% contingency for each Phase of work for a total amount of \$9,927 (\$4,204 for Phase I and \$5,723 for Phase II) to cover unforeseen complexities or additional biological survey needs, for a grand total contract amount not-to-exceed \$109,194.

**7. Application for Grant Funding from the California Department of Parks and Recreation's Proposition 68 Per Capita Grant Program (R-20-136)**

Staff Contact: Jordan McDaniel, Senior Grants and Procurement Technician, Administrative Services

General Manager's Recommendation: Adopt a Resolution authorizing the General Manager to submit an application for Proposition 68 Per Capita Program grant funding from the California Department of Parks and Recreation and to negotiate a grant funding agreement(s) for \$1,214,590 in Per Capita funding.

**8. Award of Contract to TKO General Engineering & Construction for Demolition of Two Unoccupied, Fire Damaged Accessory Structures and Repair of a Retaining Wall at 895 La Honda Road, Woodside, CA 94026 in Thornewood Open Space Preserve (R-20-137)**

Staff Contact: Omar Smith, Senior Property Management Specialist, Land and Facilities Services Department

General Manager's Recommendation:

1. Approve the demolition of two fire damaged accessory structures and the replacement of a retaining wall that sustained extensive fire damage at Thornewood Open Space Preserve and determine that these actions are categorically exempt under CEQA.
2. Authorize the General Manager to enter into a contract with TKO General Engineering & Construction, of Woodside, California to complete the structures demolition and retaining wall repair for a base amount of \$49,680.
3. Authorize a 15% contingency of \$7,452 to be reserved for unanticipated issues, for a total not-to-exceed contract amount of \$57,132.

**9. Award of Contract to Evaluate and Prepare Structural and Engineering Repairs Options to Repurpose an Existing Structure as Ranger Housing at Sierra Azul Open Space Preserve (R-20-126)**

Staff Contact: Tanisha Werner, Senior Capital Project Manager, Engineering and Construction Department

General Manager's Recommendation:

1. Authorize the General Manager to enter into a contract with Wiss, Janney, Elstner Associates, Inc., of Emeryville, California for a base contract amount of \$67,500.
2. Authorize a 10% contingency of \$6,750 to cover unforeseen conditions for a total contract amount not-to-exceed \$74,250.

**BOARD BUSINESS/PUBLIC HEARING**

*Public comment on agenda items at the time each item is considered by the Board of Directors. Written public comments will be provided to the Board prior to the meeting and posted on the District's website at [www.openspace.org](http://www.openspace.org). All written comments submitted in accordance with the guidance posted on the District's website will be read into the record.*

**10. Award of Contract with SWCA Environmental Consultants to provide Environmental Planning, Design, and Technical Analysis for the Feasibility Studies and Conceptual Designs of the Purisima-to-the-Sea Trail and Parking Area Project (R-20-129)**

Staff Contact: Gretchen Laustsen, Senior Planner, Planning Department

General Manager's Recommendations:

1. Authorize the General Manager to enter into a contract with SWCA Environmental Consultants of Half Moon Bay, CA to complete the Feasibility Studies and Conceptual Designs of the Purisima-to-the-Sea Trail and Parking Area Project for a base amount of \$261,000.
2. Authorize an approximate 10% contingency of \$26,000 to cover unforeseen tasks beyond the current scope for a total not-to-exceed contract amount of \$287,000.

**11. Radio System Assessment Report and Recommendations (R-20-110)**

Staff Contact: Deborah Bazar, Management Analyst II, Visitor Services Department

General Manager's Recommendations: Direct the General Manager to implement the Radio System upgrade and improvement recommendations, as presented in the staff report, to improve coverage, reliability, functionality, and compatibility with local emergency response agencies, as well as address end-of-life concerns that affect the ongoing maintenance and use of the current system at a total implementation cost over the next two fiscal years estimated at \$2.51M. These upgrades include improvements and/or replacements of repeaters/equipment on communications towers repeater sites, new repeater sites, new digital handheld devices, mobile vehicle radios, and base stations. Estimated equipment costs include savings through cooperative purchasing agreements and staff will continue to explore options to further reduce costs.

## **12. First Reading of the Board Compensation Ordinance (R-20-139)**

Staff Contact: Hilary Stevenson, General Counsel

General Manager's Recommendations:

1. Waive reading and introduce an ordinance increasing Board compensation from \$100.00 to \$105.00 per meeting pursuant to Public Resources Code section 5536.
2. Hold a public hearing on the proposed ordinance.
3. Direct the General Manager and General Counsel to prepare the ordinance for second reading at the December 9, 2020 Board meeting.

## **INFORMATIONAL MEMORANDUM**

- Administrative Office Project – Contractor Pre-Qualification Process

**INFORMATIONAL REPORTS** – Reports on compensable meetings attended. Brief reports or announcements concerning activities of District Directors and staff; opportunity to refer public or Board questions to staff for information; request staff to report to the Board on a matter at a future meeting; or direct staff to place a matter on a future agenda. Items in this category are for discussion and direction to staff only. No final policy action will be taken by the Board.

- A. Committee Reports
- B. Staff Reports
- C. Director Reports

## **ADJOURNMENT**

*\*Times are estimated and items may appear earlier or later than listed. Agenda is subject to change of order.*

*In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (650) 691-1200. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.*

*Written materials relating to an item on this Agenda that are considered to be a public record and are distributed to Board members less than 72 hours prior to the meeting, will be available for public inspection at the District's Administrative Office located at 330 Distel Circle, Los Altos, California 94022.*

## **CERTIFICATION OF POSTING OF AGENDA**

*I, Jennifer Woodworth, District Clerk for the Midpeninsula Regional Open Space District (MROSD), declare that the foregoing agenda for the special meetings of the MROSD Board of Directors was posted and available for review on November 12, 2020, at the Administrative Offices of MROSD, 330 Distel Circle, Los Altos California,*

94022. *The agenda and any additional written materials are also available on the District's web site at <http://www.openspace.org>.*

*Jennifer Woodworth*

Jennifer Woodworth, MMC  
District Clerk

