



Midpeninsula Regional
Open Space District

December 9, 2020
Board Meeting 20-29

SPECIAL AND REGULAR MEETING

BOARD OF DIRECTORS MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

Wednesday, December 9, 2020

The Board of Directors conducted this meeting in accordance with California Governor Newsom's Executive Order N-29-20. All Board members and staff participated via teleconference.

APPROVED MINUTES*

SPECIAL MEETING

President Holman called the special meeting of the Midpeninsula Regional Open Space District to order at 5:00 p.m.

ROLL CALL

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

Members Absent: None

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Controller Mike Foster, Assistant General Manager Brian Malone, Assistant General Manager Susanna Chan, Chief Financial Officer Stefan Jaskulak, District Clerk/Assistant to the General Manager Jennifer Woodworth, Planning Manager Jane Mark, Finance Manager Andrew Taylor

District Clerk Jennifer Woodworth announced this meeting is being held in accordance with Governor Newsom's Executive Order allowing Board members to participate remotely. The District has done its best to conduct a meeting where everyone has an opportunity to listen to the meeting and to provide comment. The public has the opportunity to comment on the agenda, and the opportunity to listen to this meeting through the internet or via telephone. This information can be found on the meeting agenda, which was physically posted at the District's Administrative Office, and on the District website. Ms. Woodworth described the process and protocols for the meeting.

ADOPTION OF AGENDA

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

ROLL CALL VOTE: 7-0-0

SPECIAL ORDER OF THE DAY

- Presentation from San Mateo County Re: Unincorporated Area San Mateo County Active Transportation Plan

Julia Malmo-Laycock, Active Transportation Planner, and Joel Slavitt, Senior Sustainability Specialist, both with the San Mateo County Office of Sustainability provided the presentation describing the development of the Active Transportation Plan, the draft plan, and next steps for the process.

1. Comprehensive Annual Financial Report Training

Finance Manager Andrew Taylor provided the training describing the purpose and contents of the District’s Comprehensive Annual Financial Report.

Public comment opened at 6:04 p.m.

District Clerk Jennifer Woodworth reported no public comments were submitted for this item.

Public comment closed at 6:04 p.m.

No Board action required.

2. Annual Bond Disclosure Training for the Board of Directors, Members of the Disclosure Working Group, and Contributors (R-20-141)

Jacquelynn Jennings, partner with the District’s disclosure counsel Schiff Hardin, presented the annual training on bond disclosure obligations, responsibilities, financial obligations and associated amendments, and potential liabilities of members of the Board of Directors and members of the Disclosure Working Group.

Public comment opened at 6:49 p.m.

District Clerk Jennifer Woodworth reported no public comments were submitted for this item.

Public comment closed at 6:49 p.m.

No Board action required.

ADJOURNMENT

President Holman adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 6:50 p.m.

REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

President Holman 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, Curt Riffle, and Pete Siemens

Members Absent: None

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Controller Mike Foster, Assistant General Manager Brian Malone, Assistant General Manager Susanna Chan, Chief Financial Officer Stefan Jaskulak, District Clerk/Assistant to the General Manager Jennifer Woodworth, Public Affairs Manager Kori Skinner, Finance Manager Andrew Taylor, Planning Manager Jane Mark, Engineering & Construction Manager Jay Lin, Chief Ranger Matt Anderson

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ORAL COMMUNICATIONS

Ms. Woodworth read the submitted public comments into the record.

Rich Berry asked the Board to reconsider the ban of Class 1 e-bikes at District preserves.

Janssen Liston requested the District allocate additional funding to El Sereno Open Space Preserve for wildfire resiliency efforts.

SPECIAL ORDER OF THE DAY

- Proclamation for California State Senator Jim Beall

CONSENT CALENDAR

Public comment opened at 7:26 p.m.

District Clerk Jennifer Woodworth read the submitted public comments into the record.

Alex Sabo with the Bay Area Ridge Trail Council commented in support of dedicating the Oljon Trail as a new segment of the Bay Area Ridge Trail, which will add 1.8 miles to the trail.

Annette Herz commented in the importance of the Highway 17 wildlife crossing to protect wildlife and trail users as they cross the highway corridor, and to support habitat connectivity.

Alex Sabo with the Bay Area Ridge Trail Council commented in support of the Highway 17 crossing to help support the proposed 550-mile regional trail and on the importance of protecting local wildlife.

Public comment closed at 7:30 p.m.

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

ROLL CALL VOTE:7-0-0

- 1. Approve November 18, 2020 Minutes**
- 2. Approve Claims List**
- 3. Increase of an Existing Half Time Position to a Full Time Position in the Legal Department (R-20-153)**

General Manager's Recommendation: Adopt a resolution amending the Budget and Action Plan for Fiscal Year 2020-21 to increase the existing half-time position of Risk Management Analyst to a full-time position in the Legal Department

- 4. Designation of the Oljon Trail in El Corte de Madera Open Space Preserve as part of the regional Bay Area Ridge Trail (R-20-142)**

General Manager's Recommendation: Designate the existing Oljon Trail in El Corte de Madera Creek Open Space Preserve as a new segment of the regional Bay Area Ridge Trail in accordance with the intentions of the California State Coastal Conservancy-Bay Area Ridge Trail Partner Grants

- 5. Application for Grant Funding from the Wildlife Conservation Board (R-20-144)**

General Manager's Recommendation: Adopt a resolution authorizing the General Manager to submit an application for grant funding from the Wildlife Conservation Board and to negotiate a grant funding agreement for \$5,000,000 to support the planning and design of the Highway 17 Wildlife and Regional Trails Crossing Project.

- 6. Second Reading and Adoption of the Board Compensation Ordinance 20-02 (R-20-147)**

General Manager's Recommendation:

1. Waive reading and adopt an Ordinance 20-02 increasing Board compensation from \$100.00 to \$105.00 per meeting pursuant to Public Resources Code section 5536.

2. Amend Board Policy 6.06 to reflect the increase in compensation resulting from the Board compensation ordinance.

BOARD BUSINESS

7. Fiscal Year 2020 Annual Financial Report (R-20-145)

Finance Manager Andrew Taylor provided the FY2019-20 Annual Financial Report, including a summary of the District's year-end revenues, a comparison of the Board-adopted budget and District expenditures, and fund balance. Finally, Mr. Taylor explained the purpose of transferring a total of \$3 million from the General Fund Unassigned Fund to funds for infrastructure and capital projects and prior updates to Board Policy 3.08, *Statement of Investment*.

Public comment opened at 7:41 p.m.

District Clerk Jennifer Woodworth reported no public comments were submitted for this item.

Public comment closed at 7:41 p.m.

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

1. Review and accept the Fiscal Year 2019-20 (FY20) Annual Financial Report.
2. Adopt a resolution approving the transfer of a total of \$3 million from the General Fund Unassigned Fund balance to the Committed Fund for Future Acquisitions and Capital Projects.
3. Approve an updated Board Policy 3.08, *Statement of Investment*, to reflect a prior Board proviso that was omitted from the prior update.

ROLL CALL VOTE: 7-0-0

8. 50th Anniversary Celebration Preparations (R-20-148)

Public Affairs Specialist II Mike Kahn described the timeline for developing the proposed scope of the fiftieth anniversary celebration plans and the goals and objectives for the celebration, including to commemorate the founding, increase public awareness and positive regard, tell the District's legacy story, and celebrate accomplishments. Proposed plans include developing an anniversary logo and themed products, organizing community and preserve events, hosting a scientific symposium on land management research, and filming a 60-minute documentary focusing on what it takes to make open space happen in the Bay Area.

Director Riffle commented on the need to include and highlight the coast and role of agriculture in the District in the various events and activities. Additionally, the fiftieth anniversary is an excellent opportunity to connect with new users. Director Riffle encouraged staff to reach out to retired staff and Board members to include them in events. Finally, Director Riffle suggested including members of the public to serve on the ad hoc committee.

The Board members shared comments on the history of the District and its growth over the years, and how to include key moments and ideas in the fiftieth anniversary celebration.

President Holman suggested having two ad hoc committees – one for outdoor aspects of the activities and the other for indoor events. The remaining Board member could provide input on the proposed symposium and work with outside partners.

General Manager Ana Ruiz emphasized the need to be able to act quickly and expressed concern regarding staff management of two committees. Ms. Ruiz inquired about the Board’s desired level of involvement in the planning process.

Motion: Director Riffle moved, and Director Holman seconded the motion to continue the item to the December 16, 2020 Board meeting.

ROLL CALL VOTE: 7-0-0

The Board recessed the meeting to the end of the meeting of the Financing Authority at 8:31 p.m.

The Board reconvened the regular meeting at 8:39 p.m.

INFORMATIONAL MEMORANDUM

- Cloverdale Coastal Ranch Land Conservation Opportunity: Annual Update
- Progress Report on Science Advisory Panel Work
- Update on the Electric Bicycle Pilot Implementation at Rancho San Antonio and Ravenswood Preserves

Director Kersteen-Tucker suggested including the pilot parking for unimproved trails at the same time as for paved trails.

Assistant General Manager Brian Malone stated staff plans to return to the Board in early 2021 to present the schedule and scope for the pilot program and to receive Board direction.

Director Siemens suggested gathering data from other agencies that allow Class 1 e-bikes on their unpaved trails to provide background information for staff.

INFORMATIONAL REPORTS

A. Committee Reports

Director Kersteen-Tucker reported the Real Property Committee met yesterday to discuss the potential purchase of the Billingsley property as part of the Sierra Azul Open Space Preserve.

Director Kersteen-Tucker reported the Board Self-Evaluation ad hoc committee met to interview potential facilitators and will be meeting soon to review proposals submitted.

B. Staff Reports

Ms. Ruiz invited the Board to view the Volunteer Recognition Event to be held on December 10, 2020.

C. Director Reports

Director Cyr reported he attended the Vida Verde celebration and invited the Board to view the recording of it.

ADJOURNMENT

President Holman adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 8:56 p.m.

SPECIAL MEETING OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT FINANCING AUTHORITY

President Holman called the meeting of the Midpeninsula Regional Open Space District Financing Authority to order at 8:00 p.m.

ROLL CALL

Members Present: Larry Hassett, Karen Holman, Yoriko Kishimoto, Pete Siemens, and Santa Clara County Supervisor Joe Simitian

Members Absent: None

Staff Present: Executive Director Ana Ruiz, General Counsel Hilary Stevenson, Financing Authority Secretary Jennifer Woodworth

ADOPTION OF AGENDA

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

ROLL CALL VOTE: 5-0-0

FINANCING AUTHORITY BUSINESS

1. Acceptance of the Annual Financial Report of the Midpeninsula Regional Open Space District Financing Authority for Fiscal Year Ending June 30, 2020 (R-20-146)

Finance Manager Andrew Taylor provided the staff presentation describing the purpose of the Financing Authority and the current amount of debt, which will be fully paid in September 2021.

Motion: Director Kishimoto moved, and Director Siemens seconded the motion to accept the Annual Financial Report.

VOTE: 5-0-0

President Holman adjourned the meeting of the Midpeninsula Regional Open Space District Financing Authority at 8:39 p.m. back to the regular meeting.

Jennifer Woodworth, MMC
District Clerk