



SPECIAL MEETING

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

Wednesday, December 16, 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.

DRAFT MINUTES

SPECIAL MEETING – CLOSED SESSION

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, Karen Holman, Zoe Kersteen-Tucker, and Yoriko Kishimoto

Members Absent: Larry Hassett, Curt Riffle, and Pete Siemens

Staff Present: General Manager Ana Ruiz, District Clerk/Assistant to the General Manager Jennifer Woodworth

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.

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

Title of Employee: General Manager

Public comment opened at 5:01 p.m.

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

Public comment closed at 5:01 p.m.

The Board convened into closed session at 5:01 p.m.

Directors Hassett, Riffle, and Siemens joined the closed session at 5:02 p.m.

ADJOURNMENT

President Holman adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 5:54 p.m.

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

President Holman called the special meeting of the Midpeninsula Regional Open Space District to order at 6:00 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, Assistant General Manager Brian Malone, Assistant General Manager Susanna Chan, District Clerk/Assistant to the General Manager Jennifer Woodworth, Public Affairs Manager Kori Skinner, Engineering & Construction Manager Jay Lin, Senior Capital Project Manager Tanisha Werner

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ADOPTION OF AGENDA

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

ROLL CALL VOTE: 7-0-0

ORAL COMMUNICATIONS

District Clerk Jennifer Woodworth reported no public comments were submitted for oral communications.

SPECIAL ORDER OF THE DAY

- Proclamation to Honor California State Senator Jerry Hill

CONSENT CALENDAR

Public comment opened at 6:16 p.m.

District Clerk Jennifer Woodworth reported no public comments were submitted for the consent calendar.

Public comment closed at 6:16 p.m.

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

ROLL CALL VOTE:7-0-0

1. **Approve December 7, 2020 and December 9, 2020 Minutes**
2. **Certification of November 3, 2020 Election Results for Wards 3, 4, and 7 (R-20-152)**

General Manager’s Recommendation:

1. Adopt a Resolution Declaring Canvass of Returns and Results of the Biennial General District Election held on November 3, 2020.
2. Adopt a Resolution Appointing Director – Ward 4 of the Board of Directors of the Midpeninsula Regional Open Space District
3. Adopt a Resolution Appointing Director – Ward 7 of the Board of Directors of the Midpeninsula Regional Open Space District

3. **Amendments to the Conflict of Interest Code (R-20-143)**

General Manager’s Recommendation: Adopt a resolution amending the Conflict of Interest Code to make minor updates to the list of positions required to file Form 700 (Statement of Economic Interests).

BOARD BUSINESS

4. **50th Anniversary Celebration Preparations (R-20-148) *Continued from the December 9, 2020 Board Meeting***

Public Affairs Manager Kori Skinner described the timeline for and the various events commemorating the District’s 50th anniversary and described priority needs for Board involvement and direction, such as soliciting partner and corporate participation and sponsorship and input on key events. Ms. Skinner described the proposed celebrations/events in more detail, including the anticipated amount of staff time for each event. President Holman inquired regarding the potential costs of each item and how each event should be budgeted.

Ms. Skinner reported staff plans to budget some events separately, such as the Bear Creek Redwoods Alma opening and administrative office open house.

Director Hassett clarified the Legislative, Funding and Public Affairs Committee did not yet recommend a budget range for the events and would like the full Board to weigh in on the topic.

President Holman suggested the Board members could volunteer for projects and events that they are most interested in, and a formal ad hoc committee may not be necessary. Additionally, each Board member may convene their own committee of members of the public to provide input to the individual Board member.

The Board members made suggestions for possible events and potential event locations, such as events throughout the District to highlight its work to connect the San Mateo Coast to the San Francisco Bay through luncheons or organized hikes.

Director Riffle commented the events should be staff-driven and supported by staff and suggested the events should be spaced out throughout the year.

Director Kersteen-Tucker suggested the administrative office open house and Bear Creek Redwoods Alma opening should be driven by staff since they are not directly related to the 50th anniversary. Director Kersteen-Tucker spoke in favor of having an event on the coastside and bayside gathering.

Director Hassett agreed the events should be staff driven, liked the idea for Board members to select which events for which to volunteer, and agreed the administrative office open house and Bear Creek Redwoods Alma opening should not be considered 50th anniversary events.

General Manager Ana Ruiz suggested keeping the number of Board members supporting each event/element to two or less to avoid potential Brown Act violations and manage staff resources. Also, if the Board would like to include additional events, then staff would look to the Board to take the lead on these events due to limited staff resources to support added events.

Director Kersteen-Tucker suggested additional temporary staff may be warranted to support the 50th anniversary events.

Director Kishimoto suggested adding the hike challenge throughout the District as a 50th anniversary event.

Public comment opened at 7:22 p.m.

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

Public comment closed at 7:22 p.m.

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

1. Authorize the Board President to make time-sensitive decisions regarding spending/resource priorities.

2. Invite individual Board members to serve as liaisons, assisting staff with key component planning, including the celebratory gatherings, science symposium, hike challenge, and documentary.
3. Invite individual Board members to actively engage in planned and/or lead new community activities, e.g., ward picnic, Board-led hike.
4. Public Affairs will provide regular oral update on planning activities to the full Board.

Friendly amendment: President Holman suggested modifying the motion to read “Invite individual Board members to serve as liaisons and resources...”

Directors Riffle and Siemens accepted the friendly amendment.

President Holman suggested adding additional details for the key components, which the Board may volunteer to assist.

Board members suggested gatherings should occur on the bayside, coastside, and Skyline areas of the District, which may not need to be large formal events.

Director Riffle suggested a single event could be held with varying themes to highlight areas of the District.

Director Cyr suggested staff work with the consultant to further explore options for the celebratory gathering, including the number of gatherings, the location, level of formality, etc. and return with the information at a later date.

Director Kersteen-Tucker left the meeting at 7:40 p.m.

Director Kishimoto commented one main event with smaller events could be held throughout the District.

Director Siemens supported having three large events similar to those held by the Committee for Green Foothills each year.

ROLL CALL VOTE: 6-0-0 (Director Kersteen-Tucker absent)

5. Oral Update on Midpeninsula Regional Open Space District COVID-19 Response

Ms. Ruiz described current visitor levels at District preserves and provided an update on District protocols based on recent guidelines issued by the Santa Clara County public health officer. Ms. Ruiz described how the protocols are being applied in various District programs and projects, such as for volunteers and docents, closing the campground, project site visits, etc. Finally, Ms. Ruiz shared comments offered by Santa Clara County Supervisor Joe Simitian when honoring the District with a service medal in recognition of the District’s efforts made to serve Santa Clara County residents with such dedication and commitment during the COVID-19 pandemic.

No Board action required.

6. Reject All Bids for the Administrative Office Project located at 5050 El Camino Real, Los Altos, CA (R-20-150)

Assistant General Manager Susanna Chan provided the staff report describing the pre-qualification and bidding process for the project. Staff recommends rejecting all bids and requesting new bids from the list of pre-qualified contractors, and the bid packet would be released on December 17, 2020.

The Board recessed at 8:07 p.m. in order to allow members of the public currently visiting the public comment form to submit any comments. The Board reconvened at 8:10 p.m. with Directors Cyr, Hassett, Holman, Kishimoto, Riffle, and Siemens present.

Public comment opened at 8:10 p.m.

District Clerk Jennifer Woodworth read the public comments submitted for this item.

Josh Ward provided comments stating that he would like to speak to the Board, and three minutes is not enough time to respond to questions asked.

Public comment closed at 8:11 p.m.

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

1. Reject all bids received for the 5050 El Camino Real Administrative Office Project.
2. Authorize the General Manager to re-solicit bids from the list of prequalified contractors

ROLL CALL VOTE: 6-0-0 (Director Kersteen-Tucker absent)

INFORMATIONAL REPORTS

A. Committee Reports

Director Kishimoto reported the Planning and Natural Resources Committee met yesterday to discuss potential amendments to the grazing policy amendment. The Board will be reviewing the draft amendment on February 10, 2021.

Director Riffle reported the Board Self-Evaluation ad hoc committee met and selected a facilitator for the Board retreat and will work with the selected facilitator to negotiate and sign a contract and design the retreat.

B. Staff Reports

Ms. Woodworth provided a brief update on potential changes to the public comment format for public meetings and reported staff will bring the topic to the Board at an upcoming meeting.

C. Director Reports

The Board members commended staff for their work on the Volunteer Recognition Event and staff holiday celebration.

ADJOURNMENT

President Holman adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 8:26 p.m.

Jennifer Woodworth, MMC
District Clerk