



Midpeninsula Regional
Open Space District

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

REAL PROPERTY COMMITTEE

Tuesday, January 19, 2021

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

DRAFT MINUTES

CALL TO ORDER

Director Kersteen-Tucker called the meeting of the Real Property Committee to order at 2:05 p.m.

ROLL CALL

Members Present: Zoe Kersteen-Tucker and Curt Riffle

Members Absent: Larry Hassett

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, 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, Real Property Manager Mike Williams, and Senior Real Property Agent Allen Ishibashi

District Clerk Jennifer Woodworth announced this meeting is being held in accordance with Governor Newsom's Executive Order allowing Committee 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 Kersteen-Tucker seconded the motion to adopt the agenda.

ROLL CALL VOTE: 2-0-0
ORAL COMMUNICATIONS

Ms. Woodworth announced no comments were submitted.

COMMITTEE BUSINESS

1. Approval of Real Property Committee Minutes for December 8, 2020.

Motion: Director Riffle moved, and Director Kersteen-Tucker seconded a motion to approve the December 8, 2020 Real Property Committee meeting minutes.

ROLL CALL VOTE: 2-0-0 (Director Hassett absent)

2. Clarification on the Types of Transactions brought to the Real Property Committee (R-21-10)

Real Property Manager Michael Williams described the various types of real estate transactions the District enters into including, leases for office or residential spaces, easements, rights of first refusal, land exchanges, etc. Senior Real Property Agent Allen Ishibashi summarized the review process for transactions and the need to balance the public review period with the need to complete transactions in a reasonable timeframe to allow the transactions to go forward. Criteria for items requiring Committee review include properties of regional and/or coastal significance; large, complex or high-value properties; properties with significant habitable structures or resource values; low Board familiarity with the property; timeliness, etc. Mr. Williams and Mr. Ishibashi described several example projects that were or were not reviewed by the Real Property Committee and how well each project met the criteria.

Director Riffle inquired regarding the need for the Committee to review the criteria presented.

Mr. Williams reported this item is in response to Board comments related to a recent real property transaction.

Director Riffle suggested including a criterion for properties requiring significant maintenance or costs associated with property restoration.

Mr. Ishibashi stated this concern is included with the criteria related to large, complex, or high-value properties and suggested adding high-cost to the criterion.

Director Riffle suggesting adding “and agricultural” to the criteria related to coastal properties of significance.

Director Kersteen-Tucker suggested additional video from drones where possible because it gives the Committee, who are currently unable to visit the properties, a better idea of the layout of the property.

Director Kersteen-Tucker suggested modifying criterion two to read “Coastal/agricultural properties of significance.” This will allow for additional opportunities for the public to comment on potential transactions.

Ms. Ruiz stated some transactions may be small, such as an easement exchange or small value properties, and inquired if these would require Committee review.

Mr. Williams reported most Coastal transactions are brought to the Committee before Board review and suggested the Committee chair could be consulted if a Coastal transaction is not being brought to the Committee.

Director Riffle suggested modifying criterion four to read “Properties with potential ~~known~~ ~~strong~~ public/community interest.”

Director Riffle suggested the Board may be interested in learning about the criteria discussed and approved by the Committee and suggested an FYI memo would be helpful.

Director Riffle suggested briefing the 2021 Committee members on potential and upcoming transactions and spoke in favor of staff consulting the Committee chair in determining whether an item requires Committee review.

Public comments opened at 3:14 p.m.

Ms. Woodworth reported no comments were submitted.

Public comments closed at 3:14 p.m.

No Committee action required.

ADJOURNMENT

Director Kersteen-Tucker adjourned the meeting of the Real Property Committee at 3:15 p.m.

Jennifer Woodworth, MMC
District Clerk