



## **SPECIAL AND REGULAR MEETING**

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

**Wednesday, May 26, 2021**

*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 OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT – CLOSED SESSION**

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

**1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS** (Government Code Section 54956.8)

**Property:** San Mateo County APN: 064-370-070 (portion), 065-210-240 (portion), 065-210-220 (portion), 065-210-110 and 065-210-120

**Agency Negotiator:** Michael Williams, Real Property Manager

**Negotiating Party:** Ben Wright, Peninsula Open Space Trust

**Under Negotiation:** Price and terms of payment for property purchase

**2. CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4): (one potential case)

Public comment opened at 5:00 p.m.

Ms. Woodworth reported no public comments were submitted for these items.

Public comment closed at 5:00 p.m.

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

Director Kishimoto joined the meeting at 5:02 p.m.

Director Cyr joined the meeting at 5:52 p.m.

#### **ADJOURNMENT**

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

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

President Riffle called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:10 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, Chief Executive Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Jennifer Woodworth, Public Affairs Manager Kori Skinner, Public Affairs Specialist II Cydney Bieber, Human Resources Manager Candice Basnight, Senior Planner Tina Hugg

President Riffle 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. President Riffle described the process and protocols for the meeting.

**ORAL COMMUNICATIONS**

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

Dafna Dor provided comments expressing concern regarding interactions between hikers and equestrians on narrow trails.

**CLOSED SESSION REPORT**

General Counsel Hilary Stevenson reported the Board met in closed session and no reportable action was taken.

**ADOPTION OF AGENDA**

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

**ROLL CALL VOTE:** 6-0-0 (Director Siemens absent)

**CONSENT CALENDAR**

Public comment opened at 7:16 p.m.

Ms. Woodworth reported no public comments were submitted for the Consent Calendar.

Public comment closed at 7:16 p.m.

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

**ROLL CALL VOTE:**       **6-0-0** (Director Siemens absent)

- 1.       Approve the May 12, 2021 Board meeting minutes**
- 2.       Claims Report**
- 3.       Award of a Design and Engineering Contract for the Phase II ADA Barrier Removal Project at Russian Ridge, Skyline Ridge, and Pulgas Ridge Open Space Preserves (R-21-67)**

General Manager's Recommendation:

1. Authorize the General Manager to enter into a contract with BKF Engineers of Redwood City, California for a not-to-exceed base contract amount of \$210,690.
2. Authorize a 10% contingency of \$21,069 to be expended only if necessary to cover unforeseen conditions, for a total contract amount not-to-exceed \$231,759.
- 4.       Award of Contract to Hammer Fences for Construction of Livestock Fencing within the Lone Madrone Conservation Grazing Lease in La Honda Creek Open Space Preserve (R-21-66)**

General Manager's Recommendation: Authorize the General Manager to enter into a contract with Hammer Fences to construct wildlife-friendly livestock fencing for a not-to-exceed contract amount of \$63,200.

**BOARD BUSINESS**

- 5.       Public Hearing on the Proposed Fiscal Year 2021-22 Budget and Action Plan Review (R-21-68)**

Ms. Ruiz provided an overview of the District's balanced budget stating it focuses heavily on wildfire resiliency and prevention and implementation of Measure AA projects to support public access. Ms. Ruiz stated new staff positions are being recommended to support the fire program and also temporary positions to support the 50th anniversary planning and events.

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an overview of the FY2021-22 budget. Mr. Jaskulak described the budget by funding source, including Measure AA, grants, and general fund. Mr. Jaskulak described the cash projections and funding revenues forecast for the upcoming budget year as compared to previous budget years. Mr. Jaskulak reviewed

the proposed FY2021-22 budget by fund and the five-year trend for expenses by fund, including Measure AA expenses. Mr. Jaskulak reported three new full-time equivalents (FTE) are proposed for FY2021-22 and reviewed the proposed budgets for the District's departments.

Director Kishimoto inquired regarding the District's current unfunded pension liability.

Mr. Jaskulak reported the amount fluctuates depending on CalPERS annual performance and stated he will provide the Board additional information at an upcoming Board meeting.

Assistant General Manager Susanna Chan presented the Land Acquisition and Preservation Program, including proposed acquisitions of the South Cowell, Tabachnik, and Johnston Ranch properties, El Sereno wildlife corridors and trail connections, Lower San Gregorio Creek watershed land conservation, and coastal community outreach and education.

Assistant General Manager Brian Malone presented the Natural Resource Protection and Restoration Program, including fuel reduction implementation, Lehigh Quarry reclamation plan, mountain lion collaring project, and Madonna Creek remediation and water supply and bridge replacement work.

Ms. Chan reviewed projects included in the Public Access, Education, and Outreach program, including numerous regional trails, such as the Highway 35 multiuse trail crossing and parking area, Purisima-to-the-Sea Trail, and Alpine Road Regional Trail; and expanding public access at District preserves, such as for the Hawthorns Area and La Honda and Bear Creek Redwoods Preserves.

Director Kishimoto requested additional information regarding the budget for the Rancho San Antonio multimodal access project.

Ms. Chan reported the project is currently being scoped including the implementation plan, and additional budget funds will be requested in the first quarter of the next fiscal year.

Mr. Malone described projects included in the Assets and Organizational Support Program. Projects include records management, ranger residence at Sierra Azul, ward boundary redistricting, 50th anniversary events, Bear Creek Stables operator request for proposals and lease, and improvements to business system and administrative processes.

Mr. Malone reviewed areas of interest for the Capital Improvement and Action Plan, including projects supporting agriculture, diversity, and fire prevention, such as agricultural workforce housing, ADA barrier removal, vegetation removal, and wildland fire resiliency and prescribed fire programs.

Director Kersteen-Tucker suggested including performance metrics related to diversity in future budget years, such as bilingual education efforts.

Public hearing opened at 9:46 p.m.

Ms. Woodworth reported no public comments were submitted for this item.

Public hearing closed at 9:46 p.m.

Mr. Jaskulak reviewed the General Manager's recommendations and stated Controller Mike Foster will now provide his annual report.

The Board returned to Item 5 at 10:12 p.m.

Director Cyr stated the Action Plan & Budget Committee reviewed the proposed budget in detail and recommends Board approval and thanked the Board for their early input into setting the FY21-22 strategic plan goals and objectives.

Director Hassett thanked District staff for their work in creating a comprehensive budget.

**Motion:** Director Hassett moved and Director Kishimoto seconded the motion to adopt the proposed Fiscal Year 2021-22 (FY22) Budget and Action Plan at the June 9, 2021 regular meeting of the Board of Directors.

**ROLL CALL VOTE: 6-0-0** (Director Siemens absent)

#### **6. Controller's Report on the Proposed Fiscal Year 2021-22 Budget (R-21-69)**

Controller Mike Foster provided the Controller's report outlining projected expenditures for operating and capital expenses. Mr. Foster reported the tax revenue continues to grow although at a reduced amount as previously projected and stated the District's FY2021-22 is affordable and sustainable. Mr. Foster provided his FY2021-22 cash projection, 30-year cash flow projection, and projected Measure AA tax rate for the life of the bonds. Mr. Foster stated the District will potentially issue a third tranche of Measure AA bonds when and if the Board decides to purchase Cloverdale Ranch. Mr. Foster recommended the Board adopt the proposed FY21-22 Budget and Action Plan.

Public comment opened at 10:11 p.m.

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

Public comment closed at 10:11 p.m.

**Motion:** Director Cyr moved and Director Hassett seconded the motion to accept the Controller's Report on the Fiscal Year 2021-22 Budget.

**ROLL CALL VOTE: 6-0-0** (Director Siemens absent)

#### **INFORMATIONAL REPORTS**

##### **A. Committee Reports**

Director Kishimoto reported the Lehigh Quarry ad hoc committee met on May 17 and 24, 2021.

Director Kersteen-Tucker reported the Planning and Natural Resources Committee met on May 18, 2021 to discuss the Hawthorns Public Access Plan.

##### **B. Staff Reports**

Assistant General Manager Brian Malone reported he filmed for the Santa Clara Valley Water District grand opening for the retention basin at Rancho San Antonio. The virtual event will take place on June 4, 2021.

C. Director Reports

Director Kersteen-Tucker reported she met with Half Moon Bay Councilmember Jimenez last week and presented to the Half Moon Bay American Association of University Women.

President Riffle reported he attended the California Special District Association Legislative Days event on May 18, 2021 and presented to the Mountain View City Council on May 25, 2021. President Riffle reported he and Director Kishimoto will be presenting to the Los Altos City Council next Tuesday.

**ADJOURNMENT**

President Riffle adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 10:22 p.m.

---

Jennifer Woodworth, MMC  
District Clerk