



REGULAR MEETING

BOARD OF DIRECTORS MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

Wednesday, October 13, 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

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 7:00 p.m.

ROLL CALL

Members Present: Jed Cyr, Karen Holman, Zoe Kersteen-Tucker, and Curt Riffle

Members Absent: Larry Hassett, Yoriko Kishimoto, and Pete Siemens

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Brian Malone, Assistant General Manager Susanna Chan, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Jennifer Woodworth, Human Resources Manager Candice Basnight

President Riffle announced this meeting is being held in accordance with Government Code section 54953(e), 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

Craig Gleason spoke in favor of dedicated dual-use trails such as for hiking-equestrian use and for hiking-cycling use to enhance the user experience for all groups.

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

Robert Beckman provided comments supporting single-track trails over using roads as trails in District preserves.

Tom Angsten provided comments in support of allowing Class 1 e-bikes on District preserves because they allow riders of various skill levels to enjoy the trails and are no faster than standard bikes.

Director Siemens joined the meeting at 7:08 p.m.

ADOPTION OF AGENDA

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

ROLL CALL VOTE: 5-0-0

SPECIAL ORDERS OF THE DAY

- Introduction of staff
 - Senior Planner Jared Hart
 - Public Affairs Specialist II Natalie Jolly
 - Capital Project Manager II Ivana Yeung

CONSENT CALENDAR

Public comment opened at 7:17 p.m.

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

Public comment closed at 7:17 p.m.

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

ROLL CALL VOTE: 5-0-0

1. **Approve the September 22, 2021 Board meeting minutes**
2. **Claims Report**
3. **Contract Amendment for Interpretive Services with EDX Exhibits to complete Phase I (Planning and Design) and support Phase II (Fabrication and Installation) of the Administrative Office Interpretive Elements Project (R-21-135)**

General Manager's Recommendation:

1. Authorize the General Manager to execute a contract amendment in the amount of \$31,900 (\$16,900 for Phase I and \$15,000 for Phase II) with EDX Exhibits, bringing the amended contract to \$109,900.

2. Authorize an additional 15% contingency of \$2,250 for the Phase II scope of work to be reserved for unanticipated issues, bringing the total not-to-exceed amended contract amount to \$112,150.

4. Addendum to the La Honda Creek Master Plan Mitigated Negative Declaration for the White Barn Structural Stabilization Project (R-21-133)

General Manager's Recommendation: Adopt a resolution approving an Addendum to the La Honda Creek Master Plan Initial Study/Mitigated Negative Declaration for the White Barn Structural Stabilization Project.

5. Award of Contract to EMID Design Group for Staff Furniture Procurement and Installation Services for the Administrative Office Project (R-21-136)

General Manager's Recommendation:

1. Authorize the General Manager to enter into a contract with EMID Design Group of Fresno, CA for a not-to-exceed base amount of \$233,659 plus a bid alternate amount of \$107,101.00 for a total contract of \$340,760 to furnish 93 workspaces plus other work areas in the repurposed Administrative Office located at 5050 El Camino Real.
2. Authorize a 10% contingency amount of \$34,076 to be reserved for additional furnishings and/or replacement items, as needed, thus allowing the total contract amount to not exceed \$374,836.

6. Award of Contract to Old La Honda General Engineering to Complete Improvements for the Bergman Driveway Project at Russian Ridge Open Space Preserve (R-21-134)

General Manager's Recommendation:

1. Authorize the General Manager to enter into a contract with Old La Honda General Engineering for a not-to-exceed base contract amount of \$78,679.
2. Authorize an allowance of \$4,000 to stop/start and extend the project over the rainy season, dependent on weather.
3. Authorize a 10% contingency of \$7,868, to be reserved for unanticipated issues, thus allowing the total contract amount not to exceed \$90,547.

BOARD BUSINESS

7. Teleconferenced Board Meetings Pursuant to the Brown Act and Assembly Bill 361 (R-21-138)

General Counsel Hilary Stevenson provided the staff report describing the purpose and proposed implementation of Assembly Bill 361 for District public meetings.

General Manager Ana Ruiz provided information regarding potential difficulty in enforcing COVID-19 safety protocols if public meetings are held in-person.

President Riffle stated his support for the General Manager's recommendation stating it provides a safe and effective method for conducting public meetings.

Public comment opened at 7:29 p.m.

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

Public comments closed at 7:29 p.m.

Motion: Director Cyr moved, and Director Siemens seconded the motion to adopt a resolution authorizing remote teleconferenced public meetings, pursuant to new Brown Act provisions enacted through AB 361.

ROLL CALL VOTE: 5-0-0

8. Approval of Salary Adjustments and Amended Classification and Compensation Plan for Board Appointee General Manager (R-21-139)

9. Approval of Salary Adjustments and Classification and Compensation Plan for Board Appointee General Counsel (R-21-137)

10. Approval of Salary Adjustments and Amended Classification and Compensation Plan for Board Appointee Controller (R-21-140)

Human Resources Manager Candice Basnight provided the staff presentation summarizing the Board appointee evaluation process, compensation study, and proposed adjustments to the Board appointees' salaries.

President Riffle stated he served as the chair for the Board Appointee Evaluation Committee and commended staff for helping guide the evaluation process and thanked and commended the Board appointees for their excellent work in the last year.

The members of the Board spoke in favor of the Board Appointee Evaluation Committee's recommendations and the extraordinary work put forth by the appointees and their staffs over the last year.

Ms. Ruiz and Ms. Stevenson thanked staff for their dedication, efforts, and accomplishments over the last year to support the District and its work.

Public comment opened at 7:44 p.m.

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

Public comment closed at 7:44 p.m.

Motion: Director Siemens moved, and Director Kersteen-Tucker seconded the motion to approve the following Board Appointee Evaluation Committee Recommendations:

Board Appointee Evaluation Committee's Recommendation: As a result of the Board's evaluation of the performance of the District's Board Appointees for Fiscal Year 2020-21, the Board Appointee Evaluation Committee recommends the following compensation adjustments

for the General Manager for Fiscal Year 2021-22: Adjust the General Manager's base salary upward to \$267,668, plus a one-time merit pay bonus of \$13,383.

The Board Appointee Evaluation Committee recommends the adoption of a resolution approving the salary adjustments. The Board Appointee salary changes will be adopted through the Board approved Classification and Compensation Plan.

Board Appointee Evaluation Committee's Recommendation: As a result of the Board's evaluation of the performance of the District's Board Appointees for Fiscal Year 2020-21, the Board Appointee Evaluation Committee recommends the following compensation adjustments for the General Counsel for Fiscal Year 2021-22: Adjust the General Counsel's base salary upward to \$250,978, plus a one-time merit pay bonus of \$12,549.

The Board Appointee Evaluation Committee recommends the adoption of a resolution approving the salary adjustments. The Board Appointee salary changes will be adopted through the Board approved Classification and Compensation Plan.

Board Appointee Evaluation Committee's Recommendation: As a result of the Board's evaluation of the performance of the District's Board Appointees for Fiscal Year 2020-21, the Board Appointee Evaluation Committee recommends the following compensation adjustments for the Controller for Fiscal Year 2021-22: Adjust the Controller's base salary upward to \$49,730, plus a one-time merit pay bonus of \$1,492.

The Board Appointee Evaluation Committee recommends the adoption of a resolution approving the salary adjustments. The Board Appointee salary changes will be adopted through the Board approved Classification and Compensation Plan.

ROLL CALL VOTE: 5-0-0

INFORMATIONAL REPORTS

A. Committee Reports

No committee reports.

B. Staff Reports

Assistant General Manager Susanna Chan reported the American Public Works Association Silicon Valley Chapter selected the Ravenswood Bay Trail as its project of the year.

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak reported the District received the 2021 Risk Management award by the California Joint Powers Insurance Authority.

Ms. Ruiz reported staff and members are beginning their annual meetings with the members of the Board of Supervisors for Santa Clara and San Mateo Counties to provide them updates on District projects and thank them for their support.

C. Director Reports

Director Holman reported she and others had the opportunity to attend the District's Staff Recognition Event and thanked staff for planning it and the members of staff recognized for their service.

Director Kersteen-Tucker reported she attended a recent meeting of the San Mateo County Farm Bureau where the proposed Johnston Ranch purchase was presented. Director Kersteen-Tucker reported she and Director Hassett also met with members of the Farm Bureau to discuss their concerns. Finally, she praised the District's new website.

President Riffle and Director Siemens attended a tour of the District's Highway 17 crossing project with CA state Senator Cortese, who was supportive of the projects.

Directors Siemens and Holman reported the attended the Committee for Green Foothills annual event.

ADJOURNMENT

President Riffle adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 8:04 p.m.

Jennifer Woodworth, MMC
District Clerk