



SPECIAL AND REGULAR MEETING

BOARD OF DIRECTORS MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

Wednesday, April 27, 2022

The Board of Directors conducted this meeting in accordance with California Government Code section 54953(e) and Midpeninsula Regional Open Space District Resolution 21-33. All Board members and staff participated via teleconference.

DRAFT MINUTES

SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT – STUDY SESSION

President Kishimoto 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, and Curt Riffle

Members Absent: 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, Natural Resources Manager Kirk Lenington, Planning Manager Jane Mark, Land & Facilities Manager Brandon Stewart, Real Property Manager Mike Williams, Chief Ranger Matt Anderson

President Kersteen-Tucker announced this meeting is being held in accordance with Government Code section 54953(e) and Midpeninsula Regional Open Space District Resolution 21-33, 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 Kersteen-Tucker described the process and protocols for the meeting.

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

1. Coastal Management Plan (R-22-53)

General Manager Ana Ruiz provided introductory comments discussing the purpose of the Coastal Management Plan to address operational needs of the District on the Coastside and to help the District further integrate into the Coastal community.

Real Property Manager Mike Williams reviewed the process used to develop the Coastal Management Plan, including integration of five programs: land protection, visitor services, land and facilities management, resources management, and project planning and delivery for public access. Mr. Williams described the growth of the District's lands before and after the coastal annexation.

Assistant General Manager Brian Malone highlighted the amount of coastal grazing and agricultural lands that are preserved and managed by the District. Mr. Malone outlined the recommendations included in the Coastal Management Plan: coastal patrol unit; full-service field office; staff presence through employee housing; updating the financial and operational sustainability model; and a departmental review of staffing needs. Mr. Malone provided an overview of the staffing recommendations included in the Coastal Management Plan and the financial implications of the staff recommendations.

Chief Ranger Matt Anderson described the various responsibilities that would be covered by the proposed coastal patrol unit.

Land and Facilities Manager Brandon Stewart reviewed the land and facilities management responsibilities in the Coastal Management Plan, including implementation of the Wildland Fire Resiliency program, increased fuel load maintenance, support for existing and future agricultural/grazing tenants, etc. Mr. Stewart described the roles and duties for each of the proposed staffing recommendations within the Land and Facilities Department.

Natural Resources Manager Kirk Lenington described the role of resource management in preserving and protecting District lands and helping to provide ecologically responsible public access. Mr. Lenington highlighted various natural resource projects that are planned for the coastal area, such as ecological health and biodiversity monitoring, drought response and resiliency plan, habitat enhancement and water supply improvement plan, etc. Finally, Mr. Lenington reviewed the staffing requests to implement the proposed projects within the Natural Resources Department.

Planning Manager Jane Mark described the roles and responsibilities included in the project planning and delivery process for opening areas to public access in the coastal area, including regional trails, increasing public access at various preserves, improving multimodal access, etc.

Director Riffle inquired regarding potential opportunities to coordinate with other agencies and organizations in the area, such as for common office space.

Mr. Malone reported there is not currently a plan for a shared office space, but this will be explored as part of the Coastal Management Plan. Additionally, the District will continue to coordinate with other agencies regarding various projects, such as regional trails, patrol, emergency response, etc.

Director Kishimoto inquired regarding the restoration plans for the coastal area to help support climate resilience.

Mr. Malone described the role of conservation grazing and restoration of riparian areas, such as for the San Gregorio Creek, to support carbon storage and maintain the land.

Director Siemens suggested locating the coastal field office on the former Driscoll Event Center.

Mr. Malone stated there is not currently a resource management permit for the small office located there. Once that permit is secured, the Event Center will be considered as an option for the coastal field office.

Director Holman requested and received clarification regarding the responsibilities for the proposed property management specialist position, which will support the property management role to manage and communicate with the District's conservation grazing tenants, and the proposed planner position, who would work primarily on projects in the coastal areas and in the coastal communities.

Director Hassett suggested the District reach out to realtors in the coastal communities to seek out options for a coastal area office location.

President Kersteen-Tucker inquired if the District has considered hiring staff with specific agricultural expertise.

Mr. Malone stated a certified rangeland manager is desired to help create rangeland management plans in partnership with the tenants.

Public comment opened at 6:42 p.m.

Mike Ferreira commented that Half Moon Bay would be a good location for a coastal area office, specifically the south end of the town where there is an available property.

Public comment closed at 6:45 p.m.

Director Riffle commented the coastal area is the next large area of the District that requires extensive planning and offers many opportunities to engage with the community and San Mateo County to prepare for additional public access there. Director Riffle spoke in support of increasing the District's presence and outreach in the community.

No Board action required.

ADJOURNMENT

President Kersteen-Tucker adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 6:48 p.m.

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

President Kersteen-Tucker called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:02 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 Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Jennifer Woodworth, Finance Manager Andrew Taylor, Capital Project Manager II Ivana Yeung, Natural Resources Manager Kirk Lenington, Planning Manager Jane Mark, Land & Facilities Manager Brandon Stewart, Real Property Manager Mike Williams, Chief Ranger Matt Anderson, Planner II Melissa Borgesi, Senior Planner Jared Hart

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ORAL COMMUNICATIONS

No public comments submitted.

ADOPTION OF AGENDA

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

ROLL CALL VOTE: 7-0-0

CONSENT CALENDAR

Public comment opened at 7:07 p.m.

Ms. Woodworth reported no public comments had been submitted regarding the Consent Calendar items.

Public comment closed at 7:07 p.m.

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

ROLL CALL VOTE: 7-0-0

- 1. Approve the April 13, 2022 Board meeting minutes**
- 2. Approve Claims Report**
- 3. Teleconferenced Board Meetings Pursuant to the Brown Act and Assembly Bill 361 (R-22-50)**

General Manager's Recommendation: Adopt a resolution affirming findings on the continued need for remote teleconferenced public meetings pursuant to AB 361.

- 4. Award of a Professional Services Contract for Biological Monitoring and Permit Compliance associated with the Alpine Road Regional Trail Improvement Project at Coal Creek Open Space Preserve (R-22-51)**

General Manager's Recommendation:

1. Authorize the General Manager to enter into a contract with Condor Country Consulting, Inc. of Martinez, CA, California for a base amount of \$72,677.
2. Authorize a 15% contingency of \$10,902 to be reserved for unanticipated issues, bringing the total contract to a not-to-exceed amount of \$83,579.

- 5. Award of Contract with Timothy C. Best, CEG for trail engineering services and preparation of construction documents for trail projects in La Honda Creek and Coal Creek Open Space Preserves (R-22-52)**

General Manager's Recommendation:

1. Authorize the General Manager to enter into a multi-year professional services contract with Timothy C. Best CEG to complete the design, engineering, permitting, and construction oversight for two trail projects, for a base contract amount not-to-exceed \$74,000.
2. Authorize a 10% contingency of \$7,400 to be reserved for unanticipated issues, bringing the total not-to-exceed contract amount to \$81,400.

- 6. Approval to extend contract with Chavan & Associates to provide Financial Auditing Services for Fiscal Year (FY) 2021-22 through FY2022-23, for a Not-To-Exceed Total Amount of \$53,015. (R-22-54)**

Controller's Recommendation: Appoint Chavan & Associates as the District's financial auditor for FY22 and FY23 and authorize the General Manager to enter into an agreement for a not-to-exceed amount of \$53,015.

BOARD BUSINESS

- 7. Public Hearing to Receive Public Comments on the Redwood Cabin Removal Draft Environmental Impact Report (R-22-55)**

Ms. Ruiz described the Board's previous direction to move forward with the demolition of the Redwood Cabin and the various reasons for demolition, including public safety and high cost of ongoing maintenance.

Planner II Melissa Borgesi described the location and current conditions of the Redwood Cabin and previous direction by the Board on the project. Ms. Borgesi reviewed the primary objectives of the Redwood Cabin demolition, including removing physical hazards, reducing structure and wildland fire risk, and enhancing the habitat and natural ecological functions of the surrounding area.

Mike Parker with Ascent Environmental outlined the California Environmental Quality Act (CEQA) review and analysis processes. Mr. Parker described the various environmental impacts of the project and recommended mitigation measures. Mr. Parker reviewed the three project alternatives and the impacts and costs of each alternative.

Senior Planner Jared Hart described the process for the public hearing to receive comments on the environmental impact report and the timeline for receiving written comments.

Public hearing opened at 7:32 p.m.

No public comments were submitted for this item.

Public hearing closed at 7:33 p.m.

Director Holman stated she submitted written comments and questions regarding the project to staff. Director Holman inquired if public access is planned for the area in the future.

Mr. Hart stated future public access is included in the preserve master plan, but it is not currently included in the Districts three-year action plan.

Director Holman commented air quality and greenhouse gas impacts were not further analyzed but 60 tons of debris will be created from the demolition and will be taken to an offsite landfill, which creates large amounts of greenhouse emissions. Director Holman stated this topic needs further consideration. Director Holman commented the District has not been a good steward of this structure, and there are not many similar structures.

Director Hassett commented on similar structures in the area he was aware of stating several may be in better condition.

No Board action required.

8. Award of Contract to Granite Rock Company to complete Alpine Road Regional Trail Improvement Project at Coal Creek Open Space Preserve (R-22-49)

Capital Project Manager II Ivana Yeung provided the staff presentation describing the project, its location, and the project timeline. Ms. Yeung described the proposed repairs and the construction constraints, including a short construction season, narrow work zone and access, and required trail closures.

Director Holman requested and received additional information regarding the current ownership of Alpine Road Trail and the potential transfer of ownership from San Mateo County to the District and responsibility for ongoing maintenance costs.

Mr. Malone stated the District is interested in Alpine Road Trail and its role as part of a regional trail, which is why it will likely be taking on the maintenance costs.

Director Hassett stated his support for keeping the trail open as much as possible, including between construction seasons due to the high demand for use by cyclists. Director Hassett provided comments in support of maintaining a narrow trail due to the instability of the land there and likely higher cost of maintaining a wider trail.

Director Siemens requested and received clarification of the trail width for the various sections of Alpine Road Trail.

Director Hassett spoke in support of outreaching to local vendors and the selection of a local vendor.

Public comment opened at 8:27 p.m.

No public comments were submitted for this item.

Public comment closed at 8:27 p.m.

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

1. Authorize the General Manager to enter into a contract with Granite Rock Company of San Jose, California for a base amount of \$1,586,623.
2. Authorize a 15% contingency in the amount of \$237,993 of to be reserved for unanticipated issues, bringing the total contract to a not-to-exceed amount of \$1,824,616.

ROLL CALL VOTE: 7-0-0

Director Kishimoto commented on the remaining funds for the Alpine Road Measure AA portfolio stating the funds should be reserved there to help fund any future repairs.

INFORMATIONAL REPORTS

A. Committee Reports

No Committee reports.

B. Staff Reports

Public Affairs Manager Kori Skinner provided an update on the District's Bayside Family Festival on Saturday.

Ms. Ruiz reported on interviews given by staff in Spanish and Cantonese to help publicize the event.

C. Director Reports

Director Kishimoto reported she attended meetings of the San Francisco Bay Conservation and Development Commission and Santa Clara County LAFCO on April 21, 2022.

Director Riffle reported he attended the Wild and Scenic Film Festival sponsored by the District and Peninsula Open Space Trust.

Directors Hassett and Kersteen-Tucker reported on the District's recent successful meeting with the agricultural community.

Director Holman thanked staff for their efforts in organizing the Bayside Family Festival.

ADJOURNMENT

President Kersteen-Tucker adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 8:39 p.m.

Jennifer Woodworth, MMC
District Clerk