



SPECIAL AND REGULAR MEETING

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

Wednesday, May 25, 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 – CLOSED SESSION**

Vice-President Kishimoto called the special meeting of the Midpeninsula Regional Open Space District to order at 5:01 p.m.

ROLL CALL

Members Present: Jed Cyr, Larry Hassett, Karen Holman, Yoriko Kishimoto, and Curt Riffle

Members Absent: Zoe Kersteen-Tucker and Pete Siemens

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Controller Mike Foster, District Clerk/Assistant to the General Manager Jennifer Woodworth

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

Title of Employee: Controller
General Counsel
General Manager

Public comment opened at 5:01 p.m.

District Clerk Jennifer Woodworth reported no public comments were submitted for the closed session.

Public comment closed at 5:01 p.m.

The Board convened into closed session at 5:02 p.m.

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

ADJOURNMENT

Vice-President Kishimoto continued the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District to the close of the regular meeting at 6:40 p.m.

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

Vice-President Kishimoto called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:03 p.m.

ROLL CALL

Members Present: Jed Cyr, Larry Hassett, Karen Holman, Yoriko Kishimoto, and Curt Riffle

Members Absent: Zoe Kersteen-Tucker and Pete Siemens

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Chief Financial Officer Stefan Jaskulak, Assistant General Manager Brian Malone, Assistant General Manager Susanna Chan, Controller Mike Foster, District Clerk/Assistant to the General Manager Jennifer Woodworth, Controller Mike Foster, Budget & Analysis Manager Rafaela Duran, Natural Resources Manager Kirk Lenington, Visitor Services Manager Matt Anderson, Planning Manager Jane Mark, Land & Facilities Manager Brandon Stewart, Engineering & Construction Manager Jay Lin, Information Systems & Technology Manager Casey Hiatt, Public Affairs Manager Kori Skinner, Real Property Manager Mike Williams, Human Resources Manager Candice Basnight, and Budget Analyst I Lupe Hernandez, and Budget Analyst I Elly Martinez

Vice-President Kishimoto 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. Vice-President Kishimoto described the process and protocols for the meeting.

Director Siemens joined the meeting at 7:07 p.m.

ORAL COMMUNICATIONS

Craig Gleason provided comments in support of creating trails for older trail users and beginning cyclists. Purpose-built trails will help create a better experience for new users and older recreationists. Mr. Gleason comment the District can improve users' experience by studying best practices

ADOPTION OF AGENDA

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

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

CONSENT CALENDAR

Director Hassett spoke in support of Item 7 regarding the contract for Fuel Reduction/Vegetation Management Work at Thornewood. Director Hassett requested and received an update on the tree removal work done to help protect the earthenware dam there to prevent failure.

Public comment opened at 7:14 p.m.

Ms. Woodworth read the submitted comments into the record.

Tiffany Yap commented in support of the feasibility studies and alternatives analysis regarding wildlife connectivity for newts across Alma Bridge Road. Ms. Yap stated a group of citizen scientists recorded the largest number of newt mortalities during the past breeding season that they have seen since they began documenting newt mortalities in 2017.

Jim Scholfield stated newts are likely to become extinct in the Alma Bridge Road area in the near future, and an underground wildlife crossing would help protect the newts there.

Keith Wandry supported the feasibility studies and alternatives analysis regarding wildlife connectivity for newts across Alma Bridge Road.

Howard Higley supported building an underground wildlife crossing near Lexington Reservoir to help protect migrating newts.

Public comment closed at 7:17 p.m.

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

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

- 1. Approve the April 27, 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 to provide Feasibility Studies, prepare an Alternatives Analysis and Preliminary Wildlife Crossing Design and perform associated**

Environmental and Engineering Services to improve Wildlife Connectivity for Newts across Alma Bridge Road (R-22-61)General Manager's Recommendation:

1. Authorize the General Manager to enter into a contract with AECOM Technical Services, Inc., of Oakland, California to provide feasibility analysis, design, environmental and engineering services for a base amount of \$278,228.
2. Authorize an allowance of \$86,910 for optional tasks, including cost modeling/monitoring program design and hydrology and hydraulics analysis, that may be deemed necessary and/or provide additional value for the overall project.
3. Authorize a 10% contingency of \$27,823 to be reserved for unanticipated issues, bringing the total contract to a not-to-exceed amount of \$392,961.

5. Quarter 3 Proposed Budget Amendments to the Fiscal Year ending June 30, 2022 (R-22-63)

General Manager's Recommendation: Adopt a resolution approving the proposed Quarter 3 budget amendments for the fiscal year ending June 30, 2022.

6. Cost-Share Agreement between Peninsula Open Space Trust and Midpeninsula Regional Open Space District for Preparation of a Minor Subdivision Application to Support the Transfer of the South Cowell Upland Property as an addition to Purisima Creek Redwoods Open Space Preserve (R-22-62)

General Manager's Recommendation: Authorize the General Manager to enter into an equally split 50/50 cost-share agreement with Peninsula Open Space Trust for preparing and submitting the land division application to San Mateo County for the South Cowell Ranch Property in an amount not-to-exceed \$91,000.

7. Agreement with Woodside Fire Protection District / Fire Safe San Mateo County to Implement Fuel Reduction/Vegetation Management Work on District Lands Utilizing Two State Grants (R-22-60)

General Manager's Recommendation: Authorize the General Manager to execute an Agreement with Woodside Fire Protection District / Firesafe San Mateo County to utilize State Coastal Conservancy Forest Health and Wildfire Resilience Program funds and the CAL FIRE Early Action Fire Prevention Grant to conduct fuel reduction and ecologically sensitive vegetation management work at Thornewood Open Space Preserve and within multiple preserves fronting the Highway 35 corridor.

BOARD BUSINESS**8. Public Hearing on the Proposed Fiscal Year 2022-23 Budget and Three-Year Capital Improvement and Action Plan (R-22-58)**

General Manager Ana Ruiz provided introductory comments regarding the District's proposed Budget and three-year Capital Improvement and Action Plan.

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an overview of the proposed FY2022-23 budget and compared it to the adopted FY2021-22 budget and expenses. Mr. Jaskulak described the budget by funding source, including Measure AA, grants, and general fund. Mr. Jaskulak reviewed the proposed FY2022-23 budget and expenses by fund and category, including expenses associated with Measure AA implementation, debt service, etc.

Vice-President Kishimoto requested additional information regarding the budget amounts in comparison to previous year operating expenses stating they remained at similar levels despite an increased number of positions.

Mr. Jaskulak stated reductions were made to department services and supplies budgets to reflect historical spending levels. If needed a budget amendment can be considered by the Board to increase funding specific to a project.

Mr. Jaskulak described the eight requested full time equivalent (FTE) positions and stated how the recommended positions fit within the Financial and Operational Sustainability Model (FOSM).

Director Siemens commented that the budget for the refreshed FOSM should reflect the level of in-depth analysis he is expecting for the refresh including looking at current and proposed positions.

Ms. Ruiz stated the budget for the project is expected to double or triple, and staff will return to the Board if a budget amendment is needed.

Mr. Jaskulak reviewed the proposed internship positions and how these positions help support the various departments and their projects and often provide a pipeline for future permanent positions.

Director Holman left the meeting at 8:27 p.m.

The Board recessed at 8:29 p.m. and reconvened at 8:35 p.m. with Directors Cyr, Hassett, Kishimoto, Riffle, and Siemens present.

Assistant General Manager Brian Malone reviewed areas of interest for the Capital Improvement and Action Plan, including projects supporting agriculture, diversity, and fire prevention.

Assistant General Manager Susanna Chan and Mr. Malone presented on the District's four program areas: Land Acquisition and Preservation Program, Natural Resource Protection and Restoration Program, Public Access, Education, and Outreach program, and Assets and Organizational Support Program. They highlighted key projects within each program.

The Board members requested and received additional information regarding various proposed projects.

Director Kishimoto requested additional information be added to the scope of the multimodal project for Rancho San Antonio to help demonstrate progress on the project.

Public hearing opened at 9:03 p.m.

No public comments were submitted for this item.

Public hearing closed at 9:03 p.m.

Director Cyr commended staff for their excellent work on the draft budget book and their responsiveness to the Action Plan and Budget Committee's suggestions.

Director Riffle reported on the Action Plan and Budget Committee meetings on April 28 and May 3, 2022 and stated the committee's unanimous support of the proposed budget.

The Board continued the item to after Item 9.

Motion: Director Cyr moved, and Director Riffle seconded the motion to direct the General Manager to bring the proposed FY23 Budget and Action Plan back for adoption at the June 8, 2022 regular meeting of the Board of Directors.

ROLL CALL VOTE: 5-0-0 (Directors Holman and Kersteen-Tucker absent)

9. Controller's Report on the Proposed Fiscal Year 2022-23 Budget (R-22-64)

Controller Mike Foster described the cash projections and funding revenues forecast for the upcoming budget year as compared to previous budget years. Mr. Foster reported on projected Measure AA tax rate and FY2022-23 tax revenue.

No Board action required.

The Board returned to Item 8 after Item 9.

10. Adopt a Resolution Designating June 19, or Juneteenth, as a paid holiday for all Midpeninsula Regional Open Space District Staff (R-22-65)

Human Resources Manager Candice Basnight provided the staff presentation describing the history of Juneteenth and the declaration of Juneteenth as a federal holiday in 2019.

Public comments opened at 9:35 p.m.

No public comments were submitted for this item.

Public comments closed at 9:35 p.m.

Motion: Director Kishimoto moved, and Director Riffle seconded the motion to adopt a resolution to designate June 19 as a paid holiday for Midpeninsula Regional Open Space District staff.

The Board members provided comments in support of resolution to designate June 19 as a paid holiday for Midpeninsula Regional Open Space District staff.

ROLL CALL VOTE: 5-0-0 (Directors Holman and Kersteen-Tucker absent)

INFORMATIONAL MEMORANDA

- Total Visitation Estimation 2020 & 2021
- Highway 17 Crossings Design Aesthetics
- Norton Deck demolition in Russian Ridge Open Space Preserve due to deteriorating conditions

INFORMATIONAL REPORTS

A. Committee Reports

Director Riffle reported the Action Plan and Budget Committee met on April 28 and May 3, 2022 to review the draft Action Plan and Budget.

B. Staff Reports

No staff reports.

C. Director Reports

Director Cyr commented that those he has spoken with who frequent the preserves have mentioned their appreciation for paper maps being provided in the preserves again.

Director Riffle reported on recent District and partner events attended stating they were opportunities to reconnect with staff and the District's partners.

Director Siemens reported on his recent trip to visit the new administrative office.

Vice-President Kishimoto reported she attended a San Francisco Bay Conservation and Development Commission meeting on May 5, 2022.

ADJOURNMENT

Vice-President Kishimoto adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District back into closed session at 9:49 p.m.

ADJOURNMENT

Vice-President Kishimoto adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 10:43 p.m.

Jennifer Woodworth, MMC
District Clerk