



Midpeninsula Regional
Open Space District

August 28, 2014
Board Meeting 14-23

SPECIAL MEETING

BOARD OF DIRECTORS MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

Administrative Office – Board Room
330 Distel Circle
Los Altos, CA 94022

August 28, 2014

APPROVED MINUTES*

I. CALL TO ORDER

President Harris called the Special Meeting of the Midpeninsula Regional Open Space District Board of Directors to order at 5:04 p.m.

II. ROLL CALL

Members Present: Jed Cyr, Cecily Harris, Larry Hassett, Yoriko Kishimoto, Curt Riffle, and Pete Siemens

Members Absent: Nonette Hanko

Staff Present: General Manager Steve Abbors, Assistant General Manager Ana Ruiz, General Counsel Sheryl Schaffner, District Controller Mike Foster, and District Clerk Jennifer Woodworth

III. Overview of Measure AA Implementation Process (R-14-113)

Assistant General Manager Ana Ruiz provided the staff report. Ms. Ruiz described the process being used to implement Measure AA by District staff including project prioritization and scheduling, completion of the Financial Operational Sustainability Model study, annual action plan and budget, bond issuance, and Bond Oversight Committee. Ms. Ruiz provided a progress report of District projects currently underway as part of the FY2014-15 Action Plan. Ms. Ruiz outlined internal and Board streamlining strategies to assist with timely Measure AA project delivery and formation of a new Measure AA Implementation Ad Hoc Committee. Finally, Ms. Ruiz described the schedule and topics of upcoming Board meetings related to Measure AA.

Director Riffle inquired how the five year plan can be adapted to change.

Ms. Ruiz explained that the Board will have an opportunity to review the list of Measure AA projects through the annual Board review and approval of the action plan and five year capital improvement plan.

Director Siemens inquired as to the role of the Bond Oversight Committee review of spending on Measure AA projects expressing his opinion that the Committee should begin meeting in early 2015.

Julie Wunderlich from Jones Hall, the District's bond counsel, explained that the Bond Oversight Committee serves an oversight role after the bonds have been issued and is not involved in approval of spending funds through approving contracts, master plans, etc. because that authority rests with the Board of Directors.

Director Kishimoto stated her opinion that the District should continue its robust public outreach began during the Vision Plan process throughout Measure AA implementation.

Director Hassett inquired as to whether any penalties exist if 85% of bond proceeds are not spent within three years of bond issuance.

Ms. Wunderlich explained that the requirement is based on the reasonable expectation that the bond proceeds will be spent within three years. If unforeseen circumstances arise during the three years following bond issuance that prevents the funds being spent, the District will not be penalized.

Public hearing opened at 6:13 p.m.

Alex Anderson, Silicon Valley Mountain Bikers Association, spoke about the lengthy Vision Plan process and encouraged the Board to act quickly to open more preserves to the public.

Mike Buncic spoke in favor of public input into the implementation process.

Claudia Newbold, resident of Menlo Park, spoke regarding reimbursements for projects already in progress what types of costs are covered by Measure AA funds. Finally, Ms. Newbold expressed her desire that volunteers be involved in the implementation of the projects.

Public hearing closed at 6:23 p.m.

Motion: Director Riffle moved, and Director Siemens seconded the motion to authorize the formation of a Measure AA Implementation Ad Hoc Committee to provide guidance during the first year of Measure AA implementation and project delivery; authorize the Board President to appoint three members of the Board to serve on the Ad Hoc Committee; and state that the Ad Hoc Committee is a non-compensable committee according to Board Policy 6.03.

VOTE: 6-0-0 (Director Hanko absent.)

IV. ADJOURNMENT

President Harris adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 6:30 p.m.

I. CALL TO ORDER

President Harris called the Special Meeting of the Midpeninsula Regional Open Space District Board of Directors to order at 7:02 p.m.

II. ROLL CALL

Members Present: Jed Cyr, Cecily Harris, Larry Hassett, Yoriko Kishimoto, Curt Riffle, and Pete Siemens

Members Absent: Nonette Hanko

Staff Present: General Manager Steve Abbors, Assistant General Manager Kevin Woodhouse, Assistant General Manager Ana Ruiz, General Counsel Sheryl Schaffner, District Controller Mike Foster, Administrative Services Manager Kate Drayson, Accountant Andrew Taylor, Natural Resources Manager Kirk Lenington, Public Affairs Manager Shelly Lewis, and District Clerk Jennifer Woodworth

III. ORAL COMMUNICATIONS

Dan Paul spoke regarding his residence, which he rents from the District.

IV. ADOPTION OF AGENDA

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

VOTE: 6-0-0 (Director Hanko absent.)

V. SPECIAL ORDERS OF THE DAY

Special Recognition of the League of Women Voters

Presentation of Proclamation to Peninsula Open Space Trust

Presentation of Proclamation to Save the Redwoods

Presentation of Proclamation to Committee for Green Foothills

Presentation of Proclamation to Sempervirens Fund

Presentation of Proclamation to Greenbelt Alliance

President Harris thanked the District's partner organizations for their many efforts supporting Measure AA, and representatives from the organizations provided comments. The members of the Board and General Manager Steve Abbors also expressed their appreciation to the partner organizations that supported Measure AA and continue to support the District.

The Board recessed at 7:28 p.m. and reconvened at 7:44 p.m. with Directors Cyr, Harris, Hassett, Kishimoto, Riffle, and Siemens present.

VI. CONSENT CALENDAR

- 1. Approve Minutes of the August 13, 2014 Regular Board Meeting**
- 2. Approve Claims Report**
- 3. Resolution Honoring East Bay Regional Park District**

General Manager's Recommendation: Adopt the resolution honoring and commending the East Bay Regional Park District on its 80th anniversary.

- 4. Amend Contract with Ascent Environmental for the Integrated Pest Management Program (R-14-109)**

General Manager's Recommendation: Authorize the General Manager to amend the professional services contract with Ascent Environmental for the Integrated Pest Management Program to increase the total contract amount by \$15,698 to a not to exceed amount of \$332,065, for consultation regarding safety of pesticides and for revisions to the program documents.

Public hearing opened at 7:45 p.m.

No speakers present.

Public hearing closed at 7:45 p.m.

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

VOTE: 6-0-0 (Director Hanks absent.)

VII. BOARD BUSINESS

- 5. Response to the 2013-14 Management Letter from the Auditor (R-14-110)**

District Controller Mike Foster provided the staff report summarizing the management letter from District Auditor Chavan & Associates.

Public hearing opened at 7:55 p.m.

No speakers present.

Public hearing closed at 7:55 p.m.

Motion: Director Riffle moved, and Director Kishimoto seconded the motion to accept the response to the Management Letter from the District Auditor, Chavan & Associates, received July 30, 2014.

VOTE: 6-0-0 (Director Hanko absent.)

6. Professional Services Contract Authorization for a Financial and Operational Sustainability Model Study (R-14-112)

Assistant General Manager Kevin Woodhouse provided the staff report describing the purpose, timeline, and scope of work for the study. Mr. Woodhouse outlined the consultant selection process utilized by the District to select Management Partners as the recommended consultant. Mr. Woodhouse summarized the timeline for the study and methods for updating the board on the study during its progression and completion. Mr. Woodhouse introduced Andrew Belknap of Management Partners who provided comments on his company's approach to the study and experience with issues that affect the District.

Director Kishimoto inquired regarding various expected outcomes that may result from the study including policy recommendations, suggestions regarding Board role and function, options for implementation, etc.

Mr. Belknap stated that his firm will be providing all of those items as part of its completed report and further described the process used by his staff to analyze the organization and provide recommendations for implementation.

Director Riffle inquired as to implementation of recommendations resulting from the study.

Mr. Woodhouse explained that implementation will most likely occur in phases through the annual budget and possibly midyear budget review.

Public hearing opened at 8:53 p.m.

No speakers present.

Public hearing closed at 8:53 p.m.

Motion: Director Siemens moved, and Director Cyr seconded the motion to authorize the General Manager to enter into a professional services contract with Management Partners, of San Jose, CA, for a not-to-exceed amount of \$118,690, which includes the project proposal amount of \$107,900 and a ten percent contingency amount of \$10,790, to complete a Financial and Operational Sustainability Model Study.

VOTE: 6-0-0 (Director Hanko absent.)

VIII. COMMITTEE REPORTS

No committee reports provided.

IX. STAFF REPORTS

Mr. Abbors provided an update of current issues regarding Hendrys Creek and Lupin Lodge.

Mr. Abbors also reported on a recent meeting he and members of District staff had with Supervisor Don Horsely, Linda Craig, and Martha Poyatos.

X. DIRECTOR REPORTS

The Board submitted their compensatory forms to the District Clerk.

Director Riffle reported that he and Director Hassett attended the Pescadero Art & Fun Festival.

Director Cyr reported that he attended the opening of Santa Clara County Open Space Authority's Sierra Vista Staging Area.

Director Kishimoto reported that she met with neighbors of Ridge Vineyards Winery.

XI. ADJOURNMENT

President Harris adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 9:06 p.m.

Jennifer Woodworth, CMC
District Clerk