



Midpeninsula Regional  
Open Space District

November 12, 2014  
Board Meeting 14-32

## **SPECIAL AND REGULAR MEETING**

### **BOARD OF DIRECTORS MIDPENINSULA REGIONAL OPEN SPACE DISTRICT 330 Distel Circle Los Altos, CA 94022**

**November 12, 2014**

### **APPROVED MINUTES\***

#### **SPECIAL MEETING – STUDY SESSION**

#### **CALL TO ORDER**

President Harris called the Special Meeting of the Midpeninsula Regional Open Space District Board of Directors to order at 5:34 p.m.

#### **ROLL CALL**

Members Present: Cecily Harris, Larry Hassett, Curt Riffle, and Pete Siemens

Members Absent: Jed Cyr, Nonette Hanco, and Yoriko Kishimoto

Staff Present: General Manager Steve Abbors, Assistant General Manager Kevin Woodhouse, General Counsel Sheryl Schaffner, District Clerk Jennifer Woodworth

### **III. STUDY SESSION**

#### **1. Financial and Operational Sustainability Model Study Update (R-14-140)**

General Manager Steve Abbors provided comments regarding the purpose of the Financial and Operational Sustainability Model Study (FOSM) and its implications moving forward during the implementation of Measure AA.

Director Kishimoto arrived at 5:37 p.m.

Nancy Hetrick of Management Partners and project manager on the FOSM, summarized the work completed thus far on the FOSM, including field tours, completion of a peer agency survey, informational interviews with members of District staff, and conducting focus groups and project team meetings. Ms. Hetrick also summarized the next steps of the project including data analysis and financial analysis.

\*Approved by the Board of Directors on November 25, 2014

Andy Belknap of Management Partners and project director for the FOSM summarized the emerging themes of the FOSM including a need for updated business and management systems and an increasing focus on operations and restoration. Mr. Belknap outlined various sustainability challenges that will emerge as the District works to implement Measure AA, including a need for the Board of Directors to focus on policymaking over project implementation, the General Manager's statute-limited spending authority, and a resource capacity gap.

Director Riffle expressed his concern that the FOSM is looking backwards instead of looking at how the District will move forward toward Measure AA implementation.

Mr. Belknap explained the FOSM has looked at what changes need to be made and mistakes corrected in order to create a sure foundation for the District to move forward.

Director Kishimoto inquired regarding whether technology improvements for the Operations department were being suggested in addition to administrative information technology improvements.

Mr. Belknap explained that a maintenance operating system will lead to an improved District visitor experience.

Director Kishimoto suggested additional organizations, including the Golden Gate National Recreation Area that could be studied to learn about best practices and inquired as to why they were not studied.

Ms. Hetrick explained that additional organizational analysis will continue outside of the peer agencies surveyed in order to develop recommendations for best practices for the District.

Director Riffle inquired if Management Partners has uncovered any problems in District activities due to the Board obstructing staff efforts to complete their work.

Mr. Belknap stated that the Board will need to elevate to a policymaking level instead of becoming involved in the details of project implementation. This change will be able to occur as the Board creates policies to govern project implementation, which will allow projects to move forward in a manner that the Board is comfortable with as staff will be implementing Board-created policy.

Director Siemens inquired as to the type of management systems Management Partners is suggesting.

Mr. Belknap explained that various software programs are available depending on the District's need and suggested an Information Technology Strategic Plan is necessary to determine the systems needed and their ability to integrate into the District's current software programs.

Public comment opened at 6:43 p.m.

No speakers present.

Public comment closed at 6:43 p.m.

No Board action required.

**IV. MEETING ADJOURNED**

President Harris adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 6:46 p.m.

**REGULAR MEETING**

**I. CALL TO ORDER**

President Harris called the Regular Meeting of the Midpeninsula Regional Open Space District Board of Directors to order at 7:01 p.m.

**II. ROLL CALL**

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

Members Absent: Jed Cyr and Nonette Hanko

Staff Present: General Manager Steve Abbors, Assistant General Manager Ana Ruiz, Assistant General Manager Kevin Woodhouse, General Counsel Sheryl Schaffner, Natural Resources Manager Kirk Lenington, Planning Manager Jane Mark, Planner II Gretchen Laustsen, and District Clerk Jennifer Woodworth

**III. ORAL COMMUNICATIONS**

No speakers present.

**IV. ADOPTION OF AGENDA**

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

**VOTE:** 5-0-0 (Directors Cyr and Hanko absent)

**V. CONSENT CALENDAR**

**1. Approve Minutes of the Special and Regular Board Meetings of October 22, 2014, October 28, 2014, and October 29, 2014, as amended.**

**2. Approve the Claims Report**

**3. Authorization to Reject All Bids Received October 30, 2014 for the McDonald Ranch Fence Installation Project at La Honda Creek Open Space Preserve (R-14-131)**

General Manager's Recommendation:

1. Authorize the General Manager to reject all bids received to complete the McDonald Ranch Fence Installation Project at La Honda Creek Open Space Preserve.
2. Authorize the General Manager to solicit new bids to complete the McDonald Ranch Fence Installation Project at La Honda Creek Open Space Preserve.

Public hearing opened at 7:05 p.m.

No speakers present.

Public hearing closed at 7:05 p.m.

**Motion:** Director Riffle moved, and Director Hassett seconded the motion to approve the Consent Calendar, as amended.

**VOTE: 5-0-0** (Directors Cyr and Hanko absent)

## **VI. BOARD BUSINESS**

### **4. Deed Restriction as Required by Habitat Conservation Fund and Land and Water Conservation Fund Grants for El Corte de Madera Creek Staging Area and Trails Project (R-14-138)**

Planner II Gretchen Laustsen summarized the history of the project and recent changes to the administrative guidelines of the grant program which were implemented following the District's original grant application.

Public hearing opened at 7:11 p.m.

No speakers present.

Public hearing closed at 7:11 p.m.

**Motion:** Director Siemens moved, and Director Kishimoto seconded the motion to authorize the General Manager to execute a deed restriction on parcels that pertain to the El Corte de Madera Creek Staging Area and Trails Project to fulfill Habitat Conservation Fund and Land and Water Conservation Fund Grant Agreements.

**VOTE: 5-0-0** (Directors Cyr and Hanko absent)

## **VII. COMMITTEE REPORTS**

Director Kishimoto reported that the Action Plan and Budget Committee met twice recently to discuss the draft Employee Compensation Guiding Principles and midyear budget.

## **VIII. STAFF REPORTS**

Assistant General Manager Kevin Woodhouse provided an update on the District's ongoing work with Pacific Gas & Electric regarding the gas line through Edgewood. Mr. Woodhouse

also provided an update on current Operations department recruitments and a scheduled Operations department staff retreat.

General Manager Steve Abbors reported that he and Acting Skyline Superintendent Tom Lausten participated in a speed coaching event in partnership with the Santa Clara and San Mateo County City Managers Association. Mr. Abbors also provided an update regarding ongoing conversations with Lehigh Quarry.

## **IX. DIRECTOR REPORTS**

The Board submitted their compensatory forms to the District Clerk.

Directors Hassett, Kishimoto, Riffle, Siemens, and Harris reported that they attended the recent District Partners event at Picchetti Winery and thanked staff for their efforts in organizing the event.

Director Harris requested that an item be added to a future Board meeting agenda regarding the potential Highway 17 wildlife crossing including whether the District has a grant for the project.

## **X. ADJOURNMENT TO CLOSED SESSION**

President Harris adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District to a closed session at 7:27 p.m.

### **1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (GOVERNMENT CODE SECTION 54956.9(b))**

Two potential cases

### **2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (GOVERNMENT CODE SECTION 54956.8)**

**Property:** 3500 Portola Heights Road, La Honda, CA, 94020, San Mateo County APN 080-410-270

**Agency Negotiator:** Allen Ishibashi, Real Property Specialist

**Negotiating Party:** Thomas Anderson, Sharon Niswander and Sid Frederick (Agent)

**Under Negotiation:** Waiver of Right of First Refusal

## **XII. ADJOURN MEETING**

President Harris adjourned the meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 9:00 p.m.

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Jennifer Woodworth, CMC  
District Clerk