



Midpeninsula Regional
Open Space District

Meeting 15-01

**SPECIAL AND REGULAR MEETING
BOARD OF DIRECTORS OF THE
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

330 Distel Circle
Los Altos, CA 94022

Wednesday, January 14, 2015
SPECIAL MEETING BEGINS AT 5:00
REGULAR MEETING BEGINS AT 7:00

A G E N D A

**5:00 SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA
REGIONAL OPEN SPACE DISTRICT – STUDY SESSION**

ROLL CALL

1. [Development of Employee Compensation Guiding Principles \(R-15-13\)](#)

Staff Contact: Kevin Woodhouse, Assistant General Manager

General Manager's Recommendation: Review and discuss the Action Plan and Budget Committee's work on developing an Employee Compensation Guiding Principles Board Policy and direct the General Manager to revise the policy as necessary and return to the Board of Directors at a future regular meeting for consideration of adoption of the policy.

ADJOURNMENT

**7:00 REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA
REGIONAL OPEN SPACE DISTRICT**

ORAL COMMUNICATIONS – PUBLIC

ADOPTION OF AGENDA

CONSENT CALENDAR

1. Approve Minutes of the [December 10, 2014](#) and [December 17, 2014](#) Board Meetings

SPECIAL ORDER OF THE DAY

1. [Certification of November 4, 2014 Election Results, Board of Directors Wards 1, 2, 5, and 6 \(R-15-06\)](#)

Staff Contact: Jennifer Woodworth, District Clerk

General Manager's Recommendation:

1. Adopt the Resolution Declaring Canvass of Returns and Results of the Biennial General District Election held on November 4, 2014
 2. Adopt the Resolution Appointing Director – Ward 2 of the Board of Directors of the Midpeninsula Regional Open Space District
 3. Adopt the Resolution Appointing Director – Ward 5 of the Board of Directors of the Midpeninsula Regional Open Space District
2. **Oath of Office for Director Siemens – Ward 1, Director Kishimoto – Ward 2, Director Hanko – Ward 5, and Director Hassett – Ward 6**

CONSENT CALENDAR

2. [Approve Claims Report](#)
3. [Award a Contract for the Prospect Road Parking Lot Canopy Structure at Fremont Older Open Space Preserve \(R-15-11\)](#)

Staff Contact: Gretchen Laustsen, Planner II

General Manager's Recommendation: Authorize the General Manager to enter into a professional services contract with Harris Design for \$39,800 with a 15% contingency of \$6,200, for a total amount not to exceed \$46,000, to provide design and construction administration services for the Prospect Road Parking Lot Canopy Structure at Fremont Older Open Space Preserve.

4. [Approval of First Amendment to Grant Deed of Fee Estate Subject to a Power of Termination, a Declaration of Covenants, Conditions and Restrictions, Reservation of a Right of First Refusal, an Easement for Conservation, Open Space and Public Trails at Long Ridge Open Space Preserve \(San Mateo County Assessor's Parcel Number 080-410-270\), and a Determination that the Recommended Actions are Categorically Exempt from the California Environmental Quality Act. \(R-15-03\)](#)

Staff Contact: Allen Ishibashi, Real Property Specialist

General Manager's Recommendation:

1. Determine that the recommended actions are categorically exempt from the California Environmental Quality Act (CEQA), as set out in the staff report.
 2. Adopt a Resolution approving First Amendment to Grant Deed of Fee Estate Subject to a Power of Termination, a Declaration of Covenants, Conditions and Restrictions, Reservation of a Right of First Refusal, an Easement for Conservation, Open Space and Public Trails between Thomas L. Anderson/Sharon L. Niswander and Midpeninsula Regional Open Space District.
5. [Amend Legal Services Contract with Howard, Rome, Martin & Ridley for a Total Authorized Amount of \\$45,000 \(R-15-05\)](#)

Staff Contact: Sheryl Schaffner, General Counsel

General Manager's Recommendation: Amend the existing contract for legal services to increase the contract amount by \$20,000 for a total not to exceed amount of \$45,000, for legal and subject-matter expert support of litigation settlement efforts, coordination with the County, and related legal issues.

6. [Lease for Office Space at 4984 El Camino Real, Suite 100, Los Altos \(R-15-04\)](#)

Staff Contact: Allen L. Ishibashi, Real Property Specialist and Tina Hugg, Senior Planner
General Manager's Recommendation:

1. Determine that the recommended actions are categorically exempt from the California Environmental Quality Act, as set out in the staff report.
2. Adopt a Resolution authorizing the General Manager to enter into an Office Lease with Wellington Park Investors.

7. [Contract to Provide Fence Installation Work at the La Honda Creek Open Space Preserve \(R-15-10\)](#)

Staff Contact: Clayton Koopmann, Natural Resource Specialist I
General Manager's Recommendation:

1. Authorize the General Manager to enter into an agreement with Southwest Fence and Supply Company of Patterson, CA, for a total contract amount not to exceed \$149,905 to provide fence installation work at the La Honda Creek Open Space Preserve.
2. Determine that the recommended action is consistent with the Mitigated Negative Declaration and Mitigation Monitoring Plan for Implementation of the La Honda Creek Master Plan, approved by the Board on August 22, 2012.
3. Authorize the General Manager to move \$30,000 from the Land budget to the Capital budget to cover the additional costs for the contract.

BOARD BUSINESS

8. [Election of the Board of Directors Officers for Calendar Year 2015 \(R-15-07\)](#)

Staff Contact: Jennifer Woodworth, District Clerk

General Manager's Recommendation: Elect Officers of the Board of Directors for Calendar Year 2015

9. [Appointment of Action Plan and Budget Committee Members for Calendar Year 2015 \(R-15-08\)](#)

Staff Contact: Jennifer Woodworth, District Clerk

General Manager's Recommendation: Approve the Board President's appointments to the Action Plan and Budget Committee for Calendar Year 2015

10. [Reclassification of Four District Positions and the Addition of One Classification \(R-15-12\)](#)

Staff Contact: Candice Basnight, Human Resources Supervisor

General Manager's Recommendation:

Adopt a resolution approving the following position changes:

1. Reclassification of an Accountant to a Senior Accountant in the Administrative Services Department.
2. Reclassification of an Administrative Assistant to a Risk Management Coordinator in the Legal Department.
3. Reclassification of two Real Property Specialists to Senior Real Property Specialists in the Real Property Department.
4. Reclassification of a Real Property Assistant to Real Property Specialist I in the Real Property Department.
5. Addition of a Real Property Specialist II classification to the District's Classification and

Compensation Plan.

11. [Priority Conservation Areas in San Mateo and Santa Clara Counties \(Informational Presentation\) \(R-15-02\)](#)

Staff Contact: Tina Hugg, Senior Planner, Jane Mark, Planning Manager, and Casey Hiatt, GIS Administrator

General Manager's Recommendation: Receive an informational presentation on the Association of Bay Area Governments' Priority Conservation Area program adopted on July 17, 2014.

12. [Construction and Demolition Waste Diversion Policy \(R-15-01\)](#)

Staff Contact: Gina Coony, Planner III, Planning Department and Aaron Hébert, Contingent Project Manager, Operations Department

General Manager's Recommendation: Approve the new Construction and Demolition Waste Diversion Policy, as reviewed and revised by the Planning and Natural Resources Committee

INFORMATIONAL MEMORANDA

- [Donation from the Estate of Mr. Robert Schauer](#)

INFORMATIONAL REPORTS – Reports on compensable meetings attended. Brief reports or announcements concerning activities of District Directors and staff; opportunity to refer public or Board questions to staff for factual information; request staff to report back to the Board on a matter at a future meeting; or direct staff to place a matter on a future agenda. Items in this category are for discussion and direction to staff only. No final policy action will be taken by the Board.

- A. Committee Reports
- B. Staff Reports
- C. Director Reports

ADJOURNMENT

***TO ADDRESS THE BOARD:** The President will invite public comment on agenda items at the time each item is considered by the Board of Directors. You may address the Board concerning other matters during Oral Communications. Each speaker will ordinarily be limited to three minutes. Alternately, you may comment to the Board by a written communication, which the Board appreciates.*

***Consent Calendar:** All items on the Consent Calendar may be approved without discussion by one motion. Board members, the General Manager, and members of the public may request that an item be removed from the Consent Calendar during consideration of the Consent Calendar.*

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (650) 691-1200. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Written materials relating to an item on this Agenda that are considered to be a public record and are distributed to Board members less than 72 hours prior to the meeting, will be available for public inspection at the District's Administrative Office located at 330 Distel Circle, Los Altos, California 94022.

CERTIFICATION OF POSTING OF AGENDA

I, Jennifer Woodworth, District Clerk for the Midpeninsula Regional Open Space District (MROSD), declare that the foregoing agenda for the Special and Regular Meetings of the MROSD Board of Directors was posted and available for review on January 9, 2015, at the Administrative Offices of MROSD, 330 Distel Circle, Los Altos California, 94022. Agenda materials are also available on the District's website at <http://www.openspace.org>.

Jennifer Woodworth

Signed January 9, 2015 at Los Altos, California.

