



Midpeninsula Regional  
Open Space District

Meeting 15-07

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

330 Distel Circle  
Los Altos, CA 94022

**Wednesday, March 25, 2015**  
SPECIAL MEETING BEGINS AT 5:30  
REGULAR MEETING BEGINS AT 7:00

**A G E N D A**

**5:30 SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA  
REGIONAL OPEN SPACE DISTRICT**

**ROLL CALL**

**1. [Financial and Operational Sustainability Model Study Final Recommendations \(R-15-58\)](#)**

Staff Contact: Kevin Woodhouse, Assistant General Manager

General Manager's Recommendation: Receive a presentation about final recommendations of the Financial and Operational Sustainability Model Study being conducted for the District by Management Partners.

**ADJOURNMENT**

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

**ORAL COMMUNICATIONS**

*The Board President will invite public comment on items not the agenda. Each speaker will ordinarily be limited to three minutes; however, the Brown Act (Open Meeting Law) does not allow action by the Board of Directors on items not on the agenda. If you wish to address the Board, please complete a speaker card and give it to the District Clerk. Individuals are limited to one appearance during this section.*

**ADOPTION OF AGENDA**

**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.*

**1. Approve Minutes of the [February 25, 2015](#) and [March 11, 2015](#) Board Meeting**

2. [Approve Claims Report](#)

3. [Written Communications](#)

Andrea Heitmann

4. [Fiscal Year 2015-16 Annual Claims List \(R-15-45\)](#)

Staff Contact: Kate Drayson, Administrative Services Manager

General Manager's Recommendations:

1. Approve the Fiscal Year 2015-16 Annual Claims List, including debt service payments.
2. Approve the exclusion of claims with a cumulative total \$25,000 or less from future Annual Claims Lists.

5. [Contract Extension for Graphic Design Services for FY2015-16 \(R-15-55\)](#)

Staff Contact: Shelly Lewis, Public Affairs Manager

General Manager's Recommendation: Authorize the General Manager to extend the contracts for graphic design services, one with Design Concepts and a second with Alexander Atkins, Inc., for an additional amount not-to-exceed \$60,000 each.

6. [Contract Extension for Mailing Services for FY2015-16 \(R-15-56\)](#)

Staff Contact: Peggy Koenig, Public Affairs Specialist

General Manager's Recommendation: Authorize the General Manager to extend the contract for mailing services with Craftsmen Printing for an additional amount not to exceed \$38,000.

7. [Contract Extension for Printing Services for FY2015-16 \(R-15-57\)](#)

Staff Contact: Shelly Lewis, Public Affairs Manager

General Manager's Recommendation: Authorize the General Manager to extend a contract for printing services with Craftsmen Printing for an additional amount not to exceed \$110,850.

**BOARD BUSINESS**

*The President will invite public comment on agenda items at the time each item is considered by the Board of Directors. Each speaker will ordinarily be limited to three minutes. Alternately, you may comment to the Board by a written communication, which the Board appreciates.*

8. [Informational Presentation on San Mateo County's Agricultural Workforce Housing Initiative \(R-15-48\)](#)

Staff Contact: Elaina Cuzick, Senior Real Property Agent

General Manager's Recommendations:

1. Receive an informational presentation by San Mateo County Supervisor, Don Horsley on the San Mateo County Agricultural Workforce Housing Initiative.
2. Refer the County's Farmworker Housing Rehabilitation Pilot Program to the Legislative, Funding, and Public Affairs Committee to consider the District's potential inclusion in the Pilot Program and forward a recommendation to the full Board.

9a. [Fiscal Year 2015-16 Action Plan and Budget \(R-15-46\)](#)

Staff Contact: Kate Drayson, Administrative Services Manager

Action Plan and Budget Committee Recommendation:

Adopt the Midpeninsula Regional Open Space District (District) Fiscal Year 2015-16 Action Plan and Budget as proposed by the General Manager (Refer to Item 9b).

**9b. Fiscal Year 2015-16 Action Plan and Budget (R-15-44)**

Staff Contact: Kate Drayson, Administrative Services Manager

General Manager's Recommendations:

1. Adopt the Fiscal Year 2015-16 (FY2015-16) Action Plan, which includes numerous first tier high priority implementation projects as recommended by the Financial and Operational Sustainability Model (FOSM) Study to establish new and efficient business systems.
2. Adopt a Resolution approving the FY2015-16 Budget and Classification and Compensation Plan.
3. Approve nine new positions, including four positions that reflect the first tier, high priority organizational restructuring recommendations of the FOSM Study.

**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**

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, Maria Soria, Deputy 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 March 20, 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>.

*Maria Soria*

Signed March 20, 2015 at Los Altos, California.

