



Midpeninsula Regional
Open Space District

R-14-108
Meeting 14-21
August 13, 2014

AGENDA ITEM 7

AGENDA ITEM

Discussion of Criteria for Inclusion on District Volunteer Memorial Signs

GENERAL MANAGER'S RECOMMENDATION

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Discuss and approve criteria for inclusion of deceased volunteers on District Volunteer Memorial Signs.

SUMMARY & DISCUSSION

Last meeting the Board was presented with this item – “Consideration of District Volunteer Memorial Signs” (Attachment 1). The Board discussed whether 5 years and 250 hours of volunteer service or 10 years and 250 hours of volunteer service was the appropriate level of service to warrant special recognition. The Board voted on the motion “to approve the proposed signs for memorializing deceased volunteers and docents who have provided a significant contribution to the District and have volunteered for at least 10 years and provided 250 hours of volunteer service with a provision that the General Manager can make exceptions in extraordinary cases.” The vote was three (3) in favor, two (2) opposed. (Hanko and Siemens absent.) While the vote represented approval by a majority of the members present, the motion failed because the District’s enabling legislation requires an affirmative vote of a majority of the full Board to take any action (i.e., four (4) of the seven (7) members). Public Resources Code section 5547 provides as follows: “An ordinance, resolution, or motion shall not be passed or become effective without the affirmative votes of at least a majority of all the members of the board.”

Rather than defer the entire item, however, the Board subsequently voted 5-0-0 (Directors Hanko and Siemens absent) “to approve the General Manager’s recommendation and approve the proposed signs for memorializing deceased volunteers and docents with the exception of the criteria outlining the requirements for when deceased volunteers will be included.” The criteria for inclusion on the volunteer memorial signs were continued to the next regular Board meeting to be held on August 13, 2014.”

As directed at that meeting, staff therefore brings this matter back to the Board for resolution of the question of the criteria for inclusion on the volunteer memorial signs.

FISCAL IMPACT

The initial cost for design and manufacture of the (2) memorial signs is estimated at \$2,200 and the yearly laminate board replacement cost is estimated at \$600 and is expected to increase

slightly each year with inflation. It is also important to note that there will be years in which there will be no laminate board replacement costs. The initial costs are included in the adopted FY2014-15 Budget. Replacement costs would need to be included in future annual budgets, as needed.

BOARD COMMITTEE REVIEW

This item was brought to the Legislative Funding and Public Affairs Committee (LFPAC) on March 18, 2014, which supported the proposal and directed staff to research additional sign options to lessen the total cost. At the time the proposal was presented to LFPAC, the initial cost estimate for the design, manufacture, and installation of the memorial signs was \$4,500 and the yearly replacement cost for the laminate board was estimated at approximately \$1,000. In response to LFPAC direction, District Planning Staff contacted various vendors and successfully lowered the initial cost by over 50% and the yearly laminate board replacement cost by nearly 50% as well.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This action is categorically exempt under section 15304, Minor Alterations to Land.

NEXT STEPS

After the Board approves the criteria for inclusion of deceased volunteers on the Volunteer Memorial Signs, staff would communicate with the families involved and order the signs. Installation would be completed as part of a local Girl Scout Bronze Award project.

Attachments

1. Consideration of District Volunteer Memorial Signs (R-14-100)
2. Response to Director Questions Regarding R-14-100

Prepared by:
Sheryl Schaffner, General Counsel



Midpeninsula Regional
Open Space District

R-14-100
Meeting 14-17
July 23, 2014

AGENDA ITEM 8

AGENDA ITEM

Consideration of District Volunteer Memorial Signs

GENERAL MANAGER'S RECOMMENDATION

Approve the proposed signs for memorializing deceased volunteers and docents who have provided a significant contribution to the District.

SUMMARY

The District proposes to install memorial signs to commemorate the dedication of deceased District volunteers and docents who have provided significant contributions to the District. The proposed design of the proposed memorial signs maintains consistency with other District informational/interpretive signs, the proposed two sign locations ensures high visibility and recognition by family, friends, and the general public. Initial costs for design and manufacture are included in the adopted FY2-14-15 Budget. Future annual budgets would need a small allotment for replacement costs, starting at about \$600.00 and increasing slightly each year due to inflation.

BACKGROUND

For years, the District has received requests from our volunteers, an important group of supporters who collectively donate over 18,000 hours annually, to provide a means to memorialize deceased volunteers for their contributions to the District. In response, Volunteer Programs Manager Paul McKowan, Ranger Elisa Stanton, and Ranger Anthony Correia have collaborated to design two volunteer memorial signs, one each for the Skyline and Foothills areas.

The District's Site Naming, Special Recognition, and Gift Naming Policy (Site Naming Policy) allows for special recognitions, such as the proposed Volunteer and Docent Memorial Signs. The Site Naming Policy also calls out *Volunteers* as eligible for District memorials. The applicable sections of the Site Naming Policy are provided below:

...III SPECIAL RECOGNITION

The Legislative, Funding and Public Affairs Committee (LFPAC) shall be the committee designated to discuss all requests that meet the criteria of the policy for special recognition, made by members of the Board of Directors or by members of the public, including bench memorials and the naming of bridges, and after deliberation shall decide which requests will be referred to the full Board for a vote...

...D. Deceased Founders, Significant Supporters, and Volunteers
"Founders", "Significant Supporters", and "Volunteers" are eligible for special recognition, including memorials...

... "Volunteers" shall be defined as individuals or groups of individuals who donated their time to the District by working for the District's docent or volunteer program...

DISCUSSION

In response to requests for memorializing the contribution of District volunteers, the General Manager is recommending the installation of two new Volunteer and Docent Memorial Signs, one each for the Skyline and Foothills area as further described below.

Sign Locations

The two proposed memorial signs would be installed at the following locations:

- Skyline Area near the Daniel C. Nature Center at Alpine Pond
- Foothills Area near the Rancho San Antonio Farm Bypass Trailhead (at Mora intersection, where the existing bike rack is located)

These locations were selected for the following reasons:

- High public visitation and easy access that would allow all volunteer family members the ability to visit each site
- High staff visibility with rangers patrolling each area on a regular basis to discourage vandalism
- Close proximity to field offices, allowing for convenient and efficient maintenance

Sign Description

Each memorial sign would be mounted on a pedestal frame with a slanted laminate board sign resting at wheelchair eye level, consistent with District interpretive signs found at Picchetti Ranch Open Space Preserve and the Daniel C. Nature Center (see Attachments 1 and 2). The pedestal frames would have a locking mechanism allowing the laminate board to be replaced to update the sign information. These updates would occur no sooner than once a year to include additional deceased volunteers as needed. Pedestal frames with laminate board were considered the best type of sign structure for this purpose. The memorial signs would include plates with each individual's name, donation of time, years of service, and program participation.

Eligibility Requirement

The General Manager recommends approving the following Volunteer Memorial eligibility criteria, and adding the criteria to the Volunteer Handbook and Site Naming, Gift and Special Recognition Policy:

- Volunteer Memorial Qualifications: minimum of 250 volunteer hours and 5 years of service.

Procedures, Cost, and Long Term Maintenance

For each eligible volunteer, the Public Affairs Department would contact the family and send a bereavement card with a note and information regarding the volunteer memorial program. The District would assume all costs and have final approval of memorial sign text and formatting. Each eligible volunteer would be recognized in a consistent manner. The laminate portion of

each sign would be updated no more frequently than annually on a designated date, prior to the mid-year budget process, to add new names. Once the laminate sign is updated, Public Affairs staff would contact the family of the recently deceased volunteer and provide directions to the memorial signs.

FISCAL IMPACT

The initial cost estimate for design and manufacture of the (2) memorial signs is estimated at \$2,200 and the yearly laminate board replacement cost is estimated at \$600 and increase slightly each year with inflation. It is also important to note that there will be years in which there will be no laminate board replacement costs. The initial costs are included in the adopted FY14-15 Budget. Replacement costs would need to be included in future annual budgets, as needed.

BOARD COMMITTEE REVIEW

This item was brought to the Legislative Funding and Public Affairs Committee (LFPAC) on March 18, 2014, who supported the proposal and directed staff to research additional sign options to lessen the total cost. At the time the proposal was presented to LFPAC, the initial cost estimate for the design, manufacture, and installation of the memorial signs was estimated at \$4,500 and the yearly replacement cost for the laminate board was estimated at approximately \$1,000. In response to LFPAC direction, District Planning Staff contacted various vendors and successfully lowered the initial cost by over 50% and the yearly laminate board replacement cost by nearly 50% as well.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This action is categorically exempt under section 15304, Minor Alterations to Land.

NEXT STEPS

If the Board approves the proposed Volunteer Memorial Signs, staff would communicate with the families involved and order the signs. Installation would be completed as part of a local Girl Scout Bronze Award project.

Attachments:

1. Sample Mock-up Memorial Sign #1
2. Sample Mock-up Memorial Sign #2
3. Proposed Locations

Responsible Department Head:
Shelly Lewis, Public Affairs Manager

Prepared by:
Paul McKowan, Volunteer Programs Manager

VOLUNTEER MEMORIAL PLAQUE

IN MEMORY OF THOSE INDIVIDUALS WHO HAVE DEDICATED THEIR TIME AND ENERGY
AS AN OPEN SPACE VOLUNTEER TO HELP PRESERVE, PROTECT, AND EDUCATE

Jane Doe: TP, 1999-2011	Leslie Nope: TP, 1997-2010	Anne Perkins: TP, 1999-2011
John Doe: NCH, 2001 - 2010	Aziz Ansari: NCH, 2001 - 2002	Troy Bama: NCH, 2001 - 2010
Pauly Mack: OAD, TP, 2005 - 2011	Mike Murphy: OAD, TP, 2005 - 2011	Lee Hammer: OAD, TP, 2005 - 2011
Rob Stark: OEL, PP, 1998 - 2004	Howard Stark: OEL, PP, 1998 - 2004	Tony Stark: OEL, PP, 1998 - 2004
Katniss Everdeen: NCH, 1996 - 1999	Dwight Shruet: NCH, 1996 - 1999	Tom Tollberg: NCH, 1996 - 1999
Ronald Weasley: TP, OAD, 1994 - 2000	Ginney Weasley: TP, OAD, 1994 - 2000	Phil Dumfy: TP, OAD, 1994 - 2000
Peeta Mellark: OEL, PP, 1989 - 1995	Draco Malfoy: OEL, PP, 1989 - 1995	Jay Pritchett: OEL, PP, 1989 - 1995
AJ, Jenkins: TP, 1994 - 1997	Patric Willis: TP, 1994 - 1997	Cameron Tucker: TP, 1994 - 1997
Tom Riddle: TP, NCH, 2001 - 2008	Joe Pavelski: TP, NCH, 2001 - 2008	Patty Marleau: TP, NCH, 2001 - 2008
Ran Swanson: OEL, 1991 - 2012	Steve Young: OEL, 1991 - 2012	Randy Marsh: OEL, 1991 - 2012

NCH: Nature Center Host OAD: Outdoor Activity Docent OEL: Outdoor Education Leader PP: Preserve Partner TP: Trail Patrol



VOLUNTEER MEMORIAL PLAQUE

IN MEMORY OF THOSE INDIVIDUALS WHO HAVE DEDICATED THEIR TIME AND ENERGY AS AN OPEN SPACE VOLUNTEER TO HELP PRESERVE, PROTECT, AND EDUCATE

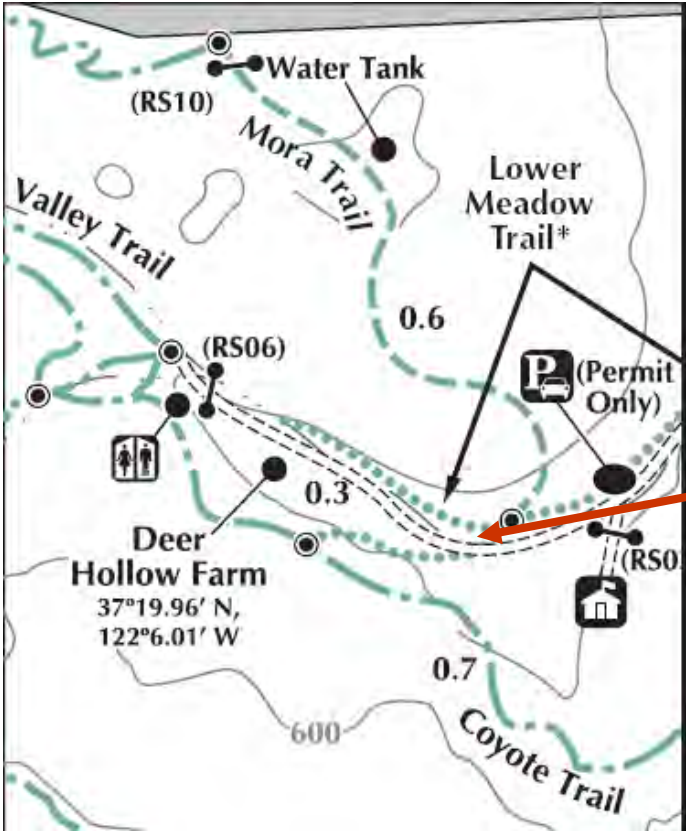
- Jane Doe: TP, 1999-2011
- John Doe: NCH, 2001 - 2010
- Pauly Mack: OAD, TP, 2005 - 2011
- Rob Stark: OEL, PP, 1998 - 2004
- Katniss Everdeen: NCH, 1996 - 1999
- Ronald Weasley: TP, OAD, 1994 - 2000
- Peeta Mellark: OEL, PP, 1989 - 1995
- A.J. Jenkins: TP, 1994 - 1997
- Tom Riddle: TP, NCH, 2001 - 2008
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- Anne Perkins: TP, 1999-2011
- Troy Barnes: NCH, 2001 - 2010
- Lee Hammer: OAD, TP, 2005 - 2011
- Tony Stark: OEL, PP, 1998 - 2004
- Tom Tolberg: NCH, 1996 - 1999
- Phil Dumphy: TP, OAD, 1994 - 2000
- Jay Pritchett: OEL, PP, 1989 - 1995
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Volunteer Memorial Plan

Attachment 3 - Site Maps



Foothills Area Rancho San Antonio

Memorial Sign Location



Skyline Area Skyline Ridge Nature Center Area

Memorial Sign Location

Item 8: volunteer memorial sign. How many volunteers have stayed with us more than 5 years? What alternative ways to recognize long service were considered (e.g. resolution for 10, 15 years etc.)? What other open space districts do this for volunteers who serve more than 5 years?

A good majority of District volunteers/docents remain in the program for over 5 years; however, the proposed 250-hr minimum eligibility requirement is much more challenging to attain. Over the program's 30+ year history, where thousands of people have volunteered for the District, only a little over 200 volunteers have surpassed the 250-hr mark. We anticipate initially adding 10-12 volunteers on the proposed memorial signs based on our own knowledge and recollection of those volunteers that would be eligible for a memorial recognition. It is important to know that many volunteers have left the program and lost communication with the District before passing. We do not have a method for knowing of their death or for communicating with family members or friends. In addition, long periods of time may lapse before the District is notified of the passing of a District volunteer. We anticipate that the sign would host no more than 25 names within the first 10-15 years, but of course it is impossible to know for sure.

The District recognizes active volunteers in a variety of ways throughout their volunteer career with pins, special achievement awards, and hosting an annual Volunteer Recognition Event. The Docent program recognizes years of service, the Volunteer Program recognized total hours of service. These span from 1 to 25 years, and 50 to 3,000 hrs, respectively. Special achievement awards have included nicely framed/matted District photos of a favorite preserve location. On a few occasions, the District has individually recognized deceased volunteers through the renaming of a trail (e.g., Bo Gimbal Trail), special plaque (e.g. Gene Sheehan boulder), and with memorial benches. At this time, the District does not have a means for recognizing deceased volunteers as a group.

As part of our research, we considered several other alternative methods for recognizing volunteers, including on larger sign boards, very similar to the Preserve Info and Bulletin Boards, using redwood log carvings with plaques, and using enclosed cases on the wall of the Nature Center. The bulletin board style was determined to be too large, using Plexiglas is known to be prone to vandalism, and the Nature Center was determined not to have sufficient room for another enclosed case. Lastly, it seemed most appropriate to have a memorial in the field, rather than at one of the offices or within a building, given that volunteers have spent 99% of their time in the field. The Picchetti interpretive signs were deemed ideal given the low profile style, compatibility with the natural surroundings, ease of maintenance and durability, and aesthetic quality. Inscribing names directly on the sign rather than using plaques was considered the best approach given that plaques can be stolen, as was indicated by the agencies we contacted.

Different agencies recognize their volunteers in different ways, these agencies include the Open Space Authority, East Bay Regional Parks District, Marin Open Space, Santa Clara County Parks, among others. Some provide small plaques on outdoor structures and others use indoor signs. We are also aware of trails being renamed after an extraordinary and notable volunteer. Most agencies recognize active volunteers through volunteer appreciation events and by handing out special awards to recognize special feats (e.g. going the extra mile, expanding into new roles, as 'Volunteer of the Year'). We are also aware of agencies posting volunteer anniversaries and featuring a particular volunteer in their volunteer newsletter.