



Midpeninsula Regional  
Open Space District

R-14-133  
Meeting 14-30  
October 28, 2014

## **AGENDA ITEM 2**

### **AGENDA ITEM**

Proposed 2015 Master Calendar for Board and Committee Meetings

### **GENERAL MANAGER'S RECOMMENDATION**

Adopt the 2015 Master Calendar for Board and Committee Meetings

### **SUMMARY AND DISCUSSION**

To allow for accurate scheduling and planning of Board of Directors and Board Committee meetings, staff proposes adoption of a Master Calendar each year that will include all known Board and Committee meetings for the calendar year. This will assist staff and Board members in planning future District meetings and events as well as vacation time. The Master Calendar will be updated as needed to include any added or canceled meetings as necessary. The Master Calendar notes routine and mandatory items, state conferences, holidays, and special events or meetings. Additional Committee meetings will be added following adoption of the annual Action Plan by the Board of Directors.

### **FISCAL IMPACT**

Adoption of a Master Calendar has no fiscal impact.

### **BOARD COMMITTEE REVIEW**

This item was brought before the full Board of Directors to determine if it should be further studied by a Committee or acted on by the entire Board.

### **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

### **CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act.

### **NEXT STEPS**

If approved by the Board of Directors, the 2015 Master Calendar will be provided to the Board of Directors in each Board meeting packet and updated as necessary prior to each Board meeting.

Attachment

1. Draft 2015 Master Calendar

Responsible Department Head:

Stephen E. Abbors, General Manager

Prepared by:

Jennifer Woodworth, District Clerk

**Midpeninsula Regional Open Space District**  
**Proposed Meeting Calendar**  
**1/1/2015 - 2/24/2016**

Month, Year	Date	Day	Time	Meeting Type
January, 2015	1/14/2015	Wednesday	7:00 PM	Regular Meeting
	1/27/2015	Tuesday	1:00 PM	LFPAC Meeting
	1/28/2015	Wednesday	7:00 PM	Regular Meeting
	1/29/2015	Thursday	1:00 PM	ABC Meeting
February, 2015	2/3/2015	Tuesday	1:00 PM	ABC Meeting
	2/5/2015	Thursday	1:00 PM	ABC Meeting
	2/11/2015	Wednesday	7:00 PM	Regular Meeting
	2/25/2015	Wednesday	7:00 PM	Regular Meeting
March, 2015	3/3/2015	Tuesday	2:00 PM	ABC Meeting
	3/11/2015	Wednesday	7:00 PM	Regular Meeting
	3/17/2015	Tuesday	1:00 PM	LFPAC Meeting
	3/25/2015	Wednesday	7:00 PM	Regular Meeting
April, 2015	4/8/2015	Wednesday	7:00 PM	Regular Meeting
	4/22/2015	Wednesday	7:00 PM	Regular Meeting
	4/28/2015	Tuesday	2:00 PM	BAE Committee Meeting
May, 2015	5/13/2015	Wednesday	7:00 PM	Regular Meeting
	5/19/2015	Tuesday	5:00 PM	Closed Session Re: BAE
	5/20/2015	Wednesday	5:00 PM	Closed Session Re: BAE
	5/27/2015	Wednesday	5:00 PM	Closed Session Re: BAE
	5/27/2015	Wednesday	7:00 PM	Regular Meeting
June, 2015	6/10/2015	Wednesday	7:00 PM	Regular Meeting
	6/16/2015	Tuesday	2:00 PM	Closed Session Re: BAE
	6/24/2015	Wednesday	7:00 PM	Regular Meeting
July, 2015	7/8/2015	Wednesday	5:00 PM	Closed Session Re: BAE
	7/8/2015	Wednesday	7:00 PM	Regular Meeting
	7/22/2015	Wednesday	7:00 PM	Regular Meeting
August, 2015	8/12/2015	Wednesday	7:00 PM	Regular Meeting
	8/26/2015	Wednesday	7:00 PM	Regular Meeting
September, 2015	9/8/2015	Tuesday	1:00 PM	LFPAC Meeting
	9/9/2015	Wednesday	7:00 PM	Regular Meeting
	9/23/2015	Wednesday	7:00 PM	Regular Meeting
October, 2015	10/14/2015	Wednesday	7:00 PM	Regular Meeting
	10/22/2015	Thursday	9:00 AM	Strategic Plan Workshop

	10/28/2015	Wednesday	7:00 PM	Regular Meeting
November, 2015	11/10/2015	Tuesday	1:00 PM	ABC Meeting
	11/11/2015	Wednesday	7:00 PM	Regular Meeting
	11/17/2015	Tuesday	1:00 PM	ABC Meeting
December, 2015	12/1/2015	Tuesday	1:00 AM	LFPAC Meeting
	12/9/2015	Wednesday	5:00 PM	Closed Session Re: BAE
	12/9/2015	Wednesday	7:00 PM	Regular Meeting
January, 2016	1/13/2016	Wednesday	7:00 PM	Regular Meeting
	1/19/2016	Tuesday	5:00 PM	Study Session: BOC Interviews
	1/20/2016	Wednesday	5:00 PM	Study Session: BOC Interviews
	1/27/2016	Wednesday	7:00 PM	Regular Meeting
February, 2016	2/10/2016	Wednesday	7:00 PM	Regular Meeting
	2/24/2016	Wednesday	7:00 PM	Regular Meeting

**TENTATIVE BOARD MEETING CALENDAR****JANUARY 2015**

<b>DATE</b>	<b>TIME</b>	<b>ITEM</b>	<b>DEPARTMENT</b>
<b>January 14 Wednesday</b>	<b>7:00 p.m.</b>	<b>BOARD MEETING</b>	
		Election of the Board of Directors Officers for Calendar Year 2015	District Clerk
		Appointment of Action Plan and Budget Committee Members for Calendar Year 2015	District Clerk
<b>January 14 Wednesday</b>		<b>MROSD FINANCING AUTHORITY MEETING</b>	
		Acceptance of the Controller's Annual Financial Report of the Midpeninsula Regional Open Space District Financing Authority	District Controller
<b>January 27 Tuesday</b>	<b>1:00</b>	<b>LEGISLATIVE FUNDING &amp; PUBLIC AFFAIRS COMMITTEE MEETING</b>	
		Legislative Update	Public Affairs
		Accessibility Plan Update	Planning
		Roadside Signage	Public Affairs
<b>January 28 Wednesday</b>	<b>7:00 p.m.</b>	<b>BOARD MEETING</b>	
		Appointment of Board of Directors Standing Committee Members for Calendar Year 2015	Board President/ District Clerk
		Appointment of District Representatives to the Governing Board of the Midpeninsula Regional Open Space District Financing Authority for Calendar Year 2015	Board President/ District Clerk

**TENTATIVE BOARD MEETING CALENDAR**

<b>January 29 Tuesday</b>	<b>1:00</b>	<b>ACTION PLAN &amp; BUDGET COMMITTEE MEETING</b>	
		FY15-16 Budget	Administration

**TENTATIVE BOARD MEETING CALENDAR****FEBRUARY 2015**

<b>DATE</b>	<b>TIME</b>	<b>ITEM</b>	<b>DEPARTMENT</b>
<b>February 3 Tuesday</b>	<b>1:00</b>	<b>ACTION PLAN &amp; BUDGET COMMITTEE MEETING</b>  FY15-16 Budget	  Administration
<b>February 5 Thursday</b>	<b>1:00</b>	<b>ACTION PLAN &amp; BUDGET COMMITTEE MEETING</b>  FY15-16 Budget	  Administration
<b>February 11 Wednesday</b>	<b>7:00 p.m.</b>	<b>BOARD MEETING</b>	
<b>February 25 Wednesday</b>	<b>7:00 p.m.</b>	<b>BOARD MEETING</b>	

**TENTATIVE BOARD MEETING CALENDAR****MARCH 2015**

<b>DATE</b>	<b>TIME</b>	<b>ITEM</b>	<b>DEPARTMENT</b>
<b>March 3 Tuesday</b>	<b>1:00</b>	<b>ACTION PLAN &amp; BUDGET COMMITTEE MEETING</b>  FY15-16 Budget	
<b>March 11 Wednesday</b>	<b>7:00 p.m.</b>	<b>BOARD MEETING</b>	
<b>March 17 Tuesday</b>	<b>1:00</b>	<b>LEGISLATIVE FUNDING &amp; PUBLIC AFFAIRS COMMITTEE MEETING</b>  Legislative Update	  Public Affairs
<b>March 25 Wednesday</b>	<b>7:00 p.m.</b>	<b>BOARD MEETING</b>	



**TENTATIVE BOARD MEETING CALENDAR****APRIL 2015**

<b>DATE</b>	<b>TIME</b>	<b>ITEM</b>	<b>DEPARTMENT</b>
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<b>April 8 Wednesday</b>	<b>7:00 p.m.</b>	<b>BOARD MEETING</b>	
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<b>April 22 Wednesday</b>	<b>7:00 p.m.</b>	<b>BOARD MEETING</b>	
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<b>April 28 Tuesday</b>	<b>2:00</b>	<b>BOARD APPOINTEE EVALUATION COMMITTEE MEETING</b>	
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Develop written communication to appointees re:

- The procedures and timeline for the evaluation process;
- Any particular areas of emphasis the BAE wishes to make an appointee aware of prior to the beginning of the evaluation process;
- Any process issues relative to compensation.
- Any changes to the appointees' contracts not specifically related to compensation.

**TENTATIVE BOARD MEETING CALENDAR****MAY 2015**

<b>DATE</b>	<b>TIME</b>	<b>ITEM</b>	<b>DEPARTMENT</b>
<b>May 13 Wednesday</b>	<b>7:00 p.m.</b>	<b>BOARD MEETING</b>	
<b>May 19 Tuesday</b>	<b>5:00</b>	<b>CLOSED SESSION</b>  Board Appointee Evaluations: Appointees' Presentations	
<b>May 20 Wednesday</b>	<b>5:00</b>	<b>CLOSED SESSION</b>  Board Appointee Evaluations: Appointees' Presentations	
<b>May 27 Wednesday</b>	<b>5:00</b>	<b>CLOSED SESSION</b>  Board Appointee Evaluations: Responses to any follow-up questions	
	<b>7:00</b>	<b>BOARD MEETING</b>	

**TENTATIVE BOARD MEETING CALENDAR****JUNE 2015**

<b>DATE</b>	<b>TIME</b>	<b>ITEM</b>	<b>DEPARTMENT</b>
<b>June 10 Wednesday</b>	<b>7:00</b>	<b>BOARD MEETING</b>	
<b>June 16 Tuesday</b>	<b>2:00</b>	<b>CLOSED SESSION</b>  Board Appointee Evaluations: Board review of written evaluations drafted by BAE Committee	
<b>June 24 Wednesday</b>	<b>7:00</b>	<b>BOARD MEETING</b>  Year-End Action Plan & Budget Review	Admininstration

**TENTATIVE BOARD MEETING CALENDAR****JULY 2015**

<b>DATE</b>	<b>TIME</b>	<b>ITEM</b>	<b>DEPARTMENT</b>
<b>July 8 Wednesday</b>	<b>5:00</b>	<b>CLOSED SESSION</b>  Board Appointee Evaluations: Discuss any compensation adjustments	
	<b>7:00</b>	<b>BOARD MEETING</b>	
<b>July 22 Wednesday</b>	<b>7:00</b>	<b>BOARD MEETING</b>	

**TENTATIVE BOARD MEETING CALENDAR****AUGUST 2015**

<b>DATE</b>	<b>TIME</b>	<b>ITEM</b>	<b>DEPARTMENT</b>
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<b>August 12 Wednesday</b>	<b>7:00</b>	<b>BOARD MEETING</b>	
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<b>August 26 Wednesday</b>	<b>7:00</b>	<b>BOARD MEETING</b>	
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**TENTATIVE BOARD MEETING CALENDAR****SEPTEMBER 2015**

<b>DATE</b>	<b>TIME</b>	<b>ITEM</b>	<b>DEPARTMENT</b>
<b>September 8 Tuesday</b>	<b>1:00</b>	<b>LEGISLATIVE FUNDING &amp; PUBLIC AFFAIRS COMMITTEE MEETING</b>  Legislative Update	  Public Affairs
<b>September 9 Wednesday</b>	<b>7:00</b>	<b>BOARD MEETING</b>	
<b>September 23 Wednesday</b>	<b>7:00</b>	<b>BOARD MEETING</b>	

**TENTATIVE BOARD MEETING CALENDAR****OCTOBER 2015**

<b>DATE</b>	<b>TIME</b>	<b>ITEM</b>	<b>DEPARTMENT</b>
<b>October 14 Wednesday</b>	<b>7:00</b>	<b>BOARD MEETING</b>	
<b>October 22 Thursday</b>	<b>9:00</b>	<b>STRATEGIC PLAN WORKSHOP</b>	
<b>October 28 Wednesday</b>	<b>7:00</b>	<b>BOARD MEETING</b>	

**TENTATIVE BOARD MEETING CALENDAR****NOVEMBER 2015**

<b>DATE</b>	<b>TIME</b>	<b>ITEM</b>	<b>DEPARTMENT</b>
<b>November 10 Tuesday</b>	<b>1:00</b>	<b>ACTION PLAN &amp; BUDGET COMMITTEE MEETING</b>  FY15-16 Budget: Mid Year Review	  Administration
<b>Wednesday</b>	<b>7:00</b>	<b>BOARD MEETING</b>	
<b>November 17 Tuesday</b>	<b>1:00</b>	<b>ACTION PLAN &amp; BUDGET COMMITTEE MEETING</b>  FY15-16 Budget: Mid Year Review	  Administration
<b>November 25 Wednesday</b>		<b>NO MEETING (THANKSGIVING HOLIDAY)</b>	



**TENTATIVE BOARD MEETING CALENDAR****DECEMBER 2015**

<b>DATE</b>	<b>TIME</b>	<b>ITEM</b>	<b>DEPARTMENT</b>
<b>December 1 Tuesday</b>	<b>1:00</b>	<b>LEGISLATIVE FUNDING &amp; PUBLIC AFFAIRS COMMITTEE MEETING</b>  Public Affairs Update for 2016	Public Affairs
<b>December 9 Wednesday</b>	<b>5:00</b>	<b>CLOSED SESSION</b>  Board Appointee Evaluations: Informal check-in for all appointees	
	<b>7:00</b>	<b>BOARD MEETING</b>  Mid-Year Budget Review	Administraion
<b>December 23 Wednesday</b>		<b>NO MEETING (CHRISTMAS HOLIDAY)</b>	

**TENTATIVE BOARD MEETING CALENDAR****JANUARY 2016**

<b>DATE</b>	<b>TIME</b>	<b>ITEM</b>	<b>DEPARTMENT</b>
<b>January 13 Wednesday</b>	<b>7:00</b>	<b>BOARD MEETING</b>	
<b>January 19 Tuesday</b>	<b>5:00</b>	<b>STUDY SESSION</b>  Bond Oversight Committee Interviews	District Clerk
<b>January 20 Wednesday</b>	<b>5:00</b>	<b>STUDY SESSION</b>  Bond Oversight Committee Interviews	District Clerk
<b>January 27 Wednesday</b>	<b>7:00</b>	<b>BOARD MEETING</b>	

**TENTATIVE BOARD MEETING CALENDAR****FEBRUARY 2016**

<b>DATE</b>	<b>TIME</b>	<b>ITEM</b>	<b>DEPARTMENT</b>
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<b>February 10 Wednesday</b>	<b>7:00</b>	<b>BOARD MEETING</b>	
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<b>February 24 Wednesday</b>	<b>7:00</b>	<b>BOARD MEETING</b>	
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