



Midpeninsula Regional
Open Space District

January 13, 2016
Board Meeting 16-01

SPECIAL AND REGULAR MEETING

BOARD OF DIRECTORS MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

Administrative Office
330 Distel Circle
Los Altos, CA 94022

January 13, 2016

DRAFT MINUTES

SPECIAL MEETING – STUDY SESSION

CALL TO ORDER

President Siemens called the special meeting of the Midpeninsula Regional Open Space District to order at 5:05 p.m.

ROLL CALL

Members Present: Jed Cyr, Nonette Hanko, Cecily Harris, Larry Hassett, Yoriko Kishimoto, Curt Riffle and Pete Siemens

Members Absent: None

Staff Present: General Manager Steve Abbors, Assistant General Manager Ana Ruiz, Assistant General Manager Kevin Woodhouse, General Counsel Sheryl Schaffner, District Clerk Jennifer Woodworth, and Executive Assistant Maria Soria

ADOPTION OF AGENDA

Motion: Director Hassett moved, and Director Cyr seconded the motion to adopt the agenda.

VOTE: 7-0-0

1. Discussion and Approval of a Selection Process for the Measure AA Bond Oversight Committee (R-16-02)

Jennifer Woodworth, District Clerk provided a presentation to the Board of Directors on possible options for interviewing and selecting the members of the Measure AA Bond Oversight Committee.

Ms. Woodworth described the three alternative options for interviewing and selecting the seven committee members and explained that the only two requirements in Measure AA are that the committee members are 18 years or older and that they are a resident and living within the district. Furthermore, Ms. Woodworth stated that the District has received twenty-nine eligible applications.

Director Riffle recommended a fourth option in which the Board would review all twenty-nine applications and rank them from one to twenty-nine and submit them to the Clerk. The Clerk would then pull the top ten applicants and schedule each of the applicants for a ten minute interview with the entire Board who would then select the top seven candidates.

Director Harris inquired what would the candidate present to the Board during their presentation.

Ms. Woodworth suggested that instead of a presentation, an interview could be conducted with the top ten candidates with questions provided to the Board.

Director Kishimoto suggested Board members could call applicants before submitting the rankings to the Clerk.

Ms. Woodworth and General Counsel Sheryl Schaffner cautioned against this practice because Measure AA requires applicant interviews to be conducted at a publicly noticed meeting.

Director Hassett expressed concerns regarding individual applicants' motivations for serving on the Committee and wanted to ensure applicants understood the roles and responsibilities of the Committee.

Motion: Director Hassett moved and Director Hanko seconded the motion to approve development of policy and procedures for reviewing applications by the Board of Directors for ranking all applicants for interview of the top 10 ranked applicants by the Board of Directors. The top 10 applicants will be interviewed and voted on by the Board of Directors for appointment by a majority vote.

VOTE: 7-0-0

Director Riffle asked the Clerk to review the selection criteria.

Ms. Woodworth stated that at the September 24th, 2014 Study Session the Board approved two selection criteria to be used as part of the selection process. 1.) Board preference that at least one member of the Committee will have a financial background and 2.) Committee will reflect the diversity and geographics of the District as much as possible. Ms. Woodworth also commented that she also included additional selection criteria which were compiled based on staff research conducted by contacting other agencies with similar committees as well as other board and commission programs which are 1) Attendance or participation at past or current District Board, Committee, Citizens' Advisory Committee meetings or District outreach workshops (Vision Plan); 2) Participation in civic organizations or other nonprofit organizations; 3) Preference for experience in municipal finance and budgeting; 4) Knowledge of the District; and 5) Participation in other bond oversight or similar committees.

Director Hassett asked how the Chair of the Bond Committee would be appointed.

Ms. Woodworth stated that the Chair would be appointed by and among the committee members.

Director Siemens asked if the original two selection criteria should be requirements or used as guidelines. Director Riffle also proposed to add the additional five questions that the Clerk provided.

Director Siemens asked the Clerk when she expected to receive the rankings from the Board.

Ms. Woodworth requested the Directors turn in their rankings to her by January 29, 2016, so that she can commence scheduling the interviews.

Motion: Director Hanko moved, and Director Riffle seconded the motion to approve seven selection guidelines, including the original two approved by the Board in September 24, 2014 and the additional five provided by the Clerk.

VOTE: 7-0-0

President Siemens adjourned the special meeting and convened into Closed Session at 6:24 p.m.

CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION.

Government Code Section 54957(b)(1)

Title of Employees: General Counsel
General Manager

REGULAR MEETING – BOARD MEETING

The Board of Directors returned to the special meeting of Midpeninsula Regional Open Space District to order at 7:02 p.m. President Siemens reported the Board met in closed session, and no reportable action was taken.

ROLL CALL

Members Present: Jed Cyr, Nonette Hanko, Cecily Harris, Larry Hassett, Yoriko Kishimoto, Curt Riffle and Pete Siemens

Members Absent: None

Staff Present: General Manager Steve Abbors, Assistant General Manager Ana Ruiz, Assistant General Manager Kevin Woodhouse, General Counsel Sheryl Schaffner, District Clerk Jennifer Woodworth, Executive Assistant Maria Soria

ORAL COMMUNICATIONS

No speakers present.

CONSENT CALENDAR

- 1. Approve Board Meeting Minutes:
November 18, 2015**

December 9, 2015
December 16, 2015

2. Approve Claims Report

3. Joint Resolution Expressing Appreciation and Gratitude for “The Ladies of Grandview” (R-16-07)

General Manager’s Recommendation: Adopt the joint resolution between Midpeninsula Regional Open Space District and the San Mateo County Resource Conservation District in commending “The Ladies of Grandview.”

4. Amend the District’s Classification and Compensation Plan to add the Legislative and External Affairs Specialist Classification (R-16-03)

General Manager’s Recommendation: Adopt a resolution adding the new classification of Legislative and External Affairs Specialist to the District’s Classification and Compensation Plan.

Motion: Director Cyr moved and Director Kishimoto seconded the motion to adopt the Consent Calendar.

VOTE: 7-0-0

BOARD BUSINESS

5. Election of the Calendar Year 2016 Officers for the Midpeninsula Regional Open Space District Board of Directors (R-16-01)

President Siemens reflected on the past year and shared some of the District’s accomplishments during his term as Board President.

Executive Assistant Maria Soria reviewed the voting procedures for the election of officers for the Board of Directors for Calendar Year 2016 and called for nominations for Board President.

Director Hanko nominated Director Kishimoto for President and Director Hassett seconded the nomination. No further nominations were presented.

MOTION: Upon motion by Director Cyr, seconded by Director Hassett, the nominations for Board President were closed.

VOTE: 7-0-0

By a vote of 7 to 0, the Board elected Director Kishimoto as Board President for Calendar Year 2016.

President Kishimoto called for nominations for Board Vice President. Director Harris nominated Director Hassett for Vice President and Director Hanko seconded the nomination. No further nominations were presented.

MOTION: Upon motion by Director Cyr, seconded by Director Siemens, the nominations for Board Vice President were closed.

VOTE: 7-0-0

By a vote of 7 to 0, the Board elected Director Hassett as Board Vice President for Calendar Year 2016.

President Kishimoto called for nominations for Board Treasurer. Director Hanko nominated Director Riffle for Board Treasurer and Director Cyr seconded the nomination. No further nominations were presented.

MOTION: Director Siemens moved, and Director Cyr seconded the motion to close the nominations for Board Treasurer.

VOTE: 7-0-0

By a vote of 7 to 0, the Board elected Director Riffle as Board Treasurer for Calendar Year 2016.

President Kishimoto called for nominations for Board Secretary. Director Siemens nominated Director Harris for Board Secretary and Director Cyr seconded the nomination. No further nominations were presented.

MOTION: Upon motion by Director Cyr, seconded by Director Riffle, the nominations for Board Secretary were closed.

VOTE: 7-0-0

By a vote of 7 to 0, the Board elected Director Harris as Board Secretary for Calendar Year 2016.

INFORMATIONAL REPORTS

A. Committee Reports

Director Riffle reported the Action Plan and Budget Committee met to discuss the proposed midyear adjustments and new classifications and reclassifications of staff. The items will be before the Board on February 10, 2016.

B. Staff Reports

Assistant General Manager Ana Ruiz updated the Board of Directors on several upcoming staff recruitments.

Assistant General Manager Kevin Woodhouse stated that the Board received a Late FYI in regards to the Santa Cruz Mountains Stewardship Network and announced that the Network has successfully secured another round of grant funding to continue its efforts and will enable the hiring of a Network Manager position.

General Manager Steve Abbors commented that the San Francisco Bay Restoration Authority will be asking voters on June 7, 2016 to approve a \$12 a year parcel tax to fund clean water projects and pollution prevention programs. Mr. Abbors stated that one of their representatives will be attending an upcoming Board meeting to present the details on the funding measure.

C. Director Reports

The Board members submitted their compensatory reports.

ADJOURN TO CLOSED SESSION

President Kishimoto adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District and reconvened into closed session at 7:38 p.m.

CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION.

Government Code Section 54957(b)(1)

Title of Employees: General Counsel
General Manager

CLOSED SESSION REPORT

The Board of Directors returned to open session at 9:00 p.m. President Kishimoto reported the Board met in closed session, and no reportable action was taken.

ADJOURNMENT

President Kishimoto adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District into closed session at 9:00 p.m.

Maria Soria
Executive Assistant