



Midpeninsula Regional
Open Space District

Meeting 11-05

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

February 23, 2011

AMENDED MINUTES

SPECIAL MEETING

I. ROLL CALL

Vice President Riffle called the Special Meeting to order at 5:03 p.m.

Members Present: Pete Siemens, Cecily Harris, Nonette Hanko, Yoriko Kishimoto, and Curt Riffle

Members Absent: Larry Hassett and Jed Cyr

Staff Present: General Manager Steve Abbors, General Counsel Sue Schectman, Administrative Services Manager Kate Drayson, Human Resources Management Analyst Annetta Spiegel, Operations Manager David Sanguinetti, Accounting Specialist Bunny Congdon, and Human Resources Technician Sonya Siebe.

II. CLOSED SESSION

The Closed Session concluded at 5:35 p.m.

BOARD WORKSHOP

I. ROLL CALL

Vice President Riffle called the Special Meeting to order at 6:00 p.m.

Members Present: Pete Siemens, Cecily Harris, Nonette Hanko, Yoriko Kishimoto, and Curt Riffle

Members Absent: Larry Hassett and Jed Cyr

Staff Present: General Manager Steve Abbors, General Counsel Sue Schectman, and District Clerk Michelle Radcliffe.

II. BOARD BUSINESS

A. Agenda Item #1 - Standing Committee Meeting Schedule and Implementation (R-11-24)

District Clerk Michelle Radcliffe provided a summary of the challenges that arise from not having a standing meeting time for Board Standing Committees and provided an overview of the General Manager's recommendation of holding Standing Committee dates on Tuesdays from 1:00 p.m. to 4:30 p.m.

The Board held discussion on being consistent on how meeting time is spent and Director Harris suggested that Committees should have specific goals set out for their meeting. Vice President Riffle and Director Harris expressed concern for blocking out three and half hours a week dedicated solely on Board committee meetings and asked that staff notify them with Committee schedules a month in advance.

General Manager Steve Abbors stated that the purpose of this recommendation is to provide staff and the Board with some guidance on scheduling Committee meetings. Mr. Abbors explained that the schedules presented are guidelines and that there will be some flexibility in order to meet the Board's scheduling needs.

The Board agreed to begin implementation of the proposed schedule for Standing Committees beginning in March with the understanding that scheduling will be flexibility due to the needs and availability of the Board members.

No action was taken by the Board.

REGULAR MEETING

I. ROLL CALL

Vice President Riffle called the Regular Meeting to order at 7:04 p.m.

Members Present: Cecily Harris, Nonette Hanko, Yoriko Kishimoto, Curt Riffle, and Pete Siemens

Members Absent: Larry Hassett and Jed Cyr

Staff Present: General Manager Steve Abbors, General Counsel Sue Schectman, Public Affairs Manager Rudy Jurgensen, Planning Manager Ana Ruiz, Operations Manager David Sanguinetti, Real Property Manager Mike Williams, Administrative Services Manager Kate Drayson, Senior Planner Meredith Manning, Senior Resource Planner Kirk Lenington, Mt. Um Project Manager Gina Coony, Open Space Planner II Lisa Bankosh, and District Clerk Michelle Radcliffe.

Vice President Riffle stated that there were no reportable items from Closed Session Agenda Item Number #1.

II. ORAL COMMUNICATIONS

There were none.

III. ADOPTION OF AGENDA

Director Hanko requested to have Agenda Item #4 pulled from Consent Calendar and be discussed during Board Business.

Motion: Upon motion by Director Kishimoto, seconded by Director Hanko, and unanimously passed, the Board adopted the agenda as amended. (Vote: 5-0-0; Absent: Cyr and Hassett)

IV. ADOPTION OF CONSENT CALENDAR

Motion: Upon motion by Director ~~Kishimoto~~Cyr, seconded by Director ~~Kishimoto~~Hanko, and unanimously passed, the Board approved adoption of the Consent Calendar to approve the **FY 2010-11 Annual Claims List; Annual Dedication Report, Minutes of January 26, 2011, as amended; and Revised Claims 11-04.** (Vote: 5-0-0; Absent: Cyr and Hassett)

VI. BOARD BUSINESS**A. Agenda Item 4 – Appoint District Auditor for FY2011-12 (R-11-29)**

District Controller Mike Foster provided reasons for the change of District Auditors and stated that Vavrinek, Trine, Day & Company were the most economical for the District. Brief discussion was held.

Motion: Upon motion by Director Hanko, seconded by Director Siemens, and unanimously passed, the Board appointed Vavrinek, Trine, Day & Company as the District auditors for FY 2011-12. (Vote: 5-0-0; Absent: Cyr and Hassett)

B. Agenda Item 5 – Consideration of the Controller’s Report on the Proposed FY2011-12 Budget (R-11-28)

Mr. Foster presented an overview of the District’s proposed budget for FY2011-12. Discussion was held on the District pursuing an amendment change to the Public Resources Code in order to change the District’s ability to repay notes from twenty years to thirty years. Discussion was also held on how the amendment to the Public Resources Code could have a positive fiscal impact to District.

Motion: Upon motion by Director Kishimoto, seconded by Director Harris, and unanimously passed, the Board approved the Controller’s Report on the proposed Fiscal Year 2011-12 Budget (Vote: 5-0-0; Absent: Cyr and Hassett)

C. Agenda Item 6A – Presentation of the Midpeninsula Regional Open Space District FY2011-12 Preliminary Action Plan (R-11-32)

Senior Resource Planner Kirk Lenington acknowledged Planning Manager Ana Ruiz as the Project Manager for the FY2011-12 Action and presented a brief overview of the Preliminary Action Plan. He explained that this year’s Action Plan had a streamlined focus and the intent was to group projects based on key programs rather than by department in order to provide a more global look of the District.

Administrative Services Manager Kate Drayson, Real Property Manager Mike Williams, Mr. Lenington (on behalf of Planning Manager Ana Ruiz), Operations Manager David Sanguinetti, and Public Affairs Manager Rudy Jurgensen each presented an overview of key projects within their Department and answered questions from the Board. Discussion ensued.

No action taken by the Board.

D. Agenda Item 6B – Presentation of the Midpeninsula Regional Open Space District FY2011-12 Initial Budget (R-11-33)

Ms. Drayson presented an overview of the District's annual budget for FY2011-12 and provided a summary of the District's goals and explained that the proposed FY2011-12 Budget conforms to the new CapEx and OpEx guidelines. Ms. Drayson further presented the District's five-year forecast for OpEx and highlighted that in FY2011-12 the District will be slightly over the OpEx Guideline and that the funds from the County of Santa Clara and Rancho San Antonio agreement will be used to offset the difference. Discussion ensued.

Senior Management Analyst Lynn Tottori gave an overview of the District's anticipated budget and expenditures for the next five year. Vice President Riffle thanked Ms. Drayson and Ms. Tottori for their thorough presentation and stated that the District needed to be more strategic on how it purchases land. He requested that staff create a five-year forecast for CapEx. Lastly, Vice President Riffle stated that he was pleased with the format of the initial budget and would like to see a more streamlined version of District's Mid-Year Budget.

Director Kishimoto expressed concern on funds from the County of Santa Clara and Rancho San Antonio. Mr. Abbors explained that the end of the year the General Manager will provide a report to the Board on how the funds were allocated. Director Kishimoto further suggested that paying for costs on employee salaries and benefits is not out of District's control and that the District could ask employees to cover a bigger portion of the costs.

No action taken by the Board.

E. Agenda Item 7 – Progress Report on Elements of the Mount Umunhum Environmental Restoration and Public Access Project (R-11-37)

Mount Umunhum Project Manager Gina Cooney gave an update on progress of the remediation project being conducted at Mount Umunhum and brief discussion ensued.

Mr. Abbors explained that at the December 9, 2010 Board Workshop, the Board directed staff to research fundraising options for Mount Umunhum. He stated that the Planning Department staff has issued a Request for Proposal (RFP) for a consultant to assist with fundraising. Open Space Planner II Lisa Bankosh explained that due to workload and lack of fundraising expertise by District staff, the District needs a consultant to assist staff in the fundraising effort for Mount Umunhum. Ms. Bankosh presented an overview of the RFP and explained the process for narrowing down the bidders. Discussion ensued.

Director Kishimoto stated that she with Audrey Rust of the Peninsula Open Space Trust (POST) and stated that ~~Ms. Rust was upset that the District issued an RFP. Director Kishimoto stated that there was a communication gap with POST regarding this RFP and there seemed to be a communication gap between the District and POST.~~ Mr. Abbors responded to Director Kishimoto's comments.

Vice President Riffle expressed concern over the amount of staff time and resources are being utilized on the Mount Umunhum Remediation and Site Planning Project and stated that the project has the potential "to control the District". The Board expressed their support for the Project and extensive discussion was held on District priorities and the impact the Mount Umunhum Remediation and Site Planning Project may have on the District ensued.

No action was taken by the Board.

VI. INFORMATIONAL REPORTS

COMMITTEE REPORTS

There were no Committee reports.

STAFF REPORTS

~~General Counsel Sue Schectman gave a brief update on the Mindego and Gullicksen landfill. There were no Staff reports.~~

~~Mr. Abbors reported that he was invited to an event entitled "Living Landscape Initiative" where various agencies will announce news about funding for the Santa Cruz Mountains.~~

DIRECTOR REPORTS

The Directors submitted their compensable forms to the Deputy District Clerk.

VII. ADJOURNMENT

Vice President Riffle adjourned the Regular Meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 10:44 p.m.

Michelle Radcliffe, CMC
District Clerk