



Midpeninsula Regional  
Open Space District

**Meeting 11-07**

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

**March 23, 2011**

**AMENDED MINUTES**

**REGULAR MEETING**

**I. ROLL CALL**

President Hassett called the Regular Meeting to order at 7:00 p.m.

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

Members Absent: None

Staff Present: General Manager Steve Abbors, General Counsel Sue Schectman, Interim Assistant General Counsel, Public Affairs Manager Rudy Jurgensen, Planning Manager Ana Ruiz, Operations Manager David Sanguinetti, Real Property Manager Mike Williams, Administrative Services Manager Kate Drayson, Senior Management Analyst Lynn Tottori, Public Affairs Specialist Kristi Britt, Senior Resource Management Specialist Cindy Roessler, Resource Specialist I Joel Silverman, and District Clerk Michelle Radcliffe.

**II. ORAL COMMUNICATIONS**

There were none.

**III. SPECIAL ORDERS OF THE DAY**

General Manager Steve Abbors reported that a Resolution to honor the retirement of City of Mountain View City Manager Kevin Duggan is being brought forward to the Board for consideration. He stated that Mr. Duggan has been with the City of Mountain for 40 years and has been a friend of the District. Director Riffle announced that he is attending the

retirement event for Mr. Duggan on March 30<sup>th</sup> and will present him the Resolution on behalf of the Board.

**Motion:** Upon motion by Director Cyr, seconded by Director Kishimoto, the Board adopted a resolution honoring Kevin Duggan, City Manager of the City of Mountain View. (Vote: 7-0-0)

Open Space Planner II Tina Hugg introduced Cooley Landing Project Manager Lily Lee and stated that Ms. Lee was returning to the U.S. Environmental Protection Agency. Ms. Hugg reported that Ms. Lee has been a great asset to the District

**Public Comment:** City of East Palo Alto Vice Mayor Laura Martinez and City of East Palo Alto Councilmember Ruben Abrica shared their appreciation for Ms. Lee and thanked the Board and staff for their work and leadership on the Cooley Landing Project.

Ms. Lee thanked the Board and District staff for their leadership on the Cooley Landing and introduced the new Cooley Landing Project Manager Shannon Alford to the Board.

~~Cooley~~ Shannon Alford briefly introduced herself and shared her work experience with the Board.

**Motion:** Upon motion by Director Hanko, seconded by Director Riffle, the Board adopted a resolution honoring Cooley Landing Project Manager Lily Lee. (Vote: 7-0-0)

#### IV. ADOPTION OF AGENDA

**Motion:** Upon motion by Director Riffle, seconded by Director Cyr, and unanimously passed, the Board adopted the agenda as amended. (Vote: 7-0-0)

#### V. ADOPTION OF CONSENT CALENDAR

Director Hanko stated she is voluntarily recusing herself from voting on the AT&T and Verizon Annual Claims.

**Motion:** Upon motion by Director Cyr, seconded by Director Kishimoto, and unanimously passed, the Board approved adoption of the Consent Calendar to approve the FY 2010-11 Annual Claims List; Minutes of February 23, 2011, as amended; and Revised Claims 11-05. (Vote: 7-0-0)

#### VI. BOARD BUSINESS

A. **Agenda Item 5** – Authorization to Contract with Patsons Press for Printing Services for Fiscal Year 2011-12, with an Option to Extend the Contract for Fiscal Years 2012-2013 and 2013-2014 (R-11-38)

Public Affairs Specialist Kristi Britt provided an overview of the request for proposals and provided an overview of the proposals submitted for printing services. She explained that the Patsons Press submitted the lowest proposal and met the criteria required by the District. Brief discussion ensued.

**Motion:** Upon motion by Director Siemens, seconded by Director Hanko, and unanimously passed, the Board authorized to contract with Patsons Press for printing services for Fiscal Year 2011-12 with an option to extend the contract for Fiscal Years 2012-2013 and 2013-2014. (Vote: 7-0-0)

- B. **Agenda Item 6** – Authorization to Contract with Diamond Quality Printing and Mailing for Mailing Services for Fiscal Year 2011-2012 with an Option to Extend the Contract for Fiscal years 2012-2013 and 2013-2014 (R-11-39)

Public Affairs Specialist Kristi Britt provided an overview of the request for proposals and provided an overview of the proposals submitted for mailing services. She explained that Diamond Quality Printing and Mailing submitted the lowest proposal and met the criteria required by the District. Brief discussion ensued.

**Motion:** Upon motion by Director Cyr, seconded by Director Hanko, and unanimously passed, the Board authorized to contract with Diamond Quality Printing and Mailing for mailing services for Fiscal Year 2011-12 with an option to extend the contract for Fiscal Years 2012-2013 and 2013-2014. (Vote: 7-0-0)

- C. **Agenda Item 7** – Approval of Fiscal Year 2011-12 Action Plan (R-11-47)

Planning Manager Ana Ruiz briefly reviewed the changes made to the Action Plan since the initial presentation made at the February 23, 2011. She explained that there were changes in the Administration, Real Property, and Planning departments. Brief discussion ensued.

Director Kishimoto asked how items get put on the Action Plan and discussion was held on the process.

**Motion:** Upon motion by Director Hanko, seconded by Director Cyr, and unanimously passed, the Board approved the Action Plan for FY2011-12. (Vote: 7-0-0)

- D. **Agenda Item 8A** – Administration and Budget Committee's Recommendation to Approve the Fiscal Year 2011-12 Budget (R-11-43)

Director Riffle thanked the Administration and Budget Committee (ABC) and District staff on their work on the 2011-12 Budget and stated that budget process has gotten better over the past three budget cycles he was involved in. He reported that the next fiscal year will be difficult and that there were sacrifices made, for example no cost-of-living-adjustments for the staff and Managers foregoing their meritorious compensation. Director Riffle provided an overview of the Committee's recommendations that include: 1) Adoption of the FY2011-12 Action Plan and Budget; 2) Direct staff to develop a more streamlined mid-year budget process that will be reviewed with the ABC in advance of implementation; 3) Directed staff to develop a five-year Capital Expenditures forecast to be incorporated into the FY2012-13 budget process; and 4) Direct staff to develop and implement a plan in conjunction with state legislators to provide the District with authorization to utilize a 30-year note option to finance debt. Brief discussion was held.

**Motion:** Upon motion by Director Hanko, seconded by Director Kishimoto, the Board approved the Administration and Budget Committee's recommendations for the Fiscal Year 2011-12. (Vote: 7-0-0)

**E. Agenda Item 8B** – Approval of the Fiscal Year 2011-12 Budget (R-11-46)

Senior Management Analyst Lynn Tottori presented an overview of the District proposed budget for Fiscal Year 2011-2012 and explained the changes made to the budget since the initial budget review at the February 23, 2011 Board meeting. Ms. Tottori further reported that the budget includes a zero percent cost-of-living-adjustment for District employees, the Board Appointees and Managers forgoing their annual meritorious increase, and a fifteen-month extension of the Field Association Employees contract from April 1, 2011 to June 30, 2012. Discussion ensued.

**Motion:** Upon motion by Director Cyr, seconded by Director Harris, the Board approved the Fiscal Year 2011-12 Budget. (Vote: 7-0-0)

**F. Agenda Item 9** – Approval to Extend the Memorandum of Agreement with Midpeninsula Regional Open Space District Field Employees Association (R-11-XX)

General Manager Steve Abbors reported that the District and the Field Employees Association have agreed to extend the current contract to June 30, 2012. He stated that the contract extension includes a zero cost-of-living-adjustment. Discussion ensued.

**Motion:** Upon motion by Director Cyr, seconded by Director Hanko, and unanimously passed, the board approved to extend the Memorandum of Agreement with Midpeninsula Regional Open Space District Field Employees Association. (Vote: 7-0-0)

**G. Agenda Item 10** – Award of Contract to Maintain and Monitor Native Vegetation at the Skyline Ridge Tree Farm Restoration Site (R-11-42)

Resource Specialist I Joel Silverman provided overview of the request for proposals and provided an overview of the proposals received for maintaining and monitoring the native vegetation at the Skyline Ridge Tree Farm restoration site. He explained that Ecological Concerns, Inc. submitted the lowest proposal and met the criteria required by the District. Brief discussion ensued

**Motion:** Upon motion by Director Hanko, seconded by Director Siemens, and unanimously passed, the board awarded the contract to Ecological Concerns, Inc. to maintain and monitor native vegetation at the Skyline Ridge Tree Farm Restoration Site. (Vote: 7-0-0)

**VII. INFORMATIONAL REPORTS****COMMITTEE REPORTS**

Director Cyr reported that the Sierra Azul/Bear Creek Redwoods Ad Hoc Committee met on March 22<sup>nd</sup> and that they discussed modifications to the Mount Umunhum site plans. He stated that staff presented a possible alternate access trail to Mount Umunhum without having a trail go through private property and that discussions were held on the options for the radio tower.

Director Hanko reported that the Legislative, Funding and Public Affairs Committee met on March 15<sup>th</sup> and discussed a possible 40<sup>th</sup> Anniversary District event, a memorial bench for Board President Mary Davey, the District's Coffee Table Book, and a commemorative bench for Peninsula Open Space Trust (POST) President Audrey Rust.

**STAFF REPORTS**

Administrative Services Manager Kate Drayson reported that the Department held two full day workshops regarding the Integrated Accounting and Financial Software.

Planning Manager Ana Ruiz reported that the Mount Umunhum funding consultant has met with some members of the Board and that he will be interviewing Audrey Rust and Walter Moore of POST as well. She further reported that the Department is working on the Administrative Draft of the Environmental Impact Report at Mount Umunhum.

Real Property Manager Mike Williams reported that he has held discussions with Property Owner Scott McQueen regarding access rights for Mount Umunhum Road.

Public Affairs Manager Rudy Jurgensen reported that he and General Manager Steve Abbors will travel to Washington, DC to meet with the House of Representatives to discuss funding for Mount Umunhum. He also reported that he attended a diversity forum in San Jose entitled "Latino Report Card" and met a few contacts.

General Manager Steve Abbors reported that the Board will hold a Strategic Plan Workshop on April 13<sup>th</sup> from 5:00 p.m. – 9:00 p.m. He briefly reported on the Hawthorns Site Visit held on March 10<sup>th</sup>, a tour he had of the Lehigh Quarry, the trip to Washington, DC with Mr. Jurgensen, and that he was interviewed for a segment on KQED regarding Mount Umunhum. Mr. Abbors stated that the District will hold a community meeting with the Kings Mountain Association to obtain feedback on the "No Parking" signs proposed to be installed on Skyline Road. Lastly, he reported that he will be out of the office from March 28<sup>th</sup> through April 6<sup>th</sup> and that Planning Manager Ana Ruiz will be the Acting General Manager.

**DIRECTOR REPORTS**

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

Director Riffle thanked staff for setting up the site visit of the Hawthorns Property. He also reported that he and Director Kishimoto attended an event hosted by the League of Women Voters and shared his experience with the Board.

Director Harris reported that she attended an event entitled “Project Coyote” and shared her experience with the Board.

Director Kishimoto reported that she went on a tour of Cooley Landing.

Director Hanco shared an article regarding the District with the Board.

Director Cyr reported that he hiked Pulgas Ridge Open Space Preserve and Henry Coe State Park and shared his experience. He also reported that he met with Fundraising Consultant Bob Woods.

Director Siemens apologized for missing the Sierra Azul/Bear Creek Redwoods Ad Hoc Committee meeting and asked that the meeting documents be sent to him.

President Hassett provided his updated vacation schedule.

**VIII. ADJOURNMENT**

President Hassett adjourned the Regular Meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 9:11 p.m.

Michelle Radcliffe, CMC  
District Clerk