



Midpeninsula Regional
Open Space District

Meeting 11-17

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

June 22, 2011

AMENDED MINUTES

SPECIAL MEETING

I. ROLL CALL

President Hassett called the Closed Session Special Meeting of the Midpeninsula Regional Open Space District Board of Directors to order at 5:00 p.m.

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

Members Absent: None

Staff Present: General Manager Steve Abbors, General Counsel Sue Schectman, and District Controller Mike Foster.

President Hassett stated that the Board would adjourn to Closed Session for the purpose of discussing Closed Session Agenda Items #1 through #2. The Closed Session adjourned at 6:55 p.m.

REGULAR MEETING

I. ROLL CALL

President Hassett called the Regular Meeting of the Midpeninsula Regional Open Space District Board of Directors to order at 7:02 p.m.

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

Members Absent: None

Staff Present: General Manager Steve Abbors, General Counsel Sue Schectman, Planning Manager Ana Ruiz, Operations Manager David Sanguinetti, Public Affairs Manager Rudy Jurgensen, Real Property Manager Mike Williams, Administrative Services Manager Kate Drayson, Assistant General Counsel James Atencio, Management Analyst Gordon Baillie, Open Space Planner II Tina Hugg, Planning Technician Galli Basson and District Clerk Michelle Radcliffe.

President Hassett stated that there were no reportable actions for Closed Session Agenda Items #1 through #2. He stated that the Closed Session would reconvene at the conclusion of the Regular Meeting.

II. ORAL COMMUNICATIONS

Linda Houston of Saratoga requested that the Board sign a quit claim deed on the easement the District has on her property and requested that the road maintenance agreement be amended to increase the money paid by the District. Lastly, she spoke about the tree limbs over the road and requested that they be cleared to 15 feet to meet county and fire code clearance.

III. ADOPTION OF AGENDA

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

IV. ADOPTION OF CONSENT CALENDAR

Motion: Upon motion by Director Kishimoto, seconded by Director Cyr, and unanimously passed, the Board approved adoption of the Consent Calendar as amended to approve the **Minutes of May 25, 2011, and Revised Claims 11-16.** (Vote: 7-0-0)

V. **BOARD BUSINESS**

Agenda Item #4 – Authorization to Establish District Bank Account for the Hawthorns (Woods Trust) Fund and Authorization of District Signatories (R-11-70)

General Manager Steve Abbors requested that this item be pulled from the Agenda and heard at the next Board meeting.

Motion: Upon motion by Director Riffle, seconded by Director Hanko, and unanimously passed, the Board deferred this agenda item to the next Board meeting. (Vote: 7-0-0)

Agenda Item #5A - Year-End Review of FY2010-11 District Budget and Expenditures (R-11-68)

Senior Management Analyst Lynn Tottori summarized the FY2010-11 budget and expenditures for the District. Brief discussion ensued.

Motion: Upon motion by Director Riffle, seconded by Director Harris, and unanimously passed, the Board accepted the report. (Vote: 7-0-0)

Agenda Item #5B – Year-End Review of the FY2010-11 Action Plan (R-11-71)

Administrative Services Manager Kate Drayson summarized of Administration Departments FY2010-11 Action Plan. She briefly highlighted that some of the department’s accomplishments were: 1) filling the Administrative Services Manager and Senior Management Analyst vacancies; 2) Human Resources’ completion of the classification and compensation study and successfully negotiating a 15-month status quo on the Memorandum of Understanding between the District and the Field Employees’ Association; 3) the purchase of a records container for the Annex for records management; and 4) the creation of a five-year operating budget forecast.

Real Property Manager Mike Williams summarized the ~~of~~ Real Property Department’s FY2010-11 Action Plan and highlighted some of the department’s accomplishments as: 1) the addition of the Bergman and Silva Properties at Russian Ridge; 2) the purchase of the Powell Property in partnership with Santa Clara County and Peninsula Open Space Trust; 3) the purchase of the Forest-Holmes property; 4) the purchase of the Presentation property at Bear Creek Redwoods area; 5) the purchases of the Eagleview, Chen, Price, and Slight properties at Sierra Azul Area; 6) the monitoring of clean up at the Hawthorns property and preparation for the transfer of the property to the District; and 7) monitoring the Golden Gate National Recreation Area Tower at Black Mountain.

Planning Manager Ana Ruiz summarized the Planning Department's FY2010-11 Action Plan and highlighted some of the department's accomplishments as: 1) the completion of the project description for the Mount Umunhum Site Planning Project in order to begin the Environmental Impact Review process; 2) the commencement of the permitting phase of the El Corte de Madera Parking Area and Trails project after approval of the CEQA document; 3) the start of the Mount Umunhum Remediation Project; and 4) the Pond DR06 Repair Program which secured \$83,000 in grant funding and restored a critical pond at La Honda Open Space Preserve.

Acting Operations Manager Brian Malone summarized the Operations Department's FY2010-11 Action Plan and highlighted some of the department's accomplishments including 1) the installation of the repeater system for District communications; 2) locating a second frequency for the communications simulcast system; 3) finalizing the Rancho San Antonio Open Space Preserve/Santa Clara County Park agreement; 4) the opening of the South Area Outpost in Sierra Azul; 5) restoration of the Skyline Tree Farm; and 6) completion of the Operations Manual.

Public Affairs Manager Rudy Jurgensen summarized the Public Affairs Department's FY2010-11 Action Plan and highlighted some of the department's accomplishments including 1) the passage of Assembly Bill 612 in the Finance Committee; 2) continued work on the District's website and mass media by staff; 3) starting the District's 40th Anniversary Coffee Table book; 4) completion of the District's Crisis Communication Plan; 5) completion of media training to District staff; 6) preparation of the District's geocaching event on July 9th; and 7) beginning the District's interpretive plan.

Director Riffle stated he was very pleased with the staff and the District for their work in the last fiscal year and the Board gave staff a standing ovation. He further noted that he was happy with the outcome of the Action Plan review process.

Mr. Abbors stated that the District does have "the world's greatest staff" and that it was a tough year but everyone stayed on course.

Motion: Upon motion by Director Riffle, seconded by Director Cyr, and unanimously passed, the Board accepted the year end review of the Action Plan. (Vote: 7-0-0)

Agenda Item #6 – Approve the Right of Way Contract for the Exchange of Easements with the California Department of Transportation (Caltrans) along State Route 35 (Skyline Boulevard) at Monte Bello, Skyline Ridge, Russian Ridge and La Honda Creek Open Space Preserves (Santa Clara County Assessor's Parcel Numbers 351-06-025; 351-07-004 and 351-07-005; State Department of Transportation Parcel Number 19765 in San Mateo County) and Determine that the Recommended Actions are Categorically Exempt from the California Environmental Quality Act (R-11-69)

Real Property Manager Mike Williams provided an overview of the property and the terms of agreement. Brief discussion ensued.

Motion: Upon motion by Director Riffle, seconded by Director Kishimoto, and unanimously passed, the Board approved the Right of Way contract for the Exchange of Easements with ~~the~~ Caltrans. (Vote: 7-0-0)

Agenda Item #7 – Authorization to Amend a Contract with Weiss Associates for Hydrological Investigations for Well Testing Related to the South Area Field Office Project at Sierra Azul Open Space Preserve (R-11-63)

Planning Technician Galli Basson provided an overview of the amendments to the contract with Weiss Associates stating that the amendments were needed to include hydrological investigations at the South Area Field Office to locate a suitable water source for the field office. Ms. Basson explained that the two existing wells located on the property are not suitable for the South Area Field Office due to the lack of water pressure and bacteria content. Brief discussion ensued.

Motion: Upon motion by Director Hanko, seconded by Director Siemens, and unanimously passed, the Board authorized the amendment to the contract with Weiss Associates. (Vote: 7-0-0)

VII. INFORMATIONAL REPORTS

COMMITTEE REPORTS

Director Hanko reported that the Legislative, Funding and Public Affairs Committee (LFPAC) met to discuss potential locations for the Mary Davey Memorial Bench and stated that the Committee will go on a tour of the Windmill Pasture area of Rancho San Antonio to view three possible locations. Director Hanko also reported that the Committee received a report from Bryan Godbe from Godbe Research regarding the polling results and from Bob Woods from Stewart Woods and Associates regarding District fundraising and that the Committee had invited Mr. Godbe and Mr. Woods to present their findings to the full Board at a future meeting.

Director Kishimoto reported that the Use and Management Committee met to discuss amendments to the Preliminary Use and Management Plan for the Hawthorns Property. She expressed her dissatisfaction on not receiving the complete Committee packet on time, stating that she received the amended Preliminary Use and Management Plan at the meeting. Mr. Abbors acknowledged Director Kishimoto's dissatisfaction and stated that all meeting materials will be given to the Board in a timely manner.

STAFF REPORTS

Administrative Services Manager Kate Drayson updated the Board on the status of the Integrated Accounting and Financial Software and stated that New World Systems is the only vendor left for consideration since two vendors opted out of consideration. She reported that the core team will visit the City of El Cerrito, which is a current customer of New World Systems. Lastly, Ms. Drayson invited the Board to the retirement event of Senior Accounting Specialist Bunny Congdon on June 29, 2011.

Planning Manager Ana Ruiz announced that Open Space Planner I Erica Simmons is leaving the District to attend graduate school to obtain a Masters Degree in Planning. She also reported that Resource Planner Julie Anderson will return from maternity leave next week.

Real Property Manager Mike Williams commented on the Use and Management Committee meeting that was held and stated that staff is aware of the Board's expectations in regards to receiving meeting materials. He also reported the District is waiting on the Trustee to determine when the Hawthorns' Property will be transferred to the District.

Management Analyst Gordon Baillie reminded the Board of the tour of District land with the East Bay Regional Park District Board on July 22nd.

Mr. Abbors reported that he met with Palo Alto Weekly writer Jay Thorwaldson regarding a Public Records Act request he submitted. He also reported that he met with Directors Siemens and Hanko and briefed them on the Board retreat that was held on June 4th. Lastly, he stated that the District is hosting a watershed summit with the Santa Clara Valley Water District.

General Counsel Sue Schectman reported that she sent out an email regarding the dismissal of the Gullicksen lawsuit as well as the status of Go Native contract and explained that Go Native has resumed work on District land.

DIRECTOR REPORTS

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

Director Riffle expressed his satisfaction with the progress of the Strategic Plan Workshop. He also shared his experiences at Rancho San Antonio Open Space Preserve as a volunteer equestrian patrol.

Director Hanko reported that she is attending an event for Sally Lieber who announced she will be running for the California Senate 11th District seat.

Director Cyr reported that he will be attending the Special Parks District Forum in Virginia in September.

President Hassett announced that he will not be able to attend the retirement event for Peninsula Open Space Trust President Audrey Rust and that Director Riffle will attend on behalf of the Board.

VII. ADJOURNMENT

President Hassett adjourned the Regular Meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 9:00 p.m. and reconvened the Special Meeting Closed Session at 9:10 p.m. The Special Meeting Closed Session concluded at 10:20 p.m. and no reportable actions were taken.

Michelle Radcliffe, CMC
District Clerk