



Midpeninsula Regional
Open Space District

Meeting 11-19

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

July 13, 2011

AMENDED MINUTES

SPECIAL MEETING

I. ROLL CALL

President Hassett called the Special Meeting of the Midpeninsula Regional Open Space District Board of Directors to order at 5:06 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, Administrative Services Manager Kate Drayson, Acting Human Resources Supervisor Annetta Spiegel, Human Resources Technician Gioia Stenson, Accountant Louise Eichhorn, and District Clerk Michelle Radcliffe.

Acting Human Resources Supervisor Annetta Spiegel introduced Katie Kaneko of Koff and Associates. Ms. Kaneko summarized the process of the Classification and Compensation Study conducted by Koff and Associates and explained that the consultants met with District staff in a series of interviews and follow-up meetings. She provided an overview of the classification study and explained the goals, the methodology and the results of the study. Finally, Ms. Kaneko reviewed the recommended changes for 15 class titles and reviewed the re-classification of six classifications. Lastly, she explained that five non-exempt employees are recommended to become exempt employees. Brief discussion ensued.

Public Comment: The following speakers provided Public Comment: Renee Fitzsimmons, Planning Manager Ana Ruiz, Sandy Sommer, Rick Parry, Lisa Bankosh, Jim Mort, Brennon McKibbon, Meredith Manning, and Matt Baldzikowski.

After Public Comment, Ms. Kaneko presented an overview of the compensation study. She explained that the study included an analysis of the information collected from various comparator agencies. Ms. Kaneko explained that the survey results showed that there are 12 District positions where the base salary is above market median and 19 positions where the base salary is below market median. She reported that the consultant's recommendation is to have the District's compensation plan be based on the median range of the market base salary. Brief discussion ensued.

Director Hanko questioned the consultant's choice of using Mountains Recreation Conservation Agency as a comparator agency and stated that Monterey County Regional Park District and Santa Clara Valley Water District should have been included as a comparator agency. Director Hassett stated that the Field Employees Association requested that Mountains Recreation be included as a comparator agency and reminded Director Hanko that the Board approved the study's comparator agencies at a past Board meeting. Discussion ensued.

Public Comment: The following speakers provided Public Comment: Rick Parry, Kerry Carlson, Ken Bolle, Grant Kern, Alex Hapke, Becky Bach, and Sandy Sommer.

Discussion was held on staff's concerns on the District moving from a point-based compensation system to a merit-based system and General Manager Steve Abbors stated that the District has not developed a merit-based system and that the recommendations given by the consultant have not been considered by management or the Board.

Director Kishimoto stated that many employees were still confused by the report and asked that the Board continue the study session at a later date to give employees another opportunity to have their questions and concerns addressed. The Board agreed that they also needed time to review and understand the report in more detail and stated that the Board will need to have another meeting to discuss the report after reviewing staff's comments. Lastly, the Board requested that staff analyze the cost of implementing the consultant's recommendations and asked that staff submit their comments, questions and concerns to the District Clerk, who will then forward it to the Board.

Motion: Upon motion by Director Siemens, seconded by the Director Hanko, and unanimously passed, the Board directed staff to conduct a cost analysis of implementing the classification and compensation recommendations as presented by Ms. Kaneko and to schedule a Special Meeting to continue discussion of the report. (Vote: 7-0-0)

REGULAR MEETING

I. ROLL CALL

President Hassett called the Regular Meeting of the Midpeninsula Regional Open Space District Board of Directors to order at 7:38 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, Senior Management Analyst Lynn Tottori, Real Property Planner Sandy Sommer, and District Clerk Michelle Radcliffe.

II. ORAL COMMUNICATIONS

Linda Houston of Saratoga spoke in regards to the Fremont Older Road Maintenance Agreement, the tree limbs along Fremont Older Road, and the Quit Claim deed.

Karim Khaldi, a tenant living in a rental property at Saratoga Gap Open Space Preserve, spoke on the water issues the property is currently experiencing.

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)

General Manager Steve Abbors requested that Agenda Item #8 be heard first.

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

IV. ADOPTION OF CONSENT CALENDAR

Motion: Upon motion by Director Harris, seconded by Director Siemens, and unanimously passed, the Board approved adoption of the Consent Calendar to approve the **Minutes of June 8, 2011 as amended, Authorized to Establish a District Bank Account for the Hawthorns Fund and Authorized District Signatories, and Revised Claims 11-19.** (Vote: 7-0-0)

V. BOARD BUSINESS

Agenda Item #8 – Conceptual Design Review of the Proposed Audrey Rust Commemorative Site Design Commissioned by Peninsula Open Space Trust (POST) to be placed at the Former POST (Silva) Property at Russian Ridge Open Space Preserve (located at 5755 Alpine Road, La Honda, California, San Mateo County Assessor’s Parcel Number (APN) 080-380-030) and Determine that the Recommended Actions are Categorically Exempt from the California Environment Quality Act (CEQA) (R-11-76)

Mount Umunhum Project Manager Gina Cooney provided an overview of the conceptual design proposed at the former POST (Silva) Property at Russian Ridge Open Space Preserve.

Director Hanko expressed concern on the naming of the trail and stated that trail naming needed to go to the Legislative, Funding and Public Affairs Committee for consideration. Brief discussion ensued on the materials used for the proposed parking lot. Director Kishimoto requested that when the District is involved in a partnership project, she would like to see in detail the breakdown of what contributions the agencies will provide to the project.

Motion: Upon motion by Director Siemens, seconded by Director Riffle, and unanimously passed, the Board approved the conceptual design of the proposed Audrey Rust Commemorative Site Designed commissioned by POST and determined that the recommended actions are Categorically Exempt from CEQA. The Board also directed that the naming of the trail be considered by the Legislative, Funding and Public Affairs Committee and that the final design be reviewed by the Use and Management Committee. (Vote: 7-0-0)

Agenda Item #5 - Recruitment and Selection Process for District’s Ombudsperson (R-11-74)

General Counsel Sue Schectman explained that due to the resignation of the District’s Ombudsperson the District needs to recruit a new person to fill this volunteer position. Staff recommends having the previous recruitment process streamlined as the prior process involved three special meetings of the Board. She stated that the District initiated its first Ombudsperson recruitment in 2004 and since then has gained experience in recruiting for the position. Ms. Schectman further explained that the District will widely advertise the position. The application period will begin upon publication of the first advertisement and be open for 30 days. After completion of the 30 day application period, the Legislative, Funding and Public Affairs Committee will screen the applications and choose the four most qualified applicants to be interviewed by the full Board. The interview will be conducted at a public Board meeting. Lastly, she reported that advertising of the vacancy will be placed in local newspapers as well as the District website and posted in various locations.

Motion: Upon motion by Director Siemens, seconded by Director Harris, and unanimously passed, the Board approved the recruitment and selection process for the District Ombudsperson vacancy. (Vote: 7-0-0)

Agenda Item #6 – Proposed Purchase of the Stanton Trust (Crites) Property as an Addition to the Mount Umunhum Area of Sierra Azul Open Space Preserve (Santa Clara County Assessor's Parcel Number 575-06-001) located in Unincorporated Santa Clara County, at 20466 Reynolds Road, Los Gatos, CA and Determine that the Recommended Actions are Categorically Exempt from the California Environmental Quality Act (CEQA) (R-11-73)

Real Property Planner Sandy Sommer provided an overview of the Stanton Trust Property purchase and explained the terms and agreement. Brief discussion ensued.

Director Hanko was disappointed that the Real Property Committee did not receive a tour of the property and stated that the Committee needed to meet to discuss guidelines on property tours.

Motion: Upon motion by Director Riffle, seconded by Director Siemens, and unanimously passed, the Board approved the purchase of the Stanton Trust (Crites) property and determined that the recommended actions are categorically exempt from CEQA.(Vote: 7-0-0)

Agenda Item #7 – Award of Contract with Minh Le of the Wilfred Jarvis Institute, Inc. for Management and Leadership Consulting Services (R-11-73)

Administrative Services Manager Kate Drayson explained that due to the organizational changes occurring in the District, the General Manager recommended that a management and leadership consultant be retained to assist managers during the transition. Brief discussion ensued.

Motion: Upon motion by Director Siemens, seconded by Director Cyr, and unanimously passed, the Board awarded a contract with Minh Le of the Wilfred Jarvis Institute, Inc. for management and consulting services. (Vote: 7-0-0)

VII. INFORMATIONAL REPORTS

COMMITTEE REPORTS

Director Kishimoto reported that the Use and Management Committee met to discuss the conceptual design plan for the Silva POST commemorative site.

Director Hanko reported that the Legislative, Funding and Public Affairs Committee met to discuss a potential parcel tax for the November 2012 election. She stated that the Committee did not think 2012 was the right time to do a ballot measure and that staff was directed to look at what needs to be done to pursue a ballot measure. She further explained that the Board will need to be included in the decision.

Director Riffle reported that the Strategic Plan Ad Hoc Committee met to discuss the letter from the Board President updating District staff on the June 10th workshop. Director Riffle also reported that the Board Appointee Evaluation Committee met with General Manager Steve Abbors and General Counsel Sue Schectman.

Director Cyr reported that the Cooley Landing Ad Hoc Committee met to receive an update from the City of East Palo Alto on the project.

STAFF REPORTS

Planning Manager Ana Ruiz reported that that the Mitigated Negative Declaration for Cooley Landing was sent out and that the Board should have received their copy.

Mr. Abbors announced that he is trying to set up a date for the Board retreat and that the earliest date it can be scheduled is August 31st but that only four Board members will be available to attend.

Public Affairs Manager Rudy Jurgensen announced that the San Jose Mercury News writer Paul Rogers is doing an article on the District's finances and that the article will be in the newspaper on Friday.

DIRECTOR REPORTS

The Directors submitted their compensable forms to the District Clerk.

Director Riffle and Director Harris each reported that they attended the District's Geocaching event on July 9th and shared their experience with the Board.

Director Hanko stated that she has been busy with family commitments.

Director Cyr thanked Mr. Abbors for the thank you letters the District sent to those who supported Assembly Bill 612.

Director Siemens reported that his wife had hip surgery and that he has been preoccupied with helping her recover.

President Hassett stated that the District's Geocaching event was on one of the best events the District has held and shared his experience with the Board. He also announced that he will not be attending the next Board meeting and that Director Riffle will preside over the meeting. Lastly, he reported that the efforts of Bill Sorich regarding the trees on Skyline Blvd and Highway 35 have made the highway safer.

VIII. ADJOURNMENT

President Hassett adjourned the Regular Meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 9:46 p.m.

Michelle Radcliffe, CMC
District Clerk