



Midpeninsula Regional  
Open Space District

**Meeting 11-21**

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

**August 10, 2011**

**MINUTES**

**SPECIAL MEETING**

**I ROLL CALL**

President Hassett called the Closed Session Meeting of the Midpeninsula Regional Open Space District Board of Directors to order at 5:32 p.m. The closed session concluded at 6:50 p.m.

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

Members Absent: Cecily Harris

Staff Present: General Counsel Sue Schectman, Assistant General Counsel James Atencio and Real Property Manager Mike Williams

**REGULAR MEETING**

**I. ROLL CALL**

President Hassett called the Regular Meeting of the Midpeninsula Regional Open Space District Board of Directors to order at 7:00 p.m.

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

Members Absent: Cecily Harris

Staff Present: Acting General Manager Kate Drayson, General Counsel Sue Schectman, Planning Manager Ana Ruiz, Foothill Area Superintendent Michael Newburn, Public Affairs Manager Rudy Jurgensen, Real Property Manager Mike Williams, Deputy District Clerk Anna Duong, Assistant General Counsel James Atencio, Senior Management Analyst Lynn Tottori, Slender False Brome Coordinator Ellen Gartside, Management Analyst Gordon Baillie, Construction Supervisor Craig Beckman, Mount Umunhum Project Manager Gina Coony, Accountant Louise Eichhorn, Senior Resource Management Specialist Cindy Roessler, Acting Human Resources Supervisor Annetta Spiegel, and District Clerk Michelle Radcliffe.

President Hassett stated there were no reportable actions for Closed Session Agenda Items No. #1 and #2.

**II. ORAL COMMUNICATIONS**

Linda Houston of Saratoga urged the District to move forward with the Prospect Road Maintenance Agreement and to begin discussion on her desire to quitclaim her easement on the road.

**III. ADOPTION OF AGENDA**

**Motion:** Upon motion by Director Cyr, seconded by Director Siemens, and unanimously passed, the Board adopted the agenda. (Vote: 6-0-0; Absent: Harris)

**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 July 13, 2011, as amended; Written Communications, as amended; Accept the Audited Basic Financial Statements for the Year Ended March 31, 2011 and Memorandum on Internal Control and Requirements from Vavrinek, Trine, Day, and Co; and Revised Claims 11-21.** (Vote: 6-0-0; Absent: Harris)

**V. BOARD BUSINESS**

**Agenda Item #5** – Award of Contract to New World Systems for Integrated Accounting and Financial System Software (IAFS) and Implementation Services (R-11-79)

Deputy District Clerk/Office Manager Anna Duong introduced Regional Sales Representative of New World Systems Dan Morgan and IAFS Consultant Nancy Schafer, IAFS consultant to the District. Ms. Duong provided an overview of the reasons for a new accounting and financial system and detailed the process for choosing New World Systems. Discussion was held by the Board.

**Motion:** Upon motion by Director Riffle, seconded by Director Siemens, and unanimously passed, the Board awarded the contract to New World Systems for the Integrated Accounting and Financial System Software (IAFS) and Implementation Services (Vote: 6-0-0; Absent: Harris)

**Agenda Item #6** – Approval to Add the Silva Commemorative Site, Staging Area, and Trails Project as a New Key Project to the District Fiscal Year 2011-12 Action Plan and Authorization to Enter into a Partnership Agreement with Peninsula Open Space Trust (POST) to Designate Roles and Responsibilities for Project Implementation (R-11-82)

Planning Manager Ana Ruiz acknowledged POST Communications Director Nina Nowak and POST Conservation Project Manager Jeff Powers. Project Manager Gina Coony gave an overview of the proposed project at Mindego Hill and stated that the project could be a potential partnership with POST and stated that the General Manager recommends adding the Silva Commemorative Site, Staging Area and Trails Project (Mindego Gateway Project) as a new key project for the FY2011-12 Action Plan. Ms. Coony explained that the District has committed \$25,000 in funds to conduct cultural surveys in the area but that POST would fund the project.

Director Hanko questioned which projects would be put on hold if the Mindego Gateway Project was to be added to the FY2011-12 Action Plan and Ms. Cooney explained that two staff members would be assigned to the project (Open Space Planner I Gretchen Laustsen and Open Space Planner II Lisa Bankosh) and that two existing projects would be put on hold: 1) the Alpine Interpretive Grant, principally because the District did not get awarded grant funding for the project; and 2) the Alma College rehabilitation and re-use project. Director Hanko further asked for the timeframe for completing the Mindego Gateway Project and Ms. Ruiz responded that the project would take three to four years to complete. Director Hanko expressed her concerns about how existing projects would be deferred because of the proposed project, but stated that she would support it.

Director Riffle stated that he shared the same concerns Director Hanko has, but will support the project because it is important to the District's partnership with POST. He further stated that he liked the new partnership model that the District and POST is entering into and hopes that both agencies can learn from this collaboration. He also noted his concerns about how the Mindego Gateway Project will bump other District projects but is appreciative that the project will be "feathered" in so there is minimal impact to the District. Ms. Nowak responded that POST is very confident that it will meet the District's goals and that the costs will be fully reimbursed to the District.

President Hassett held brief discussion on obtaining permits from the County of San Mateo and suggested that staff meet with the County to find ways to work with the County to accelerate the process. Ms. Coony responded that she is committed to having the District and POST meet with the County and have a discussion on expediting the permitting process. Director Siemens also suggested that the General Manager meet with the County Board of Supervisors to provide additional support.

**Public Comment:** Craig Beckman, Construction Supervisor stated that there is a missing connection from the commemorative site to Mindego Hill and asked if the proposed parking lot could become the staging area for Big Dipper Ranch.

**Motion:** Upon motion by Director Riffle, seconded by Director Hanko, and unanimously passed, the Board approved the addition of the Silva Commemorative Site, Staging Area, and Trails Project (Mindego Gateway Project) as a new key project to the Fiscal Year 2011-12 Action Plan and authorized staff to enter into a Partnership Agreement with POST to Designate Roles and Responsibilities for Project Implementation. (Vote: 6-0-0; Absent: Harris)

**Agenda Item #7** – Status Report on the Implementation of the Integrated Pest Management Program and Reimbursement Plan for Slender False Brome (R-11-40)

Slender False Brome Coordinator Ellen Gartside provided a status report on the Integrated Pest Management Program and Reimbursement Plan for slender false brome. The Board held discussion on how to eradicate slender false brome and Ms. Gartside explained that, due to staffing capacity, the goal of the District is to contain it to the areas where it is currently present. Brief discussion ensued. No action was taken by the Board.

**Agenda Item #8** – Award of Contract with Grossman Design Group to Complete the Contract Documents for the Anticipated Demolition of Structures at the Former Almaden Air Force Station on Mount Umunhum (R-11-83)

Mount Umunhum Project Manager Gina Coony provided an overview of the demolition work needed to be done at the former Almaden Air Force Station at Mount Umunhum. Brief discussion ensued. .

**Motion:** Upon motion by Director Hanko, seconded by Director Siemens, and unanimously passed, the Board awarded the contract to complete the contract documents for the anticipated demolition of structures at the former Almaden Air Force Station at Mount Umunhum. (Vote: 6-0-0; Absent: Harris)

**Agenda #9** – Approval of Merit Award for the Board Appointees: General Manager, General Counsel, and District Controller (R-11-81)

Director Riffle, Chair of the Board Appointee Ad Hoc Committee, provided an overview of the Board's performance evaluation process for its appointees and stated that the Board is very pleased with the Board Appointees' performance during the year and therefore the Ad Hoc Committee recommends that the Appointees receive a 5% merit increase. He also stated that the Appointees will not receive a cost-of-living-adjustment (COLA) as the Board voted for zero percent COLA this fiscal year. Brief discussion was held on the market salary range for the General Manager and General Counsel. Director Kishimoto expressed her concerns on giving Board Appointees a merit increase stating that other agencies are implementing salary cuts and have laid -off employees.

**Motion:** Upon motion by Director Cyr, seconded by Director Hanko, and unanimously passed, the approved the merit award for the General Manager, General Counsel and District Controller (Vote: 6-0-0; Absent: Harris)

President Hassett stated that since Director Harris is not present at the meeting, the Board will need to elect a Secretary Pro Tempore to sign resolutions approved by the Board. Director Cyr nominated Director Hanko to be the Secretary Pro Tempore.

**Motion:** Upon motion by Director Cyr, seconded by Director Riffle, and unanimously passed, the Board elected Director Hanko as Secretary Pro Tempore. (Vote: 6-0-0; Absent; Harris)

**VII. INFORMATIONAL REPORTS**

**COMMITTEE REPORTS**

Director Riffle reported that the Strategic Plan Ad Hoc Committee met on August 9, 2011, and reviewed the draft strategy road maps, draft strategic plan documents, timeline and the next steps. He reminded the Board that the draft Strategic Plan will be brought to the Board at the August 24<sup>th</sup> meeting.

**STAFF REPORTS**

General Counsel Sue Schectman reported that she will not be attending the August 24<sup>th</sup> meeting and that Assistant General Counsel James Atencio will be present. She also informed the Board that they received a letter from Field Employees Association requesting that the Board postpone its discussion on the Classification and Compensation Study.

**DIRECTOR REPORTS**

The Directors submitted their compensable forms to the District Clerk.

Director Kishimoto shared her experience while attending Permanente Creek Water Protection meeting.

President Hassett reported that he received a letter from Beverly Lane, East Bay Regional Park District Board member, thanking him for hosting the tour of District land. He also shared that he had lunch with Bill Gass, Executive Director of the San Mateo County Farm Bureau and that he attended a South Skyline Boulevard picnic where a constituent informed him that he completed his geocache passport.

**VIII. ADJOURNMENT**

President Hassett adjourned the Regular Meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 8:25 p.m.

Michelle Radcliffe, CMC  
District Clerk