



Midpeninsula Regional
Open Space District

Meeting 11-30

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

November 9, 2011

AMENDED MINUTES

SPECIAL 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, Pete Siemens, Cecily Harris, Nonette Hanko, Jed Cyr, and Larry Hassett

Members Absent: None

Staff Present: General Manager Steve Abbors, District Controller Mike Foster, Assistant General Counsel James Atencio, Planning Manager Ana Ruiz, Public Affairs Manager Rudy Jurgensen, Real Property Manager Mike Williams, Administrative Services Manager Kate Drayson, Real Property Specialist Elaina Cuzick, Senior Real Property Planner Sandy Sommer, Senior Management Analyst Lynn Tottori, Rangeland Ecologist Clayton Koopman, Senior Resource Planner Kirk Lenington, Senior Planner Meredith Manning, Information Technology Intern Owen Sterzl, and District Clerk Michelle Radcliffe

II. ORAL COMMUNICATIONS

There were none.

III. ADOPTION OF AGENDA

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

IV. ADOPTION OF CONSENT CALENDAR

Motion: Upon motion by Director Kishimoto, seconded by Director Harris, and unanimously passed, the Board approved adoption of the Consent Calendar to approve **Revised Claims No. 11-30, Minutes of September 28, 2011, and Written Communications.** (Vote: 7-0-0)

V. BOARD BUSINESS

- 1. Agenda #4** – Authorization to Amend the Preliminary Use and Management Plans for the Lobitos Ridge Property Addition to the Purisima Creek Redwoods Open Space Preserve located at 2050 Purisima Creek Road in unincorporated San Mateo County (Assessor's Parcel Number 066-230-030) to Incorporate a Farming Grounds Management Plan; Approval of a Categorical Exemption in Accordance with the California Environmental Quality Act; and Authorization to Execute an Agricultural Lease for the Lobitos Ridge Farming Grounds (R-11-91)

Real Property Specialist Elaina Cuzick provided an overview of the Lobitos Ridge property and explained that the District purchased the property in March 2010. She explained that the Lobitos Ridge farming grounds are leased to a local farmer, Mariano Ochoa, on a month-to-month basis for agricultural row crop production and since 1994 that under the terms of the lease, Mr. Ochoa grows flowers and vegetables on 7.63 acres of land. Ms. Cuzick continued to report that the Lobitos Ridge property has a number of structures that include a two-story farmhouse, single-story cottage, barn, garage and several wood-frame sheds. She explained that the Ochoa family currently leases the farmhouse in a separate month-to-month residential lease that complements the farm operation. She stated that in conjunction with the creation of a District agricultural lease, the residential lease is being modified to increase the monthly rent to align more closely with market rates.

Senior Resource Planner Kirk Lenington reported that the Lobitos Ridge farming grounds are within the Coastside Protection area and that based on the San Mateo County Local Area Formation Commission (LAFCo), the District consulted with interested public agencies, officials, organizations and community interest groups regarding the Farming Grounds Management Plan for this property. He stated that staff met with the San Mateo County Farm Bureau and the Agricultural Advisory Committee on April 11th. In addition, Mr. Lenington reported that the San Mateo Coastal Annexation Final Environmental Impact Report (FEIR) have been considered in the development of the Farming Grounds Management Plan and throughout the planning process for the property. Mr. Lenington then stated that the project will require the District to amend the District's Preliminary Use and Management Plan for the Lobitos Ridge addition to the Purisima Creek Open Space Preserve to allow farming to continue under the management practices specified in the Farming Grounds Management Plan.

Rangeland Ecologist Clayton Koopman reported that the District prepared a Farming Grounds Management Plan with the assistance of consultant Mike Gatzman. He stated that the plan includes guidelines to assist and promote sustainable farming practices to help preserve the productive agricultural qualities of the property. Mr. Koopman explained that the plan was written with input from Mr. Ochoa, local farmers and ranchers, representatives from the San Mateo County Farm Bureau, San Mateo County

Agricultural Advisory Committee, local Natural Resources Conservation Service staff, the County Agricultural Commissioner, and District staff. He explained that the intent of the plan is to be an adaptive management plan and is subject to change as needed. Next, Mr. Koopman provided an overview of how the Farming Grounds Management Plan is organized and explained the plan's three primary sections: Farming Techniques, Soil Management and Sanitation. Brief discussion ensued.

Lastly, Ms. Cuzick reported that the proposed Farming Grounds Management Plan and lease of Lobitos Ridge will not have a significant effect on the environment and is Categorically Exempt from the California Environmental Quality Act. Board discussion ensued. **Motion:** Upon motion by Director Kishimoto, seconded by Director Hanko, and unanimously passed, the Board authorized amending the Preliminary Use and Management Plan for the Lobitos Ridge property to incorporate a Farming Grounds Management Plan, authorized execution of an Agricultural Lease for the Lobitos Ridge Farming Grounds, and approved a Categorical Exemption in accordance with the California Environmental Act. (Vote: 7-0-0)

- 2. Agenda Item #5** – Approve the Lease and Management Agreement with Peninsula Open Space Trust for the October Farm property as an addition to Purisima Creek Redwoods Open Space Preserve, located at 2200 Lobitos Creek Road in unincorporated San Mateo County (San Mateo County Assessor's Parcel Numbers 066-290-010, - 030, - 050); and Determine that the Recommended Actions are Categorically Exempt from the California Environmental Quality Act (R-11-106)

~~**Motion:** Upon motion by Director Siemens, seconded by Director Hanko, and unanimously passed, the Board approved the revised re-districting criteria and approved the resolution altering existing ward boundaries based on the 2010 United States Census data. (Vote: 7-0-0)~~

Real Property Planner Sandy Sommer reported that the District is proposing to enter into a lease and management agreement with Peninsula Open Space Trust (POST) to manage the October Farm property purchased by POST in July 2011. She explained that the property is within the Coastside Protection Area and although it is not being considered for purchase at tonight's Board meeting, the property would be an important candidate for District purchase in the future. Ms. Sommer provided an overview of the property and stated that the Preliminary Use and Management Plan for the property is to establish a status quo approach to land management while the District is leasing the property. Discussion ensued.

Public Comment: Mike Bercheau of Belmont requested that the Board look at opening other properties within Purisima Creek to multi-use trails.

Motion: Upon motion by Director Siemens, seconded by Director Riffle, and unanimously passed, the Board approved the Lease and Management Agreement with POST for the October Farm property and determined that the recommended actions are exempt from the California Environmental Quality Act. (Vote: 7-0-0)

3. **Agenda Item #6** – Authorization to Amend a Contract with Restoration Design Group, LLC for an Additional \$16,000 to Provide Additional Graphic and Design Consulting Services for the Mount Umunhum Environmental Restoration and Public Access Project (R-11-109)

Senior Planner Meredith Manning reported that the District has an existing contract with Restoration Design Group (RDG) to provide conceptual designs and graphic illustrations to support the Mount Umunhum project. She stated that RDG has provided exemplary design and graphic services on an accelerated schedule for public meetings previously held by the District. Ms. Manning stated that staff is recommending that RDG's contract be amended for an additional \$16,000 to provide drawings of the various radar tower options for Mount Umunhum to be used at future public meetings. She stated that the Sierra Azul/Bear Creek Ad Hoc Committee approved staff's recommendations at its October 24th meeting. Discussion ensued.

Director Riffle stated that he would support the amendment to the contract, but expressed concern on the amount of staff resources is being used on this project. Director Siemens expressed the same concern and questioned if there are ways to generate revenue on the site. Ms. Manning responded that staff is still looking at revenue generating options.

Motion: Upon motion by Director Cyr, seconded by Director Hanko, and unanimously passed, the Board amended the contract with RDG for an additional \$16,000 to provide additional graphic and design consulting services for the Mount Umunhum environmental restoration and public access project. (Vote: 7-0-0)

4. **Agenda Item #7a** – Approval of the Midpeninsula Regional Open Space District Midyear 2011-12 Budget (R-11-108)

Director Riffle reported that the Administration and Budget Committee (ABC) met to discuss the midyear budget and stated that this year's process was extremely streamlined and thorough that the Committee only needed to meet once. He stated that the Board is looking at the same budget presented at the beginning of the fiscal year and that staff is doing an excellent job of controlling costs.

General Manager Steve Abbors thanked staff for their effort in managing the District's money. He stated that this year's midyear process consisted of a two hour meeting with the Managers and one ABC meeting.

District Controller Mike Foster provided an overview of the District's finances and stated that he estimates tax revenue for the next fiscal year to be up 2.5%. Next, Senior Management Analyst Lynn Tottori provided an overview of the District's budget and highlighted the District's CapEx and OpEx figures. Discussion ensued.

5. **Agenda Item #7b** – Approval of the Midpeninsula Regional Open Space District FY2011-12 Midyear Action Plan (R-11-103)

Administrative Services Manager Kate Drayson provided an overview of the District's midyear Action Plan process and provided a brief summary of District-wide projects.

Each Manager then presented an overview of midyear changes to ~~their~~ his/her department's Action Plan. Discussion ensued.

Director Kishimoto questioned the deferral of the Bay Trail Easement project at Ravenswood. She stated that the new Facebook headquarters will be moving into the area of Ravenswood and Facebook has made a commitment to decrease its employee drive-in rate to 50%. She stated that she would like the District to continue with the Bay Trail Easement project to accommodate employees who will be moving into the new Facebook facility. Mr. Abbors responded that the Facebook campus is in one jurisdiction and that the Bay Trail easement is in another jurisdiction. He explained that the District needs to speak to the stakeholders involved. Real Property Manager Mike Williams also responded that the deferral of the project was due to a staff vacancy and that the position has since been filled. [Therefore, the Bay Trail easement through the lands of the San Francisco Public Utilities Commission will be included again in the FY 2012-13 Action Plan.](#)

Public Comment: Adina Levin of Menlo Park urged the Board to move forward with the Bay Trail Easement Project at Ravenswood.

Director Riffle stated that the Board needs to show discipline in directing staff to more projects. He acknowledged that staff is at its capacity on workload and requested that the General Manager advise the Board when a request takes staff more time to respond to than expected.

Motion: Upon motion by Director Cyr, seconded by Director Harris, and unanimously passed, the Board approved the District' FY2011-12 Budget and Action Plan. (Vote: 7-0-0)

6. Agenda Item #8 – Addition of Executive Assistant Job Classification to District's Classification and Compensation Plan and Conforming Amendment (R-11-110)

Administrative Services Manager Kate Drayson reported that the resignation of the incumbent Administrative Assistant to the General Manager was effective on October 28, 2011, and stated that staff evaluated the support needed by the General Manager and determined the classification of Executive Assistant more reflected more accurately the scope of work and responsibilities of the position. She stated that a draft job classification and corresponding salary recommendation have been developed in consultation with Koff and Associates in order to ensure consistency and alignment with the recommendations in the Classification and Compensation report received by the Board on September 13th. Ms. Drayson further stated that the proposed salary range for the Executive Assistant is \$4,721 to \$6,058 monthly and is the highest level of the Administrative Assistant series. Brief discussion ensued.

Motion: Upon motion by Director Riffle, seconded by Director Hanko, and unanimously passed, the Board approved the addition of the Executive Assistant job classification to the District's Classification and Compensation Plan. (Vote: 7-0-0)

VI. INFORMATIONAL REPORTS

COMMITTEE REPORTS

There were no Committee reports.

STAFF REPORTS

Assistant General Counsel James Atencio reported that there is an Amended Notice of Intent to Adopt a Mitigated Negative Declaration for Resource Management Policies in the Board's Late FYIs folder and he provided a brief status on the policies.

District Clerk Michelle Radcliffe reported that she is scheduling a District Financing Authority meeting for December and that she will be in contact with the Board members for their availability.

General Manager Steve Abbors reported that he attended the County of Santa Clara Leadership Academy graduation in Cupertino and he briefly spoke about the Volunteer Recognition Event held on November 4th.

DIRECTOR REPORTS

The Directors submitted their compensable forms to the District Clerk.

Director Siemens reported that he attended the dedication of the Congress Springs Road property purchased by the District, the County of Santa Clara and the City of Saratoga.

Director Cyr requested the status of the net at the golf course at Fremont Older.

Director Riffle thanked staff for their efforts at the District's Volunteer Recognition Event and asked staff about the status of the District Ombudsperson. Public Affairs Manager Rudy Jurgensen responded that the applicant will be available to start in February and that a meeting of the Legislative, Funding and Public Affairs Committee will be scheduled in the near future in order to interview the applicant.

VII. ADJOURNMENT

President Hassett adjourned the Regular Meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 10:38 p.m.

Michelle Radcliffe, CMC
District Clerk