



Midpeninsula Regional
Open Space District

Meeting 11-32

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

December 13, 2011

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 5:00 p.m.

I.

Members Present: Curt Riffle, Yoriko Kishimoto, Pete Siemens, Cecily Harris, Nonette Hanko, Jed Cyr (excused at 7:02 p.m.), and Larry Hassett

Members Absent: None

Staff Present: General Manager Steve Abbors, General Counsel Sue Schectman, Real Property Manager Mike Williams, Operations Manager David Sanguinetti, Planning Manager Ana Ruiz, Public Affairs Manager Rudy Jurgensen, Administrative Services Manager Kate Drayson, Assistant General Counsel James Atencio, Senior Resource Planner Kirk Lenington, Maintenance and Construction Supervisor Craig Beckman, Lead Open Space Technician Rick Parry, Senior Real Property Planner Sandy Sommer, and District Clerk Michelle Radcliffe

II. ADOPTION OF AGENDA

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

III. BOARD BUSINESS

1. **Agenda Item #1** – Discussion of FY2012-13 Strategic Plan/Action Plan Prioritization (R-11-114)

Director Riffle reported that the Strategic Plan Ad Hoc Committee met on December 6, 2011, and had a robust discussion with the Strategic Plan Working Group regarding the Action Plan prioritization. He explained that tonight's meeting is to discuss criteria and not about specific projects.

Administrative Services Manager Kate Drayson reported that the Board approved the Strategic Plan and directed staff to incorporate the plan to the FY2012-13 Action Plan and Budget at its September 14th Board meeting. She provided an overview of how the District currently sets the Action Plan and stated that many of the projects get deferred due to staff capacity and fiscal restraints. Ms. Drayson stated that the criteria will assist staff in setting priorities for the year.

Planning Manager Ana Ruiz then provided an overview of the screening criteria and stated that staff would look at how a project is consistent with the District's mission, District policies, and whether it is feasible, affordable, and sustainable. Ms. Ruiz then summarized the Prioritization Criteria.

Director Kishimoto questioned who would determine if a project is feasible and stated that making that determination should be a Board decision. Discussion ensued.

Ms. Drayson provided an overview of the next steps and stated that if approved, the screening and prioritization criteria will be used by staff to prepare the FY 2012-13 Action Plan and Budget. Then, she explained that the Administration and Budget Committee will review the proposed Action Plan and Budget and it will then go to the Board for final consideration.

Public Comment: Ken Nitz of Redwood City shared his concerns with the Board regarding the prioritization criteria.

Discussion was held on identifying District goals versus District strategies. Director Cyr suggested that an asterisk be added to the Prioritization Criteria to indicate that it is a District strategic goal. Director Hanko suggested that language be added that projects could be deferred for a specific reason, for example funding or staff capacity. Discussion ensued.

Motion: Upon motion by Director Hanko, seconded by Director Cyr, unanimously passed, the Board adopted the screening and prioritization criteria as amended and to include a mechanism for staff to report back to the Board, assigned the Administration and Budget Committee to revisit priority settings and bring forth recommended changes to the Board, and directed staff to utilize the screening and prioritization criteria for Action Plan and Budget planning.

IV. **ADJOURNMENT**

President Hassett adjourned the Special Meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 7:32 p.m.

Michelle Radcliffe, CMC
District Clerk