



Midpeninsula Regional
Open Space District

LEGISLATIVE, FUNDING AND PUBLIC AFFAIRS COMMITTEE

R-14-45
March 18, 2014

AGENDA ITEM 5

AGENDA ITEM

Consider Board Policies for Revision and Creation during Calendar Year 2014

GENERAL MANAGER'S RECOMMENDATIONS

1. Review the list of Board policies proposed for revision
2. Direct staff to draft revisions to the Board Policy Manual to ensure conformity with state law and current District practice and return to the Committee for review of the revised policies.

SUMMARY

At its retreat on October 18, 2013, the Board directed staff to compile all current Board policies into a Board Policy Manual, which was formally approved by the Board on November 13, 2013. The Board Policy Manual has been created and distributed to the Board and District staff. Several current Board policies require revisions to conform to current District practice and state law. Creation of new policies may also be necessary dependant on the outcome of the June 3, 2014 ballot measure.

DISCUSSION

The Rules of Procedure were originally adopted by the Board in 1975 and have been amended numerous times since then. At its November 13, 2013 meeting, the Board approved Board Policy 1.01 which outlines the process for amending Board polices. District staff has identified several policies which need revisions to conform them to state law and current District practices. District staff suggests that the following policies be revised during the 2014 calendar year:

- Board Meetings
- Board Agendas
- Employer-Employee Relations
- Electronic Communications
- Conflict of Interest Code
- Board Correspondence
- Land Acquisition
- Others as needed

Individual Board Committees have also suggested the following policies or policy areas be reviewed, revised, or drafted:

- Construction & Demolition policy regarding salvage, reuse, and recycling of construction and demolition materials (Planning and Natural Resources)
- Site Naming (Legislative, Funding & Public Affairs)
- Process for including Board member suggested projects in the Action Plan (Action Plan and Budget)
- Moving the District to a Fiscal Year that spans July 1 to June 30 (Action Plan and Budget)
- Board Appointee Evaluation Process (Board Appointee Evaluation)
- District Reserve Policy (Action Plan and Budget)
- Develop Employee Compensation Guiding Principles for Board consideration during Fiscal Year 2014-15 and prior to Board consideration of implementation of any compensation changes based on the results of the 2013-14 Compensation Study Update (Action Plan and Budget)
- Identify a process for one-time OpEx Guideline increases (Action Plan and Budget)
- Employee Compensation Guiding Principles (Action Plan and Budget)

District staff will research best practices of other Special Districts, municipalities, and state law to inform policy revisions and return with draft policies for Committee review, approval and recommendation for adoption by the full Board.

FISCAL IMPACT

There is no fiscal impact associated with updating the Board Policy Manual.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not subject to the California Environmental Quality Act (CEQA).

NEXT STEPS

Upon Committee approval, staff will begin drafting revisions to the Board policies and return to the appropriate committees for policy approval and recommendations for the full Board.

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