



Midpeninsula Regional  
Open Space District

## LEGISLATIVE, FUNDING AND PUBLIC AFFAIRS COMMITTEE

R-15-51

March 17, 2015

### AGENDA ITEM 5

#### AGENDA ITEM

Commemoration of living individuals who have made outstanding contributions to the District.

#### GENERAL MANAGER'S RECOMMENDATION

A handwritten signature in black ink, appearing to be "G.M.", written over the printed text of the section header.

Consider and identify any notable living individuals who should be commemorated by the District at this time.

#### SUMMARY

As the District celebrates its 43<sup>rd</sup> year, it is an appropriate time to consider special acknowledgements of those living individuals who made a significant contribution to its founding and/or growth during its earlier in its history. The Legislative, Funding and Public Affairs Committee (LFPAC) will discuss recommendations of who could be acknowledged at this time for full Board consideration.

#### DISCUSSION

Site naming and recognition are both charges of the LFPAC. Under the Site Naming Policy, preserve areas, trails, site improvements, historic sites and unnamed natural features may, in rare instances, be named after living individuals who have made an outstanding contribution to the District, subject to approval by the Board of Directors.

An example of such a site naming and recognition is the renaming of the Soda Springs Trail to the Craig Britton Trail at Purisima Creek Open Space Preserve in 2009. L. Craig Britton began his career with the District in 1977 and served as General Manager from 1994 to 2008. LFPAC recommended a trail and a bench dedicated in his honor for his significant contributions in the growth of the District. This recommendation was then forwarded to the full Board which unanimously approved the site naming and recognition.

Other individuals have also made significant contributions and it may be appropriate to recognize them while they are still living. This recognition could be in a variety of forms ranging from an honorary bench to the re-naming of a preserve. LFPAC will discuss key individuals to consider for such an honor to forward on to the full Board for consideration.

**FISCAL IMPACT**

There are no fiscal impacts from consideration of recognition. However, should the Board decide to recognize an individual or individuals, the costs associated with the method of recognition will be assessed at that time.

**PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

**CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act.

Attachment: Policy for Site Naming, Gift and Special Recognition

Responsible Department Head:  
Ana Ruiz, Assistant General Manager

Prepared by:  
Shelly Lewis, Public Affairs Manager

Contact Person:  
Shelly Lewis, Public Affairs Manager

## POLICY FOR SITE NAMING. GIFT AND SPECIAL RECOGNITION

Adopted by the Board of Directors

August 25, 1993  
Amended September 14, 1994  
Amended June 24, 1998  
Amended September 12, 2001  
Amended October 8, 2008  
Amended January 13, 2010  
Amended October 27, 2010

### I. SITE NAMING

All District site names and signs should be kept as simple and functional as possible. When a property is acquired, either as an addition to an existing preserve or for the establishment of a new preserve, a name will be recommended in the Preliminary Use and Management Plan. In most cases, "open space preserve" is appropriate as part of the name; however, there may be circumstances when another designation may be used. In some cases, a temporary name may be retained until the next Comprehensive Use and Management Plan review.

#### A. Open Space Preserves

The name given to each open space preserve should be general enough to remain suitable if the site is enlarged, but specific enough to give its location some significance. Properties added to an open space preserve may not always be contiguous with that preserve.

1. Preserves shall be named after:
  - a) Geographical features of broad, general significance to the preserve;
  - b) Historical persons, cultural names, uses, or events broadly associated with the locale.
2. Preserves shall not be named after any individuals other than historical persons as noted above.

#### B. Preserve Areas, Trails, Site Improvements, Historic Sites and Unnamed Natural Features

This designation refers to specific locations, land formations, trails, natural and physical features, staging areas and other site improvements, and areas of significance within open space preserves. Recognition of significant land gifts,

including "bargain" purchases, will be negotiated at the time of the gift or bargain purchase.

1. Preserve areas, trails, site improvements including benches and bridges, historic sites and previously unnamed natural features shall ordinarily be named after:
  - a) Geographical, botanical or zoological identification;
  - b) Historical persons, uses, or events associated with the site, or persons and organizations listed in Section III: "Special Recognition".
2. Preserve areas, trails, site improvements, historic sites and unnamed natural features may in rare instances be named after a living individual who has made an outstanding contribution to the District, subject to approval by the Board of Directors.

## II GIFT RECOGNITION

The purpose of the gift recognition policy is to provide an opportunity for the District to recognize and commend individuals or groups that have made significant contributions of cash, equipment, materials, goods or professional services toward the enhancement of the District, its programs, and its facilities.

### A. Unsolicited Cash Gifts:

Up to \$25	Postcard of thanks
\$26 to \$499	Letter signed by General Manager
\$500 to \$1,999	Letter signed by President of the Board
\$2,000 to \$4,999	Letter signed by President of the Board and District gift item (note cards, etc.)
\$5,000 to \$9,999	Letter signed by President of the Board and framed photograph of favorite District preserve
\$10,000 or more	Letter signed by President of the Board and Resolution and framed photograph of District preserve and mention in a District publication*
	*These items will be provided only if desired by the donor.

## III SPECIAL RECOGNITION

The Legislative, Funding and Public Affairs Committee (LFPAC) shall be the committee designated to discuss all requests that meet the criteria of the policy for special recognition, made by members of the Board of Directors or by members of the public, including bench memorials and the naming of bridges, and after deliberation shall decide which requests will be referred to the full Board for a vote.

The District places benches in its preserves for three distinct purposes:

A. District Rest Benches

These benches provide constituents with a place to rest. District staff places these benches without involving a District committee or the full Board. Regular benches must be either a backed or a backless standard bench as described in Section V below.

B. Constituent Memorial Benches

These are benches which have been requested by constituents in order to honor a member of the public and are funded by the requestors who must pay \$5,000 for the lifetime cost of the bench. LFPAC discusses requests for these benches and decides which requests will be referred to the full Board for a vote. Requests must be in reference to a deceased significant supporter or a volunteer, as defined in the following sections.

- a) Constituent memorial benches shall only be placed in locations that have been pre-determined by the District and approved by the Use and Management committee and by the full Board of Directors.
- b) If a request for special recognition is approved by the Board of Directors, the requestor(s) shall pay for the cost of constructing, installing and maintaining a memorial bench by contributing \$5,000 to a Memorial Bench Fund to cover the lifetime cost of the bench. The District will put this fund into an interest-bearing account which will be used solely for memorial bench construction, installation, repair, and maintenance.
- c) Bench plaques will be 2 x 6 inches in size.
- d) Benches must be one of the two District standard bench designs.

C. District Memorial Benches

These are benches which are installed by the District in response to requests by members of the Board of Directors to honor deceased "Founders," "Significant Supporters", and "Volunteers".

- a) LFPAC can initiate a bench request and refer a decision to the full Board or individual Board members can initiate a bench request which will be referred to LFPAC for discussion before it is referred to the full Board for a final decision. Honorees must be deceased "Founders", "Significant Supporters", and "Volunteers" (per policy Section III D below).

- b) For these benches there are no design specification limits or limits on their location. The District will pay for the lifetime cost of the bench.

D. Deceased Founders, Significant Supporters, and Volunteers

"Founders", "Significant Supporters", and "Volunteers" are eligible for special recognition, including memorials.

"Founders" shall be defined as an individual or group of individuals who participated in the formation of the District, or were significant supporters of the formation of the District.

"Significant Supporters" shall be defined as individuals or group of individuals who have shown conspicuous or noteworthy support for the District through extraordinary contributions of time and effort to the advancement of the goals, philosophy and mission of the District.

"Volunteers" shall be defined as individuals or groups of individuals who donated their time to the District by working for the District's docent or volunteer program.

IV RECOGNITION OF HISTORIC SITES

- A. A recognition monument, normally in plaque form, may be considered by the Board if it is in relation to a specific existing building or other remaining structure of significant historic value. In such cases, the plaque will be affixed or in close proximity to the structure itself. If there is no structure, then recognition may be considered for inclusion on District informational materials or trail signage. Such a site, in the absence of a building or structure, will ordinarily not be physically marked except as determined by the Board on a case-by-case basis as part of the Use and Management planning process for the corresponding open space preserve.

Any Board-approved memorial names shall be included in site brochures, maps, or other informational materials.

V STANDARD BENCH DESIGN SPECIFICATION

- A. District Rest Benches and Constituent Memorial benches, described in III(A) and (B) above, are limited to either of the two following standard bench designs:

Backed bench:

Dumor - Bench 88, recycled plastic slates (color: CEDAR), steel leg supports (color: BLACK, IMBEDDED)  
6' or 8' lengths

Backless bench:

Dumor - Bench 103, recycled plastic slates (color: CEDAR), steel leg supports  
(color: BLACK, IMBEDDED)

103-60PL 6' long, 3 supports

103-80PL 8' long, 3 supports

- B** LFPAC can at any point bring designs to the Board that differ from the District's standard bench designs.