



Midpeninsula Regional
Open Space District

Meeting 12-20

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

June 27, 2012

MINUTES

REGULAR MEETING – CLOSED SESSION

I. ROLL CALL

President Riffle called the Regular Meeting of the Midpeninsula Regional Open Space District Board of Directors to order at 5:00 p.m.

Members Present: Yoriko Kishimoto, Pete Siemens, Cecily Harris, Nonette Hanko, Larry Hassett, and Curt Riffle

Members Absent: Jed Cyr

Staff Present: General Manager Steve Abbors, General Counsel Sheryl Schaffner, Operations Manager David Sanguinetti, Administrative Services Manager Kate Drayson, Human Resources Supervisor Annetta Spiegel, Human Resource Analyst Pamela Mullen, and Chief Negotiator Deborah Glasser-Kolly

At 5:00 p.m., the Board entered into Closed Session.

REGULAR MEETING – OPEN SESSION

I. ROLL CALL

The Board of Directors reconvened into Open Session at 7:04 p.m.

Members Present: Yoriko Kishimoto, Pete Siemens, Cecily Harris, Nonette Hanko, Larry Hassett, and Curt Riffle

Members Absent: Jed Cyr

Staff Present: General Manager Steve Abbors, General Counsel Sheryl Schaffner, Assistant General Counsel James Atencio, Administrative Services Manager Kate Drayson, Operations Manager David Sanguinetti, Real Property Manager Mike Williams, Planning Manager Ana Ruiz, Natural Resources Manager Kirk Lenington, Public Affairs Manager Rudy Jurgensen, District Clerk Michelle Radcliffe, Senior Management Analyst Lynn Tottori, Senior Planner Sandy Sommer, Public Affairs Specialist Kristi Britt, and Public Affairs Specialist Peggy Koenig.

President Riffle stated there were no reportable actions for the Closed Session Agenda Item No. #1.

II. ORAL COMMUNICATIONS

Catherine Diltz, Barry Chang, Dave Signal, and Rhoda Fry shared their concerns on the Lehigh Quarry Project’s Environmental Impact Report.

III. ADOPTION OF AGENDA

Motion: Upon motion by Director Kishimoto, seconded by Director Siemens, the Board adopted the agenda. (Vote: 6-0-0; Absent Cyr)

IV. ADOPTION OF CONSENT CALENDAR

Motion: Upon motion by Director Hanko, seconded by Director Kishimoto, the Board approved adoption of the Consent Calendar to approve **Revised Claims No. 12-12, the Minutes of May 23, 2012, and Approved the Written Communications as amended.** (Vote: 6-0-0; Absent: Cyr)

V. BOARD BUSINESS

1. Agenda Item #6 – Year-End Budget Review of FY2011-12 Budget (R-12-54)

Senior Management Analyst Lynn Tottori reviewed the FY2011-12 Budget with the Board. She stated that the District stayed within the OpEx Guideline of 51% and the CapEx Guideline of 10.5% of property revenue. Brief discussion ensued.

Motion: Upon motion by Director Hanko, seconded by Director Harris, the Board accepted the report. (Vote: 6-0-0; Absent: Cyr)

2. Agenda Item #7 – Year-End Review of the FY2011-12 Action Plan (R-12-55)

The District's Managers each highlighted their department's Action Plan accomplishments for FY2011-12. Brief discussion followed.

No action was taken by the Board.

3. Agenda Item #8 – Informational Presentation on New Land Purchases During FY 2011-12 (R-12-57)

Real Property Manager Mike Williams provided a summary of the new land acquisitions in FY2011-12. Brief discussion followed.

No action was taken by the Board.

4. Agenda Item #9 – Modification of Media Communications Specialist Job Classification in District's Classification and Compensation Plan (R-12-61)

Public Affairs Manager Rudy Jurgensen explained that given the Public Affairs Manager's critical lead role on the funding measure, management evaluated the Public Affairs (PA) department's structure to find ways to give the manager more capacity. He stated that the PA Manager currently has eight direct reports and that Management recommends re-classifying the Media Communications Specialist to a Media Communications Supervisor who will supervise the Public Affairs Specialist, the Public Affairs Administrative Assistant, and the Outreach Coordinator. Mr. Jurgensen stated that this will reduce the PA Manager's direct reports to five, allowing him to focus more time on Strategic Plan implementation. Discussion ensued.

Motion: Upon motion by Director Harris, seconded by Director Hassett, the Board approved the reclassification of the Media Communications Specialist to a Media Communications Supervisor. (Vote: 6-0-0; Absent: Cyr)

5. Agenda Item #10a - Informational Report on the Vision Plan Project (R-12-63)

Planning Manager Ana Ruiz provided an overview of the Vision Plan and how it will serve as a tool in guiding the District in future acquisition and land management decisions, leveraging support for new funding sources, and engaging the public in the District's work. She explained that the District will need to hire two Project Coordinators to work closely with the District's Project Management Team: one Project Coordinator to lead the technical team and another to leader the outreach team. Ms. Ruiz further explained that the Project Coordinators will assist with the day-to-day project management, scheduling, and coordination. Extensive discussion followed.

No action was taken by the Board.

6. Agenda Item #10b – Authorization to Award a Contract to Provide Project Management Services for the Vision Plan Project (R-12-63)

Planning Manager Ana Ruiz reported that Jodi McGraw Consulting is recommended to be the Co-Project Coordinator for the Vision Plan Project and stated that the contract is for an amount not to exceed \$101,445, which includes a 15% contingency. Brief discussion followed.

Motion: Upon motion by Director Kishimoto, seconded by Director Harris, the Board authorized to award the contract with Jodi McGraw Consulting to provide Project Management Services as Co-Project Coordinator for the Vision Plan Project. (Vote: 6-0-0; Absent: Cyr)

7. Agenda Item #11 – Discuss and Consider Having the District Co-Sponsor the Silicon Valley Watershed Summit (R-12-64)

Director Kishimoto reported that the Silicon Valley Watershed Summit will be held on September 22, 2012 and requested that the District co-sponsor the summit. She explained that as a co-sponsor, the District at minimum would be expected to help with publicizing the event through newsletters and e-mail distribution as well as contributing to the organization and implementation of the event. Brief discussion followed.

Motion: Upon motion by Director Siemens, seconded by Director Hanko, the Board approved having the District co-sponsor the Silicon Valley Watershed Summit. (Vote: 6-0-0; Absent: Cyr)

VI. INFORMATIONAL REPORTS

COMMITTEE REPORTS

Director Hassett reported that the Real Property Committee met regarding the Ridge Vineyards Property exchange.

President Riffle reported that the Strategic Plan Ad Hoc Committee met to discuss the Strategic Plan document.

STAFF REPORTS

Planning Manager Ana Ruiz reported that El Corte de Madera Parking Lot project has gone out to bid. She also reported that the bid for the Mount Umunhum structures demolition has also gone out to bid. Ms. Ruiz also reported that the ribbon cutting ceremony for Cooley Landing has been scheduled for July 21st.

Operations Manager David Sanguinetti reported that staff from the District and Santa Clara County hosted a public meeting regarding Rancho San Antonio and stated that it was well attended by members of the model airplane community.

General Manager Steve Abbors reported that Kirk Lenington has been appointed as the Manager of the Natural Resources Department. He also reported that Peninsula Open Space Trust has donated \$50,000 to assist in the funding measure efforts of the District.

DIRECTOR REPORTS

The Directors submitted their compensable forms to the District Clerk.

VII. ADJOURNMENT

President Riffle adjourned the Regular Meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 10:42 p.m.

Michelle Radcliffe, CMC
District Clerk