



# MINUTES

## FAIRFAX OPEN SPACE COMMITTEE

16 Park Road, Fairfax  
Tuesday, April 24, 2012, 7:30 PM

### OPEN SPACE COMMITTEE:

Mimi Newton - Chair  
Susan Adams                      Chelsea Donovan  
Mia Andler                        Jolie Egert  
Michael Ardito                  Jacob Feickert  
Ted Bright                        Ruth Horn  
Barbara Coler                    Jack Judkins- Co Chair

1. Roll Call (1). Present: Susan Adams, Mia Andler, Michael Ardito, Barbara Coler, Jacob Feikert, Ruth Horn, Jack Judkins, Mimi Newton. Member of the Public – Rick Holland.
2. Agenda and Minutes (2).
  - a. Approval of April Agenda. Members unanimously approved the April 2012 agenda, as modified (re-ordered items).
  - b. Approval of February 2012 and March 2012 Minutes. Members approved unanimously the proposed minutes for both months.
3. FOSC July 1, 2012 – June 30, 2013 Proposed Budget - \$27,840 (3). Discussion: The proposed total Budget is \$27,840. There are 8 categories of expenditures that total \$27,340, with a specific funding allocation for each category. Category 7, “Open Space Property Acquisitions (Resolution 11-54),” has a proposed allocation of \$20,000, which is the minimum amount of monies anticipated to be available to FOSC for this budget year. The proposed total budget includes \$500 of unallocated funds, which FOSC can allocate to any of the specific categories without prior Town Council approval. FOSC must obtain the Town Council’s prior approval either (a) to expend any funds for an item not covered by one of the 8 funding categories, or (b) to expend more than the amount allocated for each item (plus up to the \$500 unallocated) on any single item under one of the 8 categories or (c) any real property purchase (unless and until the Council authorizes the Town Manager to make “emergency” purchases – a pending item). Action Taken: Mimi moved and Jake seconded approval of the proposed budget. Unanimously approved. **Next Action Item: Barbara will send the approved budget to the Town Manager, Town Clerk and Town Finance Manager. Jack to work on Ordinance to authorize “emergency” real property expenditures by Town Manager.**
4. EcoFest Booth (10A). Discussion. Mimi has obtained a booth for June 9 and 10. ECOFest organizers seek a “dynamic,” “green” booth. Member suggestions included creation of a sustainable table cover, booth gifts of oak tree seedlings, and chair massages by a massage therapist who has offered to donate the fee to FOSC. Action Taken: A subcommittee was created of Mia, Michael, Ruth and Mimi, to identify goals and themes of the booth and possible items to give away and sell. Possible booth themes include the new General Plan and the role of FOSC; and FOSC’s open space activities, including parcels scheduled for open space acquisition and parcel acquisition priority criteria. Another possible booth activity is presenting the FOSC website on a laptop. **Next Action Item: The subcommittee will propose goals and themes for the booth. Barbara will email the massage therapist about Michael & Mia coordinating with her on participating. Mia may be able to collect oak tree seedlings for booth donations.**

5. Governance Subcommittee Report – Membership and Reappointments (4). Discussion: There appears to be a concern that FOSC is staggered into only two groups of the same term. For example, as of July 1, 2012, the terms of half of FOSC’s membership will terminate. One proposal for consideration is that whenever a person fills a vacancy, the 4-year term starts as of appointment by the Town Council. Jack suggested placing reappointments on the Town Council consent calendar. **Next Action Item: Mimi will talk further with the Town Clerk about particular concerns and suggestions to address those concerns.**
6. Property Donation Update (6). Discussion: Jack prepared and gave to the Town Manager a proposed memorandum and resolution for the Town Council to accept the Court donation (APN 001-022-04). The Town Manager states that the Town Council wants a title report prepared before taking action on the proposed donation. FOSC will pay for the report; Town Manager will arrange to have the title report prepared. Proposed donation may be placed on May or June 2012 Town Council calendar.
7. Signage (13). Discussion: Jack handed out proposed amendments to Chapter 12.36 of the Municipal Code to regulate and add signage requirements for open space parcels. (This chapter regulates other public recreational spaces, including parks and playgrounds.) Members will review the proposed amendments. Item continued to May meeting.
8. Acquisitions - Pine/Cypress (7). Item deferred to May meeting.
9. Willow Avenue – 2 Lots (8). Rick Holland, a resident of the neighborhood and real estate agent for the owner of the two lots, attended the meeting to answer questions about the potential sale/donation of the parcels. Discussion: There are two parcels. One parcel is an L-shaped lot that is adjacent to the Hawthorne Hills Open Space (San Anselmo). It provides access to trails that take hikers to St. Rita’s Church and Oak Manor and Lomalta Trail. Asking price for the L-shaped parcel is \$70,000. An appraisal was prepared, dated June 6, 2011. Jack noted that an appraisal is required to determine fair market value. There is also a lot for donation that is contiguous to Fairfax (Triangle) Park which is also contiguous to Hawthorne Canyon. **Next Action: Mr. Holland will forward a copy of the June 2011 appraisal to Jack.**
10. Update on Constant Contact (5). Discussion: There is no lead member for this project. This item is deferred to the May meeting. **Action to be taken: Establish a lead member for this project.**
11. The Eleven Benefit - April 21, 2012 (9). Discussion: The benefit netted \$991.11. Action taken: Michael moved, Jake seconded, and the members approved unanimously reimbursement to Mimi for the cost of the Port-O-Potty rental (\$175.00), which was a Town requirement for the benefit. Thus, the total benefit donation from Mimi Newton is \$816.11.
12. Fundraiser: Give Back Tuesday, June 12 – Iron Springs (10B). Discussion: Michael proposed using this fundraiser as an opportunity to thank former members, Ryan O’Neil and Linda Novy, for their service. Action taken: Members approved unanimously a presentation of certificates of appreciation to the former members. A subcommittee of Michael, Mimi and Jake was created. **Actions to be taken: Michael will locate certificate of appreciation forms, have the June 12 Give Back Tuesday event listed on the Town’s website list of Upcoming Events, and prepare a press release for the event. Mimi will create a poster for the event.**
13. Other Fundraiser Matters (11):
  - a. EcoFest Movie Night, Friday Night, June 8 – Popcorn Sales. Discussion: Jake presented information about the cost to purchase a popcorn machine and will e-mail the information directly to the members. Popcorn could be sold at Movie night. Mr. Holland suggested that the Cub Scouts could help with popcorn sales.
  - b. EcoFest Parade – Saturday, June 9. Discussion: Should FOSC participate in the parade? **Actions to be taken: Susan will investigate who FOSC must contact to participate in the parade and will inquire if anyone wants to participate in the parade. Mimi will forward information about applying to participate.**

- c. Member Event Sign-Up Sheet – June 8 – 12, 2012. Mimi will circulate a sign-up sheet for the Friday Movie Night, EcoFest Parade, 2-day EcoFest Booth, and Give Back Tuesday events.
  - d. E-Scrip Cards – Fairfax Market and Good Earth. **Action to be taken: Ruth will inquire about such cards at Good Earth, and Mimi will inquire about such cards at Fairfax Market. Item deferred to May meeting.**
14. Napa False Indigo Sightings (12). Item deferred to May. Leaves were not yet visible on plants, so that plant identification remains infeasible.
  15. San Anselmo Open Space Committee Fundraiser, May 12, 2012 (14). Discussion: Ruth has sent an e-mail about the San Anselmo event. Members were encouraged to attend the event.
  16. Town Tree Committee (15). Discussion: Jake is the FOSC representative to the Town Tree Committee. The April Tree Committee meeting was cancelled because it lacked a quorum. The Tree Committee comprises FOSC, the Fairfax Planning Commission, the Fairfax Parks and Recreation Commission, and the Town Council. The Town Clerk has inquired whether FOSC needs to be a Committee member. **Action to be taken: We need to appoint a Tree Committee alternate; Ted will confirm whether he will be available to take the alternate position. Mimi will forward to Jake an e-mail from the Town Clerk concerning whether FOSC needs to have an appointment on the Town Tree Committee.**
  17. Fairfax General Plan (16). Discussion: The Town Council adopted the draft General Plan this month. The first General Plan Implementation Committee meeting is April 25. Jake will attend.