



Midpeninsula Regional
Open Space District

R-14-81
Meeting 14-13
May 28, 2014

AGENDA ITEM 5

AGENDA ITEM

Year-End Review of the Fiscal Year 2013-14 District Action Plan and Accomplishments

GENERAL MANAGER'S RECOMMENDATION

A handwritten signature in black ink, appearing to be "G.M.", is written over the end of the "GENERAL MANAGER'S RECOMMENDATION" heading.

Accept the Year-End Review of the Fiscal Year 2013-14 (FY2013-14) District Action Plan and accomplishments.

SUMMARY

The FY2013-14 Action Plan was adopted by the Board of Directors (Board) on March 13, 2013. The Action Plan Year-End Review provides the Board with information on the status of each key project at the end of the fiscal year and the reason(s) for any variance from the anticipated schedule. In addition, new this year, is a list of the District's major accomplishments, many of which were not Key Projects.

DISCUSSION

The FY2013-14 Action Plan, for the period April 1, 2013 to March 31, 2014, was adopted by the Board at its Regular meeting on the March 13, 2013 (Report R-13-36). For FY2013-14, staff completed 55% of the 102 Key Projects listed in the Midyear Action Plan, a 15% increase from the 48% completed in FY2012-13. Of the remaining FY2013-4 projects, 40% are in progress and 8% were deferred. Key reasons for project delays/deferrals include: reduced organizational capacity due to staff reallocations to the Vision Plan and Capital Finance Program Projects, unanticipated position vacancies, and delays caused by other agencies (e.g., obtaining permits from the county, negotiations on partnership terms, etc.). Detailed information for each Key Project is discussed in Attachment 1.

In addition to providing a status update to the FY13-14 Action Plan Key Projects, a comprehensive list of the District's major accomplishments is also included as Attachment 2 to showcase the impact made to each of the three legs of the District's mission in a more straightforward way for the larger public. 132 accomplishments are listed by major category: Public Access and Recreation, Restoration and Protection, Acquisition, and General (for operational and support activities). Not all of the accomplishments are tied to specific Key Projects and thus are not reflected in the FY2013-14 Action Plan Review document (Attachment 1). Highlights of accomplishments are provided below.

- Demolition of military structures and partial site restoration at Mount Umunhum.

- Opened new parking lot at El Corte de Madera Open Space Preserve.
- Provided emergency response to over 100 incidents.
- Attended or hosted 32 community and outreach events.
- 500 District volunteers provided 18,000 hours of service and completed 87 outdoor service projects and 257 docent programs.
- Completed the Open Space Vision Plan with significant public, Community Advisory Committee, and scientific input, identifying 54 major projects for the next 30 years and establishing 25 top priority actions.
- Completed research, planning, and documentation for the Board's decision to place a General Obligation Bond measure on the June 3, 2014 ballot.
- Completed leases with new grazing tenants for Driscoll and McDonald Ranches in La Honda Creek Open Space Preserve.
- Acquired 468 acres of land through purchases, easements, or management leases in La Honda Creek, Monte Bello, Sierra Azul, Purisima Creek, Saratoga Gap, and El Corte de Madera Open Space Preserves.
- Implemented numerous changes to enhance organizational effectiveness and efficiency including: the Midyear Action Plan and Budget process, enhanced District's credit card program, and disposal of surplus District property.
- Received approximately \$2 million in grant funding/reimbursements.

FISCAL IMPACT

The Year-End Review of the FY2013-14 Action Plan has no fiscal impact on the FY2014-15 budget, and merely reviews work already performed.

BOARD COMMITTEE REVIEW

This item was not previously discussed by any Committee.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. No additional notice is required.

CEQA COMPLIANCE

This proposed action is not a project under the California Environmental Quality Act (CEQA) and no environmental review is required.

NEXT STEPS

Work will continue in FY2014-15 on projects that have been carried over from the FY2013-14 Action Plan.

Attachment:

1. FY2013-14 Action Plan Review
2. FY2013-14 Major Accomplishments

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**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
DISTRICT-WIDE**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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Priority 1 - NOTE: All District-Wide Projects are Priority 1

PROGRAM: STRATEGIC PLANNING

Completed

Vision Plan	With Vision Plan consultant assistance, prepare a conservation atlas, data gap analysis, and conservation needs assessment. With Board input, formulate alternative scenarios and a prioritized project list. Work with public outreach consultant to invite community input which will help inform vision and obtain public support for vision. Support development of a Vision Plan with District partners.	Complete		District Board of Directors adopted top 25 Priority Actions on January 29, 2014. Vision Plan factsheet and newsletter was prepared for public distribution. A more comprehensive planning document will be completed in early FY14-15.
Capital Finance Project	Work with consultants to research and lay the groundwork for a capitol finance project. Begin outreach to District's constituents.	Complete		District successfully placed Measure AA on June 3, 2014 Ballot.

PROGRAM: PUBLIC RECREATION AND ACCESS

Completed

Mount Umunhum Public Access Implementation (Mt. Um Demolition) <i>(Element of the SA/BCR Master Plan project)</i>	Oversee contractor to demolish buildings and structures, consistent with a Board-approved Restoration and Public Access Plan.	Complete		
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**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
DISTRICT-WIDE**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: PUBLIC RECREATION AND ACCESS (Cont'd)

Completed (Cont'd)

Mount Umunhum Public Access Implementation (Radar tower interim repairs design phase) <i>(Element of the SA/BCR Master Plan project)</i>	Issue Request for Proposals. Select consultant. Oversee and manage consultant team. Develop designs. Coordinate with County. Preliminary permitting.	Complete		
Mount Umunhum Public Access Implementation (Bald Mt staging area) <i>(Element of the SA/BCR Master Plan project)</i>	Cost match for \$1M Coastal Conservancy grant. Oversee consultant team. Coordinate with County and resource agencies. Develop designs and permit drawings. Preliminary permitting.	Complete		Public bidding and construction is scheduled for FY14-15.
Mount Umunhum Public Access Implementation (Bald Mt to summit trail) <i>(Element of the SA/BCR Master Plan project)</i>	Cost match for \$1M Coastal Conservancy grant. Oversee consultant team. Coordinate with County and resource agencies. Develop designs and permit drawings. Preliminary permitting.	Complete		Trail construction in progress as scheduled.

**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
DISTRICT-WIDE**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: PUBLIC RECREATION AND ACCESS (Cont'd)

Completed (Cont'd)

Mount Umunhum Public Access Implementation (Partnerships) <i>(Element of the SA/BCR Master Plan project)</i>	Define and establish guidelines for considering partnerships by external nonprofit groups who support permanent retention of the radar tower.	Complete		
Mindego Area (U&M plan amendment)	Finish CEQA review of U&M Plan with consultant. Pond management plan. Final approval for U&M Plan.	Complete		
Mindego Gateway Project (Audrey Rust Commemorative Site)	Plans are 100% complete and were bid last year for construction, but bids were too high and permits were held up due to Williamson Act revisions required. POST will finalize signage in coordination with District; finalize permits (pending Silva Driveway resolution with CalFire) re-bid and construct this summers. District will issue Permit to Enter for POST contractors; review work progress.	Complete		
Mindego Gateway Project POST Funded (New staging area)	Staging area in final stages of construction; County Stormwater Agreement needs to be finalized and County sign off before open to public in winter 2013/14.	Complete		

**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
DISTRICT-WIDE**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: PUBLIC RECREATION AND ACCESS (Cont'd)

Priority 1

Mount Umunhum Public Access Implementation (Purple martin restoration) <i>(Element of the SA/BCR Master Plan project)</i>	Oversee consultant team. Coordinate with regional specialists, SFBBO. Develop design. Permitting and construction of trial nest box installation.	In Progress		Project is on schedule. Species accounts updated. Trial nest boxes installed with wildlife cameras.
Mindego Area (Silva Driveway)	Obtain grading and building permits from San Mateo County Planning Commission. Grading work to widen driveway and install a turnout and turnaround. Resurface driveway with 3" of class II baserock. Clean/extend culverts under driveway. Install fire hydrant and combined 7,500 gallon water tank system (excavate/install tank pad, plumbing into existing water system). Permitting to be completed winter 2013, so construction can start Q1 2014.	In Progress	Project is in permitting with San Mateo County.	
Mindego Area (Mindego Hill Trail)	Design and permitting complete. Construct trail to top of Mindego Hill.	In Progress	Project deferred to FY14-15 due to crew construction schedule and ECdM Phase II Trail.	Trail construction is under way.

PROGRAM: RESOURCE MANAGEMENT

Priority 1

Integrated Pest Management Program	Develop an integrated pest management program and start the environmental review. Gather and address public input.	In Progress	Project schedule extended due to staff work on competing projects.	Project on schedule for FY14-15, to be completed by December, 2014.
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**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
DISTRICT-WIDE**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: RESOURCE MANAGEMENT (Cont'd)

Priority 1 (Cont'd)

Endangered Species Act Take Permit: Safe Harbors Agreement	Develop agreement with US Fish and Wildlife Service to permit take of listed species when implementing projects.	In Progress	Project schedule extended due to staff vacancy.	Developed project approach. Document being produced to deliver to USFWS to begin discussions regarding permitting approach.
Lehigh Quarry Reclamation Plan Review	Continue legal challenge to Reclamation Plan Amendment.	Complete		Appeal filed in response to ruling against District in legal challenge.
Lehigh Quarry Air Monitoring Program	Implement air monitoring program at Rancho San Antonio to assess exposure to staff and preserve visitors of possible air pollution.	Complete		Air Monitoring study data collection completed, samples being analyzed by laboratory, final report to be completed in FY14-15.

PROGRAM: AGRICULTURAL LAND MANAGEMENT

Completed

Driscoll Lease and Management Agreement (POST)	<p>Lease and Management Agreement</p> <ol style="list-style-type: none"> 1. Enter into a Lease and Management Agreement 2. Develop a Preliminary Use and Management Plan to outline "uses" of new properties. <p>Lease Termination - Driscoll Ranches</p> <ol style="list-style-type: none"> 1. Transition Residential and Business Leases to District. 2. Amend Resource Management Plan to include new properties. 3. Issue Request for Proposal for new grazing tenant(s) for both McDonald, Driscoll and Apple Orchard grazing areas of La Honda Creek OSP. 4. Enter into new grazing lease with new tenant. 5. Work with Driscoll Ranches to clean up unoccupied trailers and debris before Lease Termination. 	Complete		District entered into a lease and management with POST for the 308 acre Apple Orchard and Event Center Properties.
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**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
DISTRICT-WIDE**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: AGRICULTURAL LAND MANAGEMENT (Cont'd)

Priority 1

Mindego Grazing Infrastructure	Install infrastructure to reintroduce grazing to Mindego Ranch (Russian Ridge OSP).	Complete		Majority of fencing installed. Corral and water infrastructure to be completed in FY14-15.
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PROGRAM: LONG RANGE PLANNING

Cooley Landing	Coordinate with City and provide technical assistance during next phase of design. Wrap up outstanding agreement/institutional control/permitting agreements with City and other agencies. If asked by City, evaluate the following uses: fishing, kayaking, canoeing. Assist City with other Phases of work, including amendments to U&M Plan and Partnership Agreement.	Complete		Project under way and on schedule.
New SFPUC Bay Trail Easement and Bay Trail Implementation	<p>Bay Trail Easement and Design Implementation</p> <p>Obtain concurrence on final trail alignment from SFPUC, complete environmental analysis of Bay Trail alignment, and complete trail easement conveyance by SFPUC.</p> <p>Finalize \$400,000 Santa Clara County grant agreement and seek construction grant. Coordinate with the Cities of East Palo Alto and Menlo Park, and San Francisquito Joint Powers Authority to establish project lead. Begin planning and design. Hire project manager to administer project and begin work on geotechnical surveys, construction documents, and additional public outreach.</p>	In Progress	Draft trail easement still in review with SFPUC. Met with SFPUC Review Committee in February, 2014 to request alternative trail alignments near wetlands and to incorporate SFPUC fence specifications and service vehicle requirements into trail plans. Initiated discussions with Caltrans on the alternative alignment.	

**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
DISTRICT-WIDE**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION

Completed

40 Year Celebration – Public Outreach Events	Schedule, plan and coordinate 3-4 fun and educational public events at various venues	Complete		Wingding Festival, Volunteer Recognition Event, Founders Day Festival, Black History Month, ECdM Parking Lot Grand Opening Celebration
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PROGRAM: ADMINISTRATIVE SUPPORT

Completed

Office Space - Administrative Office Staff	Scope and seek out lease space for 10-15 people. Build out costs include full remodel (ceiling, carpet, walls, furniture, etc.). Install network, data, and voice services.	Complete		Most of project implemented in FY12-13 because lease space was found sooner than anticipated. Remainder was completed in FY2013-14
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Priority 1

Organizational Health	Activities aimed at team building, recognition and appreciation, employee growth and development, employee health and morale, and maintenance of a realistic workload.	Ongoing		Examples: Summer Picnic at Foothills Park, Annual Staff Recognition Event, Delegation Training, Time Management, Ethics, Holiday Luncheon, St. Patrick's Day, Ice Cream Socials and other events.
Integrated Accounting and Financial System	1. Continue to evaluate and refine processes and responsibilities in the financial modules, with an emphasis on identifying and developing reports. Post go-live support will be needed in FY13-14 to conduct data clean-up, evaluate processes and procedures, and address other issues. 2. HR/Payroll go-live date is Fall 2013.	In Progress	Core Financials implemented in FY12-13. HR/Payroll implementation on hold due to staff capacity.	Will resume HR/Payroll Analysis in FY2014-15

**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
REAL PROPERTY**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: GREENBELT PRESERVATION**Priority 1**

POST Hendrys Creek property, Land Purchase Partnership & Restoration	Land Conservation: 1. Property Purchase with partnership funds. 2. Conservation Easement & Management Plan with Santa Clara Valley Water District (SCVWD).	In Progress	Regulatory comments required a revised Conservation Easement (CE) template.	1. Prepared and submitted a new draft CE as required by regulatory agencies for review in February 2014. 2. Extended management agreement with POST for one year with additional year under GM authority.
New Land Purchases (Core Function)	Pursue the purchase and gift of fee and conservation easement as new land additions to Purisima Creek Redwoods, Skyline Ridge, Tunitas Creek, Monte Bello and Sierra Azul.	In Progress	Reduced staff capacity to focus on Vision Plan and conduct additional analysis and public engagement related to Driscoll projects.	Purchased 147.96 acre INE Ranch (Rogers Property) as an addition to Monte Bello OSP.

Priority 2

Land Purchase Partnerships (Core Function)	Cooperatively work with local land preservation organizations on the following property partnerships: Monte Bello - Santa Clara County Parks Bear Creek Redwoods - Santa Clara County Parks	In Progress	Monte Bello partnership complete. Deferral of Moody Gulch project at Bear Creek Redwoods due to reduced staff capacity.	Entered into Funding Agreement w/ Santa Clara County and received \$225,000 (50%) reimbursement for District purchase of Lobner Trust addition to Monte Bello OSP and conveyance of conservation easement to County. Bear Creek Redwoods deferred to FY14-15.
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Priority 3

**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
REAL PROPERTY**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: PROPERTY RIGHTS STEWARDSHIP

Priority 1

Ridge Vineyards Property Exchange, Monte Bello	Prepare agreement and easement documents for fee and easement property exchanges to resolve historic encroachment, protect scenic ridgeline and enhance compatible agricultural uses. Perform CEQA analysis and coordinate with resource agencies. Obtain Board of Directors approval of exchange and transfer property.	In Progress	Delayed to allow additional time to address hydrology concerns raised by neighbors.	November 2013 circulation of Mitigated Negative Declaration raised hydrology concerns by neighbors. In response, District has held additional community meetings and is conducting a hydrology study to further inform the CEQA process, which will include a recirculation of the environmental document. Work included hiring of a Contract Planner to fill Real Property Planner vacancy.
Encroachment Resolution (Core Function) Chiocchi Water System Litigation	1. Support Legal settlement negotiations for Chiocchi litigation for Alma water system at Bear Creek Redwoods Open Space Preserve. 2. Bear Creek Redwoods - Alma water system landslide	In Progress	Have not reached settlement with one remaining party.	Reached settlement agreements with Chiocchi and Stiles removing water line access points and granting District water line easements. Reached settlement agreement with Marionich on Alma water system landslide.
Encroachment Resolution (Core Function)	1. Saratoga Gap - Gullicksen - monitor remediation of site as part Santa Clara County lawsuit	In Progress	Continue to monitor Santa Clara County's lawsuit.	

Priority 2

Priority 3

**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
REAL PROPERTY**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: REVENUE GENERATION**Completed**

330 Distel Circle Property Management	Investigate using an external facilities management company to maintain the Administrative Office. This would include general maintenance, landscaping and day-to-day operation of the office.	Complete		Determined to be infeasible. Administration Department has assumed day to day management of the AO.
Stanford Communication Tower Lease Termination (Core Function)	1. Develop Lease Termination Agreement with Stanford. 2. Lease site to new communications tenant.	Complete		A lease termination agreement is no longer needed as Stanford vacated at the end of their lease (November 2013). Upon lease expiration a search for new tenant will begin.

Priority 1

New Land Rental Property Transition - Silva (Core Function)	1. Work with Planning to make road and water improvements for county fire to remove red tag. 2. Make repairs and clean residence. 3. If residence does not have current tenant - list the residence for rent. 4. Enter into lease with current tenant or new tenant.	Deferred	Delayed due to staff capacity impacted by Capital Finance Plan.	Deferred to FY 2014-15 Action Plan
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Priority 2

New Land Rental Property Transition - Alpine Road House - Hawthorns	1. Make repairs and clean residence. 2. If residence does not have current tenant - list the residence for rent. 3. Enter into lease with current tenant or new tenant.	Deferred	Delayed due to staff capacity impacted by Capital Finance Project.	Deferred to FY 2014-15 Action Plan
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Priority 3**PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION****Priority 1**

**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
REAL PROPERTY**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
New Land Transition - Powell/Lobner Property Clean Up	<ol style="list-style-type: none"> 1. Clean up and restoration of waste disposal site 2. Assess structures - Lobner 3. Get demolition permits for Powell/Lobner 4. Demolish Powell and/or Lobner 5. Site restoration added to demolition work 	Complete		<ol style="list-style-type: none"> 1. Powel cleanup included removal of 5 structures/dump site and road restoration. 2. Lobner - tenants vacated, one tenant remains as caretaker until District is ready to start site clean up and hazardous waste and historical assessments are completed for a FY 2014-15 demolition/restoration.

Priority 2

Priority 3

PROGRAM: AGRICULTURAL LAND STEWARDSHIP

Priority 1

Priority 2

Christmas Tree Farm New Lease (Core Function)	Develop new 25-year lease incorporating a new rental rate structure and management guidelines	Deferred	Delayed due to staff capacity impacted by Capital Finance Project.	Project will be completed in FY14-15.
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Priority 3

PROGRAM: PUBLIC RECREATION AND ACCESS

Priority 1

Potential Access Easements - Mt. Umunhum	Work with neighboring land owners to improve road access easements along Mt. Umunhum Road	In Progress		Negotiations continue with neighbors involving District's public access rights over Mt Um Road.
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Priority 2

Priority 3

**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
REAL PROPERTY**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
Bear Creek Stables RFP/Lease	1. Further develop Bear Creek Stables draft site and management plan and restoration plan options	In Progress	Delayed due to staff capacity impacted by Capital Finance Project.	1. Planning process for developing long term plan and lease was presented to the Planning and Natural Resources Committee. 2. Met with BCR Stables to discuss ways to improve communications, site management, and safety.

**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
PLANNING**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: GEOGRAPHIC AND INFORMATION SYSTEMS SERVICES

Priority 1

Special Status Species Mapping	Update special status species maps for Natural Resources in support of Safe Harbor Agreement. Data also used in Vision Plan Project.	Complete		Revisions and ongoing data maintenance anticipated in FY14-15.
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Priority 2

Priority 3

PROGRAM: PUBLIC RECREATION ACCESS

Completed

Mary Davey Memorial	Work with contractors, vendors and crew to install memorial and improve trail.	Complete		
El Corte de Madera Creek Staging Area and Trail Improvements (Staging Area drainage system fix)	Resolve drainage issue. Work with third party engineer to review re-design. Implement long term fix.	Complete		

Priority 1

El Corte de Madera Creek Staging Area and Trail Improvements (Phase II Trail)	Phase II trail to be constructed only if permitting is completed in time. Would be done in place of Ancient Oaks (see below). Complete trail design and permitting for Phase II trails. If permits for Phase II trail are secured early, complete Phase II trail construction FY13-14. Deadline driven by grant funding that will be lost if trail not constructed FY13-14.	Complete		
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**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
PLANNING**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: PUBLIC RECREATION ACCESS (Cont'd)

Priority 2

Mindego Gateway Project (Ancient Oaks Trail Connection)	Grading Plan submitted to CoSM. Building will review bridges. If crews have schedule opportunity, will construct trail in Q2 & Q3 FY13-14.	In Progress	Crew schedule did not allow construction until FY 14-15. Construction currently under way.	
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Priority 3

PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION

Priority 1

Peter's Creek Trail Bridge Replacement	Per San Mateo Co. Building requirements, revise bridge design. Submit for planning and building permits. Issue Request for Bids for concrete footing and pier construction. Skyline crew will reroute trail, remove old bridge, restore old trail section, and construct/install new bridge next FY.	Complete		New bridge and trail construction completed ahead of schedule.
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Priority 2

Fremont Older Staging Area Public Safety Improvements	Negotiate canopy and other site safety improvements with the Country Club; seek Board approval of site improvements; complete construction plans and secure permits; prepare bid package, solicit bids, and administer contract. Project scope contingent on negotiations with Country Club.	In Progress	Delayed due to staff capacity.	Planning will release a Request for Proposals to contract with a Landscape Architect to design the canopy structure during FY14-15.
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Priority 3

**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
PLANNING**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION

Priority 1

POST Hendrys Creek Property Land Restoration	1. Finalize existing Stream Channel Restoration and Biotic Assessment Plan. Confirm new information regarding Foothill Yellow-Legged Frog (FYLF) is adequately addressed in the existing Biotic Assessment to inform CEQA. Next steps following CEQA completion: develop plans and specs for a) SWPPP preparation, b) permitting, and c) contractor bidding. Coordinate with SC County, SCVWD, and regulatory agencies including DFW, USFWS, RWQCB, ACOE. 2. CEQA Review to be done by SCVWD	In Progress	Still in progress. Schedule was dependent on SCVWD.	Planning is working with consultants to complete the environmental review.
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Priority 2

Priority 3

PROGRAM: CULTURAL RESOURCE STEWARDSHIP

Priority 1

Hawthorns Site Management Phase I (stabilization and partner development)	Assess need for and implement additional stabilization measures to protect buildings from inclement weather and vandalism. Respond to interested partners and funders to help with long-term maintenance and preservation.	Complete		Tasks for FY13-14 completed. Bee removal, rodent control, and roof wrapping complete. Request for Letters of Intent released.
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Priority 2

Priority 3

PROGRAM: STAFF FACILITY INFRASTRUCTURE

Priority 1

Priority 2

Priority 3

**PROPOSED CHANGES TO FY 2013-14 ACTION PLAN KEY PROJECTS
NATURAL RESOURCES**

Key Project	Scope	Project Status	Reasons for Revisions/Additions	Comments
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PROGRAM: RESOURCE MANAGEMENT**Completed**

Monitor Prior Grassland Burns (Core Function)	Monitor vegetation and wildlife changes in areas previously burned.	Complete		
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Priority 1

Sudden Oak Death Monitoring & Research	Continue treatment for and research of Sudden Oak Death.	Complete		
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Priority 2

Control of Slender False Brome	Manage slender false brome on preserves and oversee a cost reimbursement program to encourage District neighbors to eradicate Slender False Brome, which might invade District lands.	In Progress	Project delayed due to contingent position vacancy.	Contracted with San Mateo County Resource Conservation District to complete work on private parcels; District will complete work on Preserves.
Mindego Ranch Aquatic Species Management Plan	Collect additional SFGS distribution and abundance data	In Progress	Contract with US Geological Survey to complete SFGS surveys required protracted negotiations.	

Priority 3**PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION****Complete**

Pond DR08	Pond berm failure observed in spring on high biological value pond. Conduct geotechnical studies and design repair actions. Implement interim repair.	Complete		
Guadalupe River Mercury Total Maximum Daily Load (TMDL)	Implement third year of the coordinated monitoring effort to assess TMDL implementation success.	Complete		

**PROPOSED CHANGES TO FY 2013-14 ACTION PLAN KEY PROJECTS
NATURAL RESOURCES**

Key Project	Scope	Project Status	Reasons for Revisions/Additions	Comments
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PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION (Cont'd)

Complete (Cont'd)

Hicks Flat Mercury Remediation	Complete implementation of mercury remediation design (removal and stabilization of eroding mining waste rock along streambank) at Sierra Azul.	Complete		
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Priority 1

La Honda Creek Master Plan Phase I Implementation - Roads Watershed Protection Upgrade	Design road upgrade program to address priority sites.	In Progress	Project awarded grant funding through state Fisheries Restoration Grant Program. Implementation to occur over next 3 years.	
El Corte de Madera Creek Watershed Protection Program	Secure permits for Methuselah bridge and next phase of trail improvements and complete first phase of road fill removal/trail restoration to close abandoned alignments.	Complete		Completed work on 1.5 miles of trails. Bridge construction and remaining final projects of Watershed Protection Program to be completed in FY14-15.

Priority 2

Priority 3

PROGRAM: AGRICULTURAL LAND MANAGEMENT

Priority 1

Priority 2

La Honda Creek Grazing Infrastructure	Install infrastructure to reintroduce grazing to La Honda Creek OSP.	In Progress	Project schedule extended due to staff work on Mindego Grazing Infrastructure.	
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Priority 3

**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
OPERATIONS**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION

Completed

Ordinance Updates (Core Function)	Continue work started in FY2012-13 to update the District Ordinances. Based on Staff experience since the last update in 2004; update the language of some ordinances to provide clarity and add/modify ordinances as needed to deal with current issues.	Complete		Board adopted new Ordinances on February 12, 2014. Staff working to implement through the Courts.
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Priority 1

Vehicle Bridge Evaluation (Core Function)	Hire a consultant to evaluate four vehicle bridges in Purisima Creek Preserve and several additional vehicle bridges in the Skyline area. Complete short term repairs necessary for safety in FY 14-15, and develop long term solutions.	In Progress	Project delayed due to delay in hiring Project Manager.	Vehicle bridge evaluation has been completed, repairs will begin in FY14-15
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Priority 2

Priority 3

PROGRAM: PUBLIC RECREATIONAL ACCESS

Completed

Permits Database (Core Function)	Implementation of the Permits Database, with continuation of work started in FY2012-13. Includes: completing the construction of the database, linking four offices, testing the system, writing system documentation, and making changes as necessary based on user feedback.	Complete		Database is now in use by all field offices.
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**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
OPERATIONS**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: PUBLIC RECREATIONAL ACCESS (Cont'd)

Completed (Cont'd)

Continue Program to Replace and Upgrade Preserve Signboards	Replace degraded wood frame signboards. Purchase and install six metal frame signboards.	Complete		
Install Automated Gates at the Purisima Creek Parking Lot	Contract for the installation of two automatic gates on the entrance and exit gates at the Whittemore Gulch Parking Lot	Complete		

Priority 1

Other Powered Mobility Devices Policy (OPMD) (Core Function)	Develop, approve, and implement policies for Other Powered Mobility Devices to meet current Americans with Disabilities Act (ADA) standards.	In Progress	Project delayed due to retirement of Operations Manager and Support Services Administrator.	
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Priority 2

Priority 3

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION

Priority 1

Priority 2

Demolition and Clean up of Abandoned Structures [Skyline] (Core Function)	Evaluate and choose highest priority structures for demolition in the Skyline area. Obtain permits as necessary. Only buildings which are deemed not to have historic value will be included in this project.	In Progress	Project delayed due to delay in hiring Project Manager.	Permits have been obtained.
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**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
OPERATIONS**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION (Cont'd)

Priority 3

Removal of Abandoned Vehicles (Core Function)	Document locations of abandoned vehicles.	In Progress	Project delayed due to delay in hiring Project Manager.	
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PROGRAM: STAFF FACILITY INFRASTRUCTURE

Completed

Mora Fire Road Upgrade	Rip and shape existing oil and screen surface, followed by minimum of 4" surface of pavement from the Mora Road Gate to the Deer Hollow Road intersection.	Complete		Project completed ahead of schedule. Higher project cost due to recovering economy.
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Priority 1

Priority 2

Skyline Facility Improvements	Purchase and install structure to shelter heavy equipment.	Complete		
Skyline Facility Improvements	Complete insulation of shop and office flooring. Finalize drawings and obtain permits for HVAC system. Paving will be done in FY 14-15.	Complete		
Skyline Facility Improvements	Design and permit a new awning on the front of the shop building.	In Progress	Project delayed due to delay in hiring Project Manager.	Project will be completed in FY14-15.

Priority 3

YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
OPERATIONS

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: ADMINISTRATIVE SUPPORT

Priority 1

Operations Administrative Manual	Create the third (and final) Operations manual to provide direction on administrative related policy. This manual will cover aspects common to all Operation personnel. Project scope and design will be reviewed in FY14-15.	Deferred	Project deferred due to staff capacity.	Document outline created.
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Priority 2

Priority 3

Deferred

**YEAR-END REVIEW FOR FY 2013-14 ACTION PLAN KEY PROJECTS
PUBLIC AFFAIRS**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: PUBLIC INFORMATION, MEDIA AND OUTREACH

Completed

Redesign maps and brochures	Revise the look and feel of current maps and brochures to better reflect the District and its visitors; add color; reduce the size of Escape to Open Space to reduce the cost while retaining the overall message of the District.	In Progress, Complete		Continuing to revise maps to full-color as time allows. Six maps remain to be completed in FY 14-15. Completed new and revised "Escape to Open Space" brochure, now called "Explore Your Backyard" to reduce cost and simplify information for visitors.
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Priority 1

Diversity Outreach	Working with ethnic media firm, connect with local media outlets (print and broadcast) to promote District events; research and attend community events throughout the District that appeal to diverse audiences, especially targeting youth.	Complete		Partnered with New America Media and hosted a successful Ethnic Media Luncheon that resulted in contacts in ethnic media outlets.
Mount Umunhum Project Support	Provide communications support including but not limited to public meeting preparation, printed materials, media outreach, surveys, website updates, ecommunications for demolition and site improvement project.	Complete		Coordinated various Mt Um Site events and public meetings. Began plans for 4/23/14 Bald Mountain Groundbreaking event.
Docent interviews for upcoming book	Work with publisher Heyday Books Publisher Malcolm Margolin to arrange docent interviews, profiles, photos, etc. Multi-year project resulting in book or printed piece	Deferred	Requires more research and regional agency collaboration.	
Memorial Recognition in lieu of benches	Research different opportunities to recognize individuals per constituent memorial requests other than benches and/or trail naming and make recommendations.	Deferred	Deferred due to reduced staff capacity.	Planned for Q3 of FY14-15
District-wide Roadside Signage	Initiate contact with Caltrans to determine their process for sighting and approving freeway directional signing to preserves.	Deferred	Additional signage analysis needed prior to working with Caltrans.	Planned for Q3 FY14-15

**YEAR-END REVIEW FOR FY 2013-14 ACTION PLAN KEY PROJECTS
PUBLIC AFFAIRS**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: PUBLIC INFORMATION, MEDIA AND OUTREACH (Cont'd)

Priority 2

Health Incentive Program; Open Spaces, Healthy Places	Join industry agencies in Healthy Parks, Healthy People programs; develop a health message about open space preserves contribution to healthy environment and the use of the preserves for individual health. Develop a consistent message on information brochures, website, etc.	Complete		Joined Healthy Parks Healthy People Bay Area Consortium; taking part in first Saturday programs
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Priority 3

PROGRAM: LEGISLATIVE

Priority 1

State Legislation (Core Function)	Work with the District's legislative advocate and with legislators and their staff to ensure the District remains active and informed about the state of current and changing political landscape. Seek coordination and support from other special districts.	Complete		
State Legislation (Core Function)	Update the current District legislative program and begin drafting the 2014-15 program.	Deferred	Project deferred due to staff focus on higher priority projects.	Planned for Q2 - FY14-15

Priority 2

Federal Legislation (Core Function)	Work with the District's legislative advocate and with legislators and their staff to ensure the District remains active and informed about the state of current and changing political landscape. Seek coordination and support from other special districts.	Complete		
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Priority 3

**YEAR-END REVIEW FOR FY 2013-14 ACTION PLAN KEY PROJECTS
PUBLIC AFFAIRS**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION

Completed

Community-hosted Outreach Events (Core Function)	Expand the Community Outreach Volunteer (COV) Program to include a more diverse membership. Work with outreach consultants on messaging, training, and scheduling. Provide community outreach at a variety of Bay Area events.	Complete		Ongoing - 2 to 3 events per month. Staff and volunteers participated in 24 weekend community events throughout the District with diverse audiences, including families, health, seniors, 5-K runs, nature enthusiasts. Also Attended 6 employer health fairs
Volunteer Recognition Event (Core Function)	Plan, coordinate, implement, and evaluate 2013 event	Complete		

Priority 1

Collaborative Family Programming (Core Function)	Continue to research and establish partnerships; implement joint activities; incorporate methodology, information and contacts from Diversity Outreach efforts.	Complete		Completed Wingding Family Festival - partnership w/ SCVAS Summer Nature Days Camp - July 2013 (5 days) partnership w/ City of Mtn View and SCVAS.
District-Wide Interpretive Planning Guide: Implementation Opportunities	Complete installation of Eco-Boxes at Alpine Pond with additional multi-lingual content (Mandarin and Spanish)	Deferred	Additional research needed. Deferred until 2016	

Priority 2

Volunteer Memorial	Implementation of the new program (pending LFPAC approval and other pending items)	Complete		LFPAC approval obtained, will go to Board for final approval in FY 14-15
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Priority 3

**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
ADMINISTRATION**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: INFORMATION TECHNOLOGY

Completed

Copier Contract Renewal (Core Function)	Evaluate our current contract and see if we can save money, upgrade to more efficient systems, offer better printing quality, add more functions.	Complete		
Board Room and Portable AV upgrades (Core Function)	Migrate all stand-alone AV units into one portable rack mount system.	Complete		

Priority 1

Priority 2

Priority 3

District-wide Intranet	Design intranet site interface and determine and develop content. Pilot launch in Administration.	In Progress	Delayed due to staff capacity	Site structure completed. Content will be uploaded in FY14-15
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PROGRAM: HUMAN RESOURCES

Completed

Compensation Study	Complete update to the District's compensation plan to set appropriate salaries for each classification.	Complete	Project was delayed due to the highly interactive process with staff.	Implementation of study findings will be considered after the Board has established Employee Compensation Guiding Principles.
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Priority 1

Occupational Risk Management Program	Research existing Risk Management Programs (RMP) to identify best practices; develop and implement an RMP for District.	In Progress	Project delayed due to staff capacity.	This project has been incorporated under a comprehensive review of the District's entire Risk Management Program.
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**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
ADMINISTRATION**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: HUMAN RESOURCES (Cont'd)

Priority 1 (Cont'd)

2009 Employee Survey Feedback Review and Update	Review the 2009 Employee Retention Survey and 2011 non-represented staff non-compensatory benefit suggestions and provide and update of the status of each suggestion.	In Progress	Project delayed due to staff capacity.	The status of survey suggestions has been updated and will be shared with staff in FY14-15
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Priority 2

Performance Planning and Evaluation Process and Forms	Develop Manager, Supervisor, Office and Field staff process and forms.	In Progress	Project delayed due to staff capacity.	New forms and process have been developed for management and supervisory staff performance evaluation. Implementation will occur in FY 14-15.
Remote Access Policy (Core Function)	Research and develop a policy and procedures to allow employee access to the District computer network to do work remotely.	In Progress	Project delayed due to staff capacity.	Will complete in FY14-15.

Priority 3

Training Database	Work with consultant to add multiple user access, more reports, and more data fields to database.	In Progress		Staff is currently optimizing database to track training classes, enrollments, attendance and certifications. Will complete in FY 14-15.
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PROGRAM: DISTRICT CLERK SERVICES

Priority 1

Records Management (Core Function)	Organize Legislative records located at Admin Office and Annex. Purge and retain records based on retention schedule. Utilize shredding service to provide timely purging of records	Ongoing		This is an ongoing activity and will be removed from the Action Plan and reflected under Administration's Core Functions.
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**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
ADMINISTRATION**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: DISTRICT CLERK SERVICES (Cont'd)

Priority 1 (Cont'd)

Update District Records Retention Schedule (Core Function)	Work with Depts to obtain records inventory; work with Legal to ensure govt code citations are correct on the retention schedule	Ongoing		This is an ongoing activity and will be removed from the Action Plan and reflected under Administration's Core Functions.
Update Board, Administrative, and other District Policies (Core Function)	Review, update, and reformat District Board, Administrative, and other Policies	In Progress		Board Policy Manual completed. Administrative Policies are under review.

Priority 2

Priority 3

PROGRAM: FINANCIAL MANAGEMENT

Completed

Annual Audit (Core Function)	Review and evaluate the District's financial statements in compliance with regulations.	Complete		Single Audit of Mt. Umunhum not required for FY2013-14.
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Priority 1

IAFS Cleanup and support	Perform data clean-up and reconciliation; identify and develop reports for staff, managers, and Board.	Complete		
Evaluate Changes to Midyear Budget Process and Polices	Evaluate options to streamline the Midyear Bction Plan and Budget process and produce administrative efficiencies.	Complete		

**YEAR-END REVIEW OF FY 2013-14 ACTION PLAN KEY PROJECTS
ADMINISTRATION**

Key Project	Scope	Project Status	Reasons for Delays/Variations	Comments
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PROGRAM: FINANCIAL MANAGEMENT (Cont'd)

Priority 1 (Cont'd)

Affordable Care Act Analysis and Compliance	Determine Affordable Care Act impact on District benefit programs, financial obligations, compliance, and reporting requirements to prepare for full implementation in January 2015.	Complete		
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Priority 2

Priority 3

PROGRAM: LEGAL AND RISK MANAGEMENT

Priority 1

Ballot Measure Training	Provide training to District staff to ensure the District conducts Ballot Measure activities in conformance with the law	Complete		
Streamline Purchase Order (PO) process	Incorporate indemnity and insurance language into PO's by integrating into IAFS and train District staff on the use of Purchase Orders.	In Progress	Project delayed due to staff capacity.	Began analysis of IAFS functionality for insurance language.

Priority 2

Priority 3



Midpeninsula Regional Open Space District

Fiscal Year 2013-14 Accomplishments



FISCAL YEAR 2013-14 ACCOMPLISHMENTS

Midpeninsula Regional Open Space District Mission Statement:

To acquire and preserve a regional greenbelt of open space land in perpetuity; protect and restore the natural environment; and provide opportunities for ecologically sensitive public enjoyment and education.

ACCESS AND EDUCATION

COMPLETED:

- Permitting and construction of the El Corte de Madera Creek Open Space Preserve 69-space parking area, solar-powered automatic gate, connector trail, and installation, watering, and maintenance of new landscaping, and hosted its grand opening with nearly 100 attendees.
- Permitting and construction of the Mindego Gateway 20-space parking area in the Russian Ridge Open Space Preserve.
- Successful outreach to local educational institutions for Midpen's Resource Development Grant program, and awarded seven research grants in support of a Fisheries Habitat Assessment, Cultural Resource Assessment and Wildlife Camera Trap Study.
- Volunteer recruitment and projects, including:
 - 87 outdoor service projects with volunteers
 - 28 new volunteers in the Advanced Resource Management Squad (ARMS) program
 - 48 new recruits for volunteer trail patrol for a total of 120 active volunteer trail patrol members
- Fire safety improvements to the Monte Bello campground by clearing flammable vegetation around the site.
- Watershed improvements in El Corte de Madera Creek Open Space Preserve, including culvert removal on Blue Blossom, road removal and drainage improvements on Blue Blossom and Springboard Trails.
- Asphalt paving of the Mora Trail road in Rancho San Antonio Open Space Preserve to improve vehicle and hiker access.
- Fire safety improvements, including 100' clearance around the Hawthorns structures and brushing along the access roads at the Hawthorn historic complex in Windy Hill Open Space Preserve.
- 257 docent programs with focus on walking, hiking, biking, nature exploration, bird watching, canine hikes, family walks and more.

- Educational programs for 823 students on 33 field trips at the Daniels Nature Center.
- Design and construction of a new chicken coop at Deer Hollow Farm, providing enhanced educational/teaching features.
- Installation of automatic gates at the Whittemore Gulch parking lot at Purisima Creek Redwoods Open Space Preserve.
- Replacement of a failed culvert on Ward Road in the Long Ridge Open Space Preserve to protect stream water quality in the Pescadero watershed.
- Annual equipment purchases and outfitting to modernize the fleet and provide expanded capability to manage and restore the preserves.
- Improvements to grade reversals and drainage on Methuselah Trail in El Corte de Madera Creek Open Space Preserve to protect downstream water quality.
- Installation of stile, fences and signs to complete the Molder Trail crossing on north/south sides of Skyline Boulevard adjacent to El Corte de Madera Creek Open Space Preserve.
- Repair of a storm-damaged culvert on Purisima Creek Road to protect water quality.
- Rental structure improvements, including installation of new propane tank, deck safety improvements and other repairs at multiple locations.
- Fire safety brushing of the Monte Bello fire break and Gordon Mill/Timberview Loop, in addition to other brush clearing for visitor access on trails and fire safety around structures and in preserves.
- Brush clearance and rock spreading on patrol road/tenant access driveway at La Honda Creek Open Space Preserve to improve access.
- Construction of a new Peters Creek bridge in Long Ridge Open Space Preserve and removal of the old bridge to ensure safe public access.
- Fence installation on the property boundary with The Sequoias at Windy Hill Open Space Preserve and the Chestnut Orchard in Skyline Ridge Open Space Preserve to prevent preserve visitors from inadvertently entering onto adjacent private property.
- Eagle Scout project support for installation of a seasonal trail closure stile in El Corte de Madera Creek Open Space Preserve.
- Bridge and puncheon assessments and improvements District-wide to maintain access and user safety.
- Remedial work required to open a failed culvert on Alpine Road, with oversight from San Mateo County, to prevent further damage and provide temporary public access.

- Installation of new gates at Purisima Creek Redwoods Open Space Preserve and Stevens Canyon Ranch area in Monte Bello Open Space Preserve.
- Rebuilding of the Alpine Pond foot bridge for user safety.
- Promotion of the website for information, resulting in 1,072,873 Page Views: 61% of visits were from new visitors to the website, 19% used a mobile device to access the site (52% increase from previous year), and 9% used a tablet to access the site (21% increase from previous year).
- Promotion of Facebook Page, resulting in increase in “likes” from 391 to 2,075 (430% increase) with 75% of new page “likes” posting in March.
- Promotion of Twitter feed, resulting in increase in followers from 860 to 1,231 (43% increase).
- Participation in 24 weekend community events throughout the District for diverse audiences, including families, health, seniors, 5-K runs, nature enthusiasts, and more.
- Attendance at 6 employer health fairs to encourage the use of open space to maintain overall physical health.
- Coordination of two Spanish-speaking interpretive hikes in honor of Spanish Heritage Month.
- Implementation of two 12-week ad card programs to spread the word about public access to Midpen trails and preserves on Caltrain and SamTrans buses.
- Founders Day Festival in celebration of Midpen’s 40th anniversary with an estimated 600 attendees at Monte Bello Open Space Preserve.
- Participation in the Los Gatos History Museum Exhibit, “The Evolution of Green: Environmental Activism in Santa Clara County.”
- Recognition of 500 Midpen Volunteers and 18,000 hours of service at the 2013 Volunteer Recognition Event.
- Creation of new “Visiting Preserves with your Dog” brochure highlighting preserves and trails open to dogs and giving tips on dog etiquette and safe practices for hiking with your dog.
- Translation of “Explore your Backyard” general brochure into Chinese, Korean, and Spanish.
- New website pages for information about the Vision Plan and Measure AA.
- Monthly “Plug into Nature” e-newsletter.
- “Art of the Trail” video featuring Midpen’s expert trail planning, design, and construction practices.

- Celebration of Black History Month with a special event at Ravenswood/Cooley Landing in partnership with the City of East Palo Alto.
- Participation in seven local cable television and radio programs to highlight Midpen's trails and preserves, including two in Spanish, one in Mandarin, and one profiling easy access trails in the preserves.
- Design and installation of the Gene Sheehan memorial plaque at the Skyline Ridge Open Space Preserve.
- Mary Davey Memorial redwood log bench (utilizing a salvaged redwood tree trunk from the El Corte de Madera Creek Staging Area project), an etched boulder, and spur trail at the Rancho San Antonio Open Space Preserve.
- Ranger enforcement of ordinances through verbal warnings and citations and emergency response to 123 incidents, including:
 - 36 bicycle accidents
 - 26 other medical incidents
 - 18 pedestrian/running accidents
 - 11 vehicle accidents
 - 8 wildland fires
 - 7 lost persons searches
 - 8 fatalities
 - 7 animal incidents
 - 2 equestrian accidents
- Launching of the "Take a Hike" program to feature Midpen's monthly hiking and biking programs to 52 local corporations, non-profits, and government agencies.
- Fremont Older House and Garden tours with 125 tour participants.
- Wingding Festival in partnership with Santa Clara Valley Audubon Society at Skyline Ridge Open Space Preserve.

MAJOR MILESTONES ACCOMPLISHED:

- Design of the Mt. Umunhum trail alignment and initiation of construction of the four-mile trail from the Bald Mountain parking area to the summit.
- Mindego Ranch Use and Management Plan and Environmental Review.
- Design and permitting of the Bald Mountain 24-space parking area.
- Design and began installation of entrance signs with the new Midpen logo.
- Permitting and construction of the first phase of the Oljon Trail in El Corte de Madera Creek Open Space Preserve.

- Design and permitting of the Mindego Hill Trail and Ancient Oaks Trail in the Russian Ridge Open Space Preserve.
- Growth of the geo-caching program to 3,000 online logs.
- Initial phase of the Permits database project to enhance management and monitoring of over 2,500 permits per year.

IN PROGRESS:

- Trail easement discussions for the Ravenswood Bay Trail Gap with the San Francisco Public Utilities Commission and Caltrans, in conjunction with the Cities of East Palo Alto and Menlo Park.
- Process for the Bear Creek Stables Request for Proposals/Lease.
- Engagement in Bay Area Healthy Parks Healthy People Initiative with first Saturday of the month programs, including new Pilates in the Park program.
- 80% complete design documents for Radar Tower repairs at Mt. Umunhum.
- Partnership with New America Media to expand outreach to diverse communities and partnered on luncheon for ethnic media leaders in the Bay Area.
- Partnerships with Pacific Council of the Boy Scouts of America and Girl Scouts of Northern California to develop programs that encourage volunteerism and outdoor nature programs.

PROTECTION AND RESTORATION

COMPLETED:

- Collaboration with the U.S. Navy to ensure successful remediation and restoration of a wetland basin at Stevens Creek Shoreline Nature Study Area.
- Scientific information analysis in support of the Vision Plan, including:
 - constraints and opportunities analysis
 - baseline inventories
 - assessment of conservation value of lands within Midpen's boundary, including existing biological, cultural, agricultural, and recreational conditions
- Mapping of 100 special status species and development of a special status species map book to provide staff with a visual guide of all known locations of rare species on Midpen preserves.
- Demolition and site restoration work at the former Powell property in the Montebello Open Space Preserve, including 5 structures, dump site and road restoration.
- Repair to Pond DR08 in La Honda Creek Open Space Preserve to protect endangered species habitat and provide water for livestock.

- Mercury mine waste stabilization project at Hicks Flat in Sierra Azul Open Space Preserve to protect water quality in San Francisco Bay
- Successful opposition to legislation (AB904), which would have eroded local government authority and oversight of timber harvesting in the Santa Cruz Mountains.
- Submittal of a comment letter to the California Department of Pesticide Regulation on new regulations regarding rodenticides with detailed information about possible effects of rodenticides on bobcats in Rancho San Antonio and other preserves.
- Final year of contract work on the Skyline Ridge Tree Farm Restoration project, which is now in a maintenance phase.
- Installation of 12 nest boxes at the top of Mount Umunhum to provide nesting locations for a locally rare bird, the Purple Martin.
- Coordination with University of California researchers on the unusual finding of red-bellied newts in the Stevens Creek watershed, which resulted in a publication in the Journal of Herpetology and recommendations that this population be protected.
- Rare plant treasure hunts with the California Native Plant Society in two preserves leading to rediscovery of several populations of rare plants.
- Removal of an abandoned 80,000 gallon water tank in Pulgas Ridge Open Space Preserve to improve the viewshed.
- Removal of cattails at Alpine Pond to improve visibility and at Sausal Pond to improve water flow through the spillway.
- Brushing of access to Mindego Hill utilizing updated standards for endangered species protection to improve access and increase fire protection.
- Participation in a Big Basin State Park controlled burn with Cal Fire to observe forest burning and practice fire suppression skills.

MAJOR MILESTONE ACCOMPLISHED:

- Demolition of military structures and partial site restoration at Mt. Umunhum funded by \$1.2 million federal grant.
- Public competitive process to select new grazing tenants for Driscoll and McDonald Ranches at La Honda Creek Open Space Preserve, and work with tenants to construct grazing infrastructure improvements.
- Development of draft Integrated Pest Management Policies and preparation of a Draft Integrated Pest Management Guidance Manual to guide future pest control at Midpen buildings and facilities, for fire management, on grazing and agriculture properties, and in natural areas.

- Engineering evaluation of six vehicle bridges and identified the Harkins Bridge in Purisima Creek Redwoods Open Space Preserve for replacement.
- Hazardous materials testing, preliminary bat surveys, and historical assessments for six priority structure demolitions.
- Field surveys and design review for a fish habitat improvement project on San Gregorio Creek, in support of a San Mateo County Resource Conservation District grant application.
- Design and permitting for improvements to a tenant driveway and water system at Russian Ridge Open Space Preserve.
- Confirmation of the location of 40 abandoned vehicles in the Skyline area as the first step in creating a removal plan for abandoned vehicles.

IN PROGRESS:

- Design contracts and design development for Pond DR05 in La Honda Creek Open Space Preserve Pond to protect endangered species and provide water for livestock
- Sudden Oak Death research partnership; to date, Midpen has provided \$52,500 in funding to support research on preventative treatments for Sudden Oak Death that has been matched by \$122,250 in funding from US Forest Service.
- Research study on San Francisco Garter Snake distribution and abundance at Mindego Ranch in Russian Ridge Open Space Preserve through a contract with the U.S. Geological Survey.
- Continued control of Slender False Brome on various Midpen Preserves and adjacent private property and entered into a contract with the San Mateo County Resource Conservation District to work with private property owners on Slender False Brome control, while Midpen continues control on Open Space Preserves.
- Work with the U.S. Fish and Wildlife Service to amend the Recovery Permit for the San Francisco Garter Snake and the California Red-legged Frog to expand the coverage area to all of La Honda Creek Open Space Preserve and the Mindego Ranch area of Russian Ridge Open Space Preserve, to allow for Midpen's maintenance, restoration, and infrastructure improvement activities, while protecting and enhancing habitat for sensitive species.
- Weed management and improvement of grazing infrastructure at Mindego Ranch.
- Work with grazing tenants to reduce the number of livestock on all 10,800 acres currently within the conservation grazing program in response to severe drought conditions.
- Removal of five large eucalyptus trees at Pulgas Ridge Open Space Preserve and continued native plant restoration actions.

- Continued exotic vegetation management in numerous locations and began a substantial broom removal project at Coal Creek Open Space Preserve.
- Continued assistance to state and county agencies in efforts to eradicate marijuana grows to enhance public safety and protect water quality in the preserves.
- Continued efforts related to Lehigh Quarry to protect recreational, environmental, scenic, and health values for the public, as well as staff, at Rancho San Antonio Open Space Preserve.

ACQUISITION AND PRESERVATION

COMPLETED:

- Purchase of the approximately 148 acre INE Ranch as an addition to Monte Bello Open Space Preserve, protecting the scenic ridgeline, Stevens Creek watershed, habitat for red-legged frog, and allowing for a potential public trail connection to Upper Stevens Creek County Park.
- Purchase of the approximately 11 acre Lobner Trust as an addition to Monte Bello Open Space Preserve in partnership with Santa Clara County Parks.
- Receipt of gifts of “Redwood Park” parcels from 4 owners totaling 0.8 acres as additions to Purisima Creek Redwoods Open Space Preserve and a 0.2 acre gift as an addition to Saratoga Gap Open Space Preserve.
- Recording of the 0.3 acre California Water Company trail easement (Molder Trail) connecting El Corte de Madera Creek Open Space Preserve to the California Riding and Hiking Trail (Ridge Trail) on California Water Company’s Bear Gulch Watershed Property.
- Entered into a Lease and Management Agreement for a one year extension with additional one year option with Peninsula Open Space Trust to manage the Hendry’s Creek Property located adjacent to the Cathedral Oaks Area of Sierra Azul Open Space Preserve.

MAJOR MILESTONE ACCOMPLISHED:

- Lease and Management Agreement with Peninsula Open Space Trust for the 308 acre Apple Orchard Event Center properties located adjacent to La Honda Creek Open Space Preserve.
- Hawthorns historic site and structures assessment, as well as temporary site stabilization measures, including bee removal, rodent control, and roof wrapping.

IN PROGRESS:

- Multiple meetings with neighborhood residents to discuss the proposed Ridge Vineyard Exchange and initiated a hydrology study to further inform the environmental review of

the project which will provide additions to Monte Bello Open Space Preserve and implement conservation easements to restrict further development on areas used for viticulture.

GENERAL/MIDPEN-WIDE SUPPORT OF MISSION

COMPLETED:

- Open Space Vision Plan with significant public, Community Advisory Committee, and scientific input, identifying 54 major projects for the next 30 years and establishing 25 top priority actions.
- Research, planning, and documentation for the Board's decision to place a General Obligation Bond measure on the June 3, 2014 ballot, including cost-estimating for a detailed Expenditure Plan for the 25 top Priority Actions of the Vision Plan.
- Update to the Strategic Plan, guiding the annual Action Plan and Budget development and Vision Plan implementation.
- Update to Midpen's Land Use Ordinances.
- Remodel of the AO2 new lease space, and relocation of 21 staff members to accommodate space needs due to changes in Administrative Office staffing.
- Comprehensive changes to Midpen's Credit Card Program to enhance financial control and streamline program management and procedures.
- Midyear action plan and budget update, implementing revisions to streamline the process and report production.
- New program to auction Midpen surplus property, achieving environmental reuse benefits and added revenue.
- Numerous employee trainings to enhance organizational efficiency and safety in all aspects of Midpen's work.
- Implementation of a General Manager's Bi-weekly Notes practice to communicate important progress notes to the Board of Directors.
- Coordination and hosting of two employee events, a staff appreciation summer picnic at Foothills Park and a staff recognition event in November.

MAJOR MILESTONE ACCOMPLISHED:

- Skyline Field Office upgrades, including insulation in the shop, shop organization, electrical improvements in the stable building, and office floor replacement, and also completion of design specifications for a new awning, equipment shelter, and heating and ventilations system.

- Organization-wide Compensation Study through an inclusive process with representatives from the Field Employees Association and input from unrepresented and represented employees.
- Notifications to employees about the Affordable Care Act and continued monitoring of compliance requirements of this new law.

IN PROGRESS:

- Midpen “Green Team” to research, evaluate and implement potential changes to conserve resources such as paper, energy, water, pollution, and more.
- Updates and improvements to Board of Director policies in the Board Policy manual.
- New performance evaluation form and performance review guidelines for Midpen managers and supervisors to ensure organizational alignment for effective delivery of the mission.

AWARDS/GRANTS/RECOGNITION

- Honored by the Santa Clara County League of Conservation Voters for 40 years of Environmental Service.
- Received \$196,000 in grant reimbursement funds from the State Water Resources Control Board for the completed Hicks Flat Mercury Remediation Project.
- Awarded \$231,000 in grant funding through the State Fisheries Restoration Grant Program for road improvements and sediment reduction projects at Driscoll Ranch in the La Honda Creek Open Space Preserve.
- Received \$1,241,196 in grant reimbursements from the Office of Economic Adjustment for the demolition and site restoration work at Mount Umunhum.
- Received \$324,648 in funding from Peninsula Open Space Trust to construct the Mindego Gateway parking area.
- Submitted grant reimbursement requests totaling \$102,230 to the Habitat Conservation Fund and Land and Water Conservation Fund Programs to reimburse implementation costs associated with the El Corte de Madera Creek Staging Area and Trails project.