



Midpeninsula Regional
Open Space District

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

ACTION PLAN AND BUDGET COMMITTEE

Administrative Office
5050 El Camino Real
Los Altos, CA 94022

Tuesday, May 6, 2025

DRAFT MINUTES

CALL TO ORDER

Director Riffle called the meeting of the Action Plan and Budget Committee to order at 1:02 p.m.

ROLL CALL

Members present: Zoe Kersteen-Tucker, Margaret MacNiven, Curt Riffle

Members absent: None

Staff present: General Manager Ana M. Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Maria Soria, Executive Assistant/Deputy District Clerk Shaylynn Nelson, Controller Mike Foster, Budget & Finance Manager Rafaela Ocegueda, Natural Resources Manager Kirk Lenington, Visitor Services Manager Matt Anderson, Planning Manager Jane Mark, Land & Facilities Manager Brandon Stewart, Engineering & Construction Manager Jay Lin, Information Systems & Technology Manager Casey Hiatt, Public Affairs Manager Lori Low, Real Property Manager Allen Ishibashi, Human Resources Manager Candice Basnight, Budget & Analysis Supervisor Elissa Martinez, and Management Analyst I Jordan McDaniel

ADOPTION OF AGENDA

Motion: Director MacNiven moved, and Director Kersteen-Tucker seconded the motion to adopt the agenda.

ROLL CALL VOTE: 3-0-0

ORAL COMMUNICATIONS

Public comment opened at 1:02 p.m.

District Clerk Maria Soria reported there were no public speakers for this item.

Public comment closed at 1:02 p.m.

COMMITTEE BUSINESS

1. Select Committee Chair for 2025 Calendar Year

Director MacNiven nominated Director Kersteen-Tucker to serve as the Committee Chair for calendar year 2025.

Director Kersteen-Tucker accepted the nomination.

Public comment opened at 1:03 p.m.

Ms. Soria reported there were no public speakers for this item.

Public comment closed at 1:03 p.m.

Motion: Director MacNiven moved, and Director Riffle seconded the motion to select Director Kersteen-Tucker as Committee Chair for Calendar Year 2025.

ROLL CALL VOTE: 3-0-0

2. Approve the December 10, 2024 Action Plan and Budget Committee Meeting Minutes

Public comment opened at 1:04 p.m.

Ms. Soria reported there were no public speakers for this item.

Public comment closed at 1:04 p.m.

Motion: Director MacNiven moved, and Director Riffle seconded the motion to approve the December 10, 2024 Action Plan and Budget Committee meeting minutes.

ROLL CALL VOTE: 3-0-0

3. Fiscal Year 2025-26 Budget and Three-Year Capital Improvement and Action Plan Review (R-25-57)

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, Controller Mike Foster, Assistant General Manager Susanna Chan, and Assistant General Manager Brian Malone presented. Planning Manager Jane Mark, Real Property Manager Allen Ishibashi and Natural Resources Manager Kirk Lennington assisted in answering Committee questions.

Chair Kersteen-Tucker suggested that the Board be provided with a forecast of potential grant awards that the District may receive.

Mr. Jaskulak responded that staff refrain from reporting on speculative grants as it is difficult to determine whether the District will ultimately receive the awards. He stated that staff will soon be presenting an overview of the Grants Program to the Board to provide a broader understanding of what lies ahead.

Chair Kersteen-Tucker commented that such forecasting of potential grants would be helpful moving forward.

Mr. Jaskulak reported that at the next Action Plan and Budget Committee (ABC) meeting, he will include a PowerPoint slide showing a breakdown of how much the General Fund has been supporting Measure AA projects over the past few years. He noted that most of this support consists of feasibility studies, which are not directly reimbursable through bond funds.

Director Riffle requested copies of the slides in advance of the May 13, 2025 meeting.

Director Riffle expressed that he is struggling to understand the status of the projects listed in the “Big Rocks List.” He inquired whether an update would be provided during a future ABC meeting or at the December Board retreat. He noted that while the Board receives an annual update, it does not provide a clear snapshot of what is or is not working, and whether there are any barriers, or changes that may be needed.

General Manager Ana Ruiz stated that at times, there are outside factors beyond staff’s control that may impact the projects on the “Big Rocks List.” She provided the Skyline Field Office project as an example and how staff worked to keep the project moving forward despite the project manager’s limited capacity due to other high-level projects to prevent delays to the project schedule. Additionally, she stated that staff will shift resources accordingly to ensure that appropriate attention is given to the projects on the “Big Rocks List.”

Director Riffle asked if the Board would receive an update of the “Big Rocks List” projects, including any necessary adjustments, at the future March Board retreat.

Ms. Ruiz confirmed.

Chair Kersteen-Tucker commented that from a Board perspective, it would be helpful moving forward to be informed of any issues that arise that could shift a “Big Rocks” projects. She emphasized the importance of the Board being made aware of any proposed changes to those priorities, noting that this was a key lesson learned over the past year. She added that the “Big Rocks” should remain in place for at least a year before moving them.

Director MacNiven commented that it would be more efficient for the “Big Rock List” not to change.

Director Riffle requested adding FY27 to the Program Area Budget Trend analysis and noted that it could be included either in this year’s presentation or in next year’s budget material depending on the level of effort.

Chair Kersteen-Tucker agreed with Director Riffle to include the FY27 Program Area Budget Trend analysis.

Director Riffle requested that a cumulative total of acres chart be included in addition to the annual acreage bar chart slide by year. He suggested using the right axis to show cumulative acres to see the year out.

Ms. Ruiz reported that GIS will be able to provide that information.

Director Riffle requested the Board be informed of federal funding impacts on projects such as the Alma Bridge Road Wildlife Passage and Highway 17 Crossing, so they have the opportunity to weigh in on any impacts.

Assistant General Manager Brian Malone reported that the Board would be kept informed through periodic FYIs or by bringing decision points forward for Board consideration.

Director Riffle inquired if staff will provide FYI memos to update the Board on the Strategic Plan for Adaption and Resilience to Climate Change.

Mr. Lenington agreed and explained that for higher visibility of the climate program, staff will provide informational presentations to the Board when key milestones are reached.

Director Riffle emphasized the importance of the District continuing to conduct studies to better understand climate change and suggested that it is also important to communicate the economic valuation that open space has on the area economy.

Chair Kersteen-Tucker also suggested including the Carbon Farm Plan implementation to the list of FYIs to the Board noting that the project is both interesting and new.

Public comment opened at 3:15 p.m.

Ms. Soria reported there were no public speakers for this item.

Public comment closed at 3:15 p.m.

Chair Kersteen-Tucker reported that the committee will continue this item to the following ABC meeting scheduled for May 13, 2025.

ADJOURNMENT

Chair Kersteen-Tucker adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 3:19 p.m.

Maria Soria, MMC
District Clerk