



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 13, 2025**

### **DRAFT MINUTES**

#### **CALL TO ORDER**

Chair Kersteen-Tucker 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 Riffle moved, and Director MacNiven seconded the motion to adopt the agenda.

**ROLL CALL VOTE: 3-0-0**

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**ORAL COMMUNICATIONS**

Public comment opened at 1:02 p.m.

Deputy District Clerk Shaylynn Nelson reported there were no public speakers for this item.

Public comment closed at 1:02 p.m.

**COMMITTEE BUSINESS**

**1. Approve the May 6, 2025 Action Plan and Budget Committee Meeting Minutes**

Public comment opened at 1:03 p.m.

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

Public comment closed at 1:03 p.m.

**Motion:** Director Riffle moved, and Director MacNiven seconded the motion to approve the May 6, 2025 Action Plan and Budget Committee meeting minutes.

**ROLL CALL VOTE: 3-0-0**

**2. 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, Assistant General Managers Susanna Chan and Assistant General Manager Brian Malone presented.

Chair Kersteen-Tucker suggested that additional information regarding the grant program would be beneficial while considering the budget to provide a better sense of what is in the pipeline.

Mr. Jaskulak explained that staff includes the grants that have been awarded in the budget book but the grants that are in the pipeline are highly speculative, particularly given the uncertainty at the state and federal levels. He stated there are Prop 4 funds becoming available, but the details are not concrete enough to provide a forecast. He advised that an informational memo or presentation will be brought to the Board that has additional information, which could include details of what is in the pipeline.

Director Riffle recommended including the slide regarding the four additional full-time equivalent (FTE) positions in the presentation to the Board.

Chair Kersteen-Tucker requested a metric to identify the benefits for hiring additional FTEs so the District can provide a compelling narrative to the public how the increased investment in staff corresponds to public benefits, whether that is through project delivery or other methods.

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General Manager Ana Ruiz stated that the first FOSM (2015) investigated increasing capacity to deliver on Measure AA projects. The 2023 FOSM refresh considered the growing emerging needs that the District has had since the prior FOSM, much of which has been operational and programmatic with the need to increase capacity for maintaining and managing what the District has purchased and built since 2015.

Director Riffle noted one way to explain the increase in staff to the public is to share the number of employees per acre or project.

Mr. Jaskulak responded he would consider how to convey the information and perhaps report out at the December Board Retreat.

Public comment opened at 2:45 p.m.

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

Public comment closed at 2:45 p.m.

Director Riffle requested follow-up on items that the committee clarified or requested, first being a check-in on the big rocks to occur in March, second is receiving regular Board updates on the grant program, third is a concise explanation to the public on the benefits they receive from the increase in staffing.

Director Kersteen-Tucker agreed on the importance of sharing this information with the public.

**Motion:** Director MacNiven moved, and Director Riffle seconded the motion to affirm, with any changes requested by the Action Plan and Budget Committee, that the Proposed Fiscal Year 2025-26 Budget and Fiscal Year 2025-26 through Fiscal Year 2027-28 Capital Improvement and Action Plan to be forwarded to the full Board of Directors.

**ROLL CALL VOTE: 3-0-0**

**3. Annual Review of Fiscal Management Policies for Fiscal Year 2025 (R-25-58)**

Budget & Finance Manager Rafaela Ocegueda presented.

Public comment opened at 3:02 p.m.

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

Public comment closed at 3:02 p.m.

**Motion:** Director Riffle moved, and Director MacNiven seconded the motion to:

1. Approve the proposed amendment to Board Policy 3.02 – General Accounting, Internal Control and Capital Asset Policy.
2. Approve the proposed amendment to Board Policy 3.03 – Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchase Policy. Pending full Board approval, this updated policy would go into effect on July 1, 2025

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3. Affirm Board Policy 3.08 - Investment Policy.
4. Affirm Board Policy 3.09 - Debt Management Policy.
5. Forward the policies and the proposed amendments to the full Board of Directors for consideration of their approval and affirmation.

**ROLL CALL VOTE: 3-0-0**

## **ADJOURNMENT**

Chair Kersteen-Tucker adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 3:03 p.m.

Shaylynn Nelson  
Deputy District Clerk