



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

**Wednesday, May 12, 2026**

### 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: Margaret MacNiven, Curt Riffle

Members absent: Karen Holman

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, Executive Assistant/Deputy District Clerk Shaylynn Nelson, Controller Mike Foster, Budget & Finance Manager Rafaela Ocegüera, Natural Resources Manager Kirk Lenington, Visitor Services Manager Matt Anderson, Planning Manager Jane Mark, Facilities and Fleet Manager Brandon Stewart, Land Stewardship and Trails Manager Michael Gorman, Engineering & Construction Manager Scott Reeves, Information Systems & Technology Manager Casey Hiatt, Public Affairs Manager Lori Low, Real Property Manager Allen Ishibashi, Budget & Analysis Supervisor Elissa Martinez, and Management Analyst I Jordan McDaniel

#### **ADOPTION OF AGENDA**

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

**ROLL CALL VOTE: 2-0-0 (Chair Holman absent)**

#### **ORAL COMMUNICATIONS**

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

**COMMITTEE BUSINESS**

**1. Approve the March 10, 2026 Action Plan and Budget Committee Meeting Minutes**

Public comment period opened.

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

Public comment period closed.

**Motion:** Director MacNiven moved, and Director Riffle seconded the motion to approve the March 10, 2026 Action Plan and Budget Committee meeting minutes.

**ROLL CALL VOTE: 2-0-0 (Chair Holman absent)**

**2. Fiscal Year 2026-27 Budget and Three-Year Capital Improvement and Action Plan Review (R-26-60)**

Director Holman arrived at 1:04 p.m.

General Manager Ana Ruiz provided opening remarks and assisted with answering questions. Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, Controller Mike Foster, Assistant General Manager Susanna Chan and Assistant General Manager Brian Malone presented. Budget & Analysis Supervisor Elissa Martinez assisted with answering questions.

Director Riffle noted that slide 9 of the staff presentation shows a negative 6% in the General Fund transfers pie chart and suggested adding a footnote so that it does not create any confusion or raise questions.

Mr. Jaskulak responded that staff could revise the chart to make it clearer or add an asterisk with a footnote.

Chair Holman agreed with Director Riffle's suggestion.

Director Riffle noted that attachment 2, page 24 of the staff report under the "Amount Per \$100K of Assessed Valuation", should state \$100 and not \$100K.

Mr. Jaskulak responded that staff will correct the mistake.

Director Riffle commented that the District already has significant capital expenses, and that the project list is already full for the next five years. He recommended not adding any additional construction projects during this period, beyond those that are already planned, to enable the District the opportunity to purchase land.

Chair Holman commented that she has members of the public asking about the investment compared to the return on investment for the Administrative Office and requested that a table be created to share the information.

Mr. Jaskulak responded that staff will consider the best way to capture the data, noting that it may require additional time to develop through the budget cycle.

Director Riffle commented that he does not receive similar requests from members of his ward, rather they have commented that the District has been building a lot of infrastructure and questioned whether there are funds available to purchase land.

Chair Holman agreed with Director Riffle but noted that there are some individuals who are interested in the return of investment data for the Administrative Office and she would like to refer them to a chart.

Chair Holman noted that slide 38 references attachment 2, page 9 of the staff report, but the information can actually be found on pages 11 – 13.

Chair Holman requested that the chart on slide 45, which reflects land acreage since 1972, be included in the staff report.

Director Riffle requested that staff include a slide regarding the Climate Program and Diversity, Equity, and Inclusion (DEI) in the presentation to the Board of Directors (Board) if there is interest from his colleagues.

Mr. Jaskulak explained that the data can be nebulous since the funding is not necessarily spent specifically on DEI but also on projects that improve DEI.

Director Riffle noted that when he reviewed the DEI expenses in the staff report there were some expenses that did not necessarily fit into the DEI category. He explained he remembers when the CIAP areas of interest were requested but the DEI breakout was not particularly helpful to him.

Mr. Jaskulak responded that although the dollar amounts for DEI projects may not be helpful, he believes that the information regarding the number of projects that touch DEI efforts is beneficial.

Director Riffle inquired of his colleagues whether the information gained is worth the extra effort to compile it. He further inquired whether the data should be included in future years.

Director MacNiven expressed that she does not believe the data needs to be broken down into that level of detail.

Chair Holman expressed support for the breakout of DEI.

Director Riffle questioned whether the Bear Creek Stables project belonged under the agriculture category.

Ms. Ruiz explained that staff does make judgment calls when categorizing projects and she welcomed input from the Action Plan and Budget Committee (Committee).

Director Riffle noted that removing Bear Creek Stables from the agriculture category may be optically challenging since it is a high dollar project and may appear as if the District is spending less on agriculture. He suggested that removing Bear Creek Stables from the agriculture category

would make the list more consistent since the other projects better fit beneath the agriculture category.

Director MacNiven supported placing the Bear Creek Stables project beneath the DEI category since there would be free lessons for lower-income constituents.

Chair Holman supported Bear Creek Stables moving into the DEI category.

Director Riffle concurred with moving Bear Creek Stables out of agriculture into DEI and noted that many Board members voted for the project because of the accessibility aspect.

Mr. Jaskulak stated that staff will discuss further to see whether there was a strong rationale for categorizing Bear Creek Stables under agriculture.

Director MacNiven asked why the parking and trailhead projects were listed under DEI, but noted it is difficult to place projects in specific categories.

Director Riffle suggested that since there are different interpretations for how to categorize the projects, it may be best to leave the projects in the categories assigned by staff since the tables included in the staff report provide transparency.

Chair Holman called for a recess at 2:34 p.m. and resumed the meeting at 2:43 p.m. All Committee members were present.

Director Riffle expressed concern that the Alpine Road transfer from San Mateo County has not yet been completed and that a lot of funds have been provided towards this project and the District still does not have a final agreement. He hopes that it will be completed in FY27.

Chair Holman agreed with Director Riffle in closing out the Alpine Road transfer project as the project has been underway for many years.

Chair Holman noted that there are “blanks” under Area of Interest for the Land Acquisition and Preservation section, and requested that these blanks be filled on attachment 3 when feasible to explain which Area of Interest each project falls under, since there are instances when information is given and others are blank.

Budget & Analysis Supervisor Elissa Martinez explained that information is only added under the Area of Interest if the project falls within one of the three areas of interest, otherwise it is left blank. She suggested that staff could add non-applicable and keep the title of Area of Interest.

Chair Holman expressed her preference is to not add the term non-applicable.

Director Riffle inquired why the presentation does not highlight Stevens Creek Shoreline when it appears there is activity planned for FY27.

Mr. Malone explained that staff is continuing studies for the hydrology of the site and will return to the Board in FY27 with an evaluation of the site and ideally with the information the Board needs in order to make a decision on which restoration pathway to select.

Chair Holman supported Director Riffle's suggestion to highlight the project as there is a lot of interest from the community and Board, as well as highlighting a project located on the bay side.

Mr. Malone stated that it was not included in the ABC presentation since it is not going into construction in the next fiscal year.

Public comment period opened.

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

Public comment period closed.

Chair Holman requested that attachment 2, page 31 of the staff report under the FY27 Climate Program Implementation Actions table reflect that the diesel truck uses renewable diesel, as opposed to gasoline.

Chair Holman requested to defer Committee questions regarding attachment 4 to the subsequent ABC meeting.

The Committee continued the item to the following Action Plan and Budget Committee meeting on May 27, 2026.

### **ADJOURNMENT**

Chair Holman adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 3:36 p.m.

Shaylynn Nelson, Deputy District Clerk  
Maria Soria, MMC, District Clerk