



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

Administrative Office
330 Distel Circle
Los Altos, CA 94022

July 2, 2015

DRAFT MINUTES

ROLL CALL

Director Riffle called the Meeting to order at 2:03 p.m.

Members Present: Yoriko Kishimoto and Curt Riffle

Members Absent: Pete Siemens

Staff Present: General Manager Steve Abbors, General Counsel Sheryl Schaffner, Administrative Services Manager Kate Drayson, and District Clerk Jennifer Woodworth

ORAL COMMUNICATIONS

No speakers present.

ADOPTION OF AGENDA

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

VOTE: 2-0-0

COMMITTEE BUSINESS

- 1. Approve the Action Plan & Budget Committee Minutes:**
January 29, 2015
February 3, 2015
February 5, 2015

Motion: Director Kishimoto moved, and Director Riffle seconded the motion to approve the Action Plan and Budget Committee minutes for January 29, 2015, February 3, 2015, and February 5, 2015.

VOTE: 2-0-0

2. Change the District's Fiscal Year (R-15-99)

Administrative Services Manager Kate Drayson provided the staff report summarizing multiple challenges with the current fiscal year schedule, including abbreviated review schedule, budget development occurring during the District's holiday closure, and alignment with other agency's fiscal year schedule, and the efficiencies that could be realized with a July to June fiscal year,. Ms. Drayson also outlined the proposed implementation schedule if the fiscal year change is approved by the Board of Directors.

Director Kishimoto requested staff prepare a twelve month to twelve month comparison of the current and proposed fiscal years.

Director Riffle inquired if staff and the District Controller supports the change to the fiscal year.

General Manager Steve Abbors reported that District Controller Mike Foster was consulted regarding the fiscal year change, and he agrees that the change will be beneficial to the District.

Assistant General Manager Ana Ruiz reported that staff supports the fiscal year change, and any previous hesitation was due to other large ongoing projects, including the Vision Plan, Strategic Plan, etc.

Public comment opened at 2:25 p.m.

No speakers present.

Public comment closed at 2:25 p.m.

Motion: Director Kishimoto moved, and Director Riffle seconded the motion to forward to the full Board of Directors a recommendation to:

1. Adopt a resolution to reset the District's annual fiscal year to begin July 1 and end June 30
2. Authorize appointment of Action Plan and Budget Committee members at the second regular Board meeting in January
3. Extend Fiscal Year 2015-16 by three months to end on June 30, 2016.

VOTE: 2-0-0

ADJOURNMENT

Director Riffle adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 2:26 p.m.

Jennifer Woodworth, CMC
District Clerk