



Midpeninsula Regional  
Open Space District

## **ACTION PLAN AND BUDGET COMMITTEE**

Administrative Office  
330 Distel Circle  
Los Altos, CA 94022

**January 12, 2016**

### **DRAFT MINUTES**

#### **ROLL CALL**

Director Riffle called the Meeting to order at 2:30 p.m.

**Members Present:** Yoriko Kishimoto, Curt Riffle, and Pete Siemens

**Members Absent:** None

**Staff Present:** General Manager Steve Abbors, Assistant General Manager Kevin Woodhouse, Assistant General Manager Ana Ruiz, General Counsel Sheryl Schaffner, Administrative Services Manager Kate Drayson, Finance and Budget Analyst Nicole Gonzales, Operations Manager Michael Newburn, Real Property Manager Michael Williams, Natural Resources Manager Kirk Lenington, Planning Manager Jane Mark, Public Affairs Manager Shelly Lewis, Management Analyst Gordon Baillie, Skyline Area Superintendent Brian Malone, Senior Real Property Agent Elaina Cuzick, Senior Planner Tina Hugg, Public Affairs Specialist Peggy Gibbons, Senior Finance and Accounting Technician Amudha Sankar, and District Clerk Jennifer Woodworth

#### **ADOPTION OF AGENDA**

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

**VOTE: 3-0-0**

#### **ORAL COMMUNICATIONS**

No speakers present.

#### **COMMITTEE BUSINESS**

- 1. Approve the Action Plan & Budget Committee Minutes:  
November 30, 2015**

**Motion:** Director Kishimoto moved, and Director Siemens seconded the motion to approve the Action Plan and Budget Committee minutes for November 30, 2015.

**VOTE: 3-0-0**

**2. Fiscal Year 2015-16 Action Plan and Budget Midyear Adjustments (R-16-04)**

Administrative Services Manager Kate Drayson presented the staff report describing proposed adjustments to the FY2015-16 Action Plan. Ms. Drayson summarized the highest priority projects as determined by the Board of Directors. Ms. Drayson described several deferred and proposed new operating, land, and capital projects, including projects to implement the Financial and Operational Sustainability Model and opening the La Honda Creek and Bear Creek Redwoods Preserves to public access.

Ms. Drayson provided a summary of current projects with proposed budget increases. The requested increases were due to various factors, including unanticipated land purchases and expanded scope of projects.

Director Kishimoto expressed her concerns regarding the process of budgeting funds for potential land purchases before the purchase has been approved by the Board of Directors.

The Committee recessed at 3:01 p.m. and reconvened at 3:03 p.m. with all Committee members present.

General Manager Steve Abbors explained that additional funds are being budgeted, but all land purchases will be reviewed by the Real Property Committee and by the Board in closed session before being presented to the Board for approval at an open public meeting.

Director Kishimoto further expressed her concern that a large amount of funds are being approved for a specific land purchase before the Board has fully reviewed the purchase.

Directors Siemens and Riffle stated their belief that the budget process for land purchases currently before the Committee is the same as has been used in previous fiscal years and midyear adjustments.

Ms. Drayson described the proposed midyear budget adjustments to reflect the three-month fiscal year extension, implementation of the cost of living adjustments effective July 1, 2015, and shifts of Measure AA projects to be funded by the general fund. Ms. Drayson provided the revised property tax estimate for the extended fiscal year.

Finally, Ms. Drayson outlined a proposed policy change related to expensing land related expenditures requesting that only expenses known at the close of escrow be charged as land expenses.

Director Siemens requested further clarification regarding costs known at the time escrow closes.

Real Property Manager Williams explained that these costs are often related site cleanup and repair. Escrow remains open until these projects are completed.

Director Kishimoto expressed her concerns regarding budgeting for a land purchase before it has been reviewed by the Board, especially as concerns the Cunha property purchase.

Mr. Abbors explained that the proposed budget increase is a placeholder in the budget.

Director Riffle stated that the purchase is not being approved.

Director Siemens suggested that for future midyear adjustments less information may be provided and an estimate of funds needed for upcoming land purchases should not be tied to a specific purchase in the Board report.

Public comment opened at 3:36 p.m.

No speakers present.

Public comment closed at 3:36 p.m.

**Motion:** Director Siemens moved, and Director Kishimoto seconded the motion to recommend to the Board:

1. Adoption of the proposed FY2015-16 Action Plan and Budget Midyear adjustments to cover the period from April 1, 2015 through June 30, 2016 resulting from the extension of the fiscal year by three months.
2. Confirm the change in eligible Land and Associated Costs expenses to include only those known at the close of escrow.
3. Approval of the proposed Action Plan and Budget revisions.

**VOTE: 3-0-0**

### **3. Proposed New Positions and Position Reclassifications (R-16-05)**

Assistant General Manager Ana Ruiz presented the staff report describing 8 new positions and 3 position reclassifications as recommended by Financial and Operational Sustainability Model (FOSM). Ms. Ruiz explained that as part of the FOSM and the Controller's financial model, the cost of projected staff increases were tested against a possible economic downturn and recovery. Finally, Ms. Ruiz provided a brief description of the various new classifications and reclassifications.

Assistant General Manager Kevin Woodhouse described a proposed procedural change to allow the General Manager to update job descriptions for job classifications previously approved by the Board. This will allow for increased efficiency for the Human Resources staff to develop the job descriptions and begin recruitment without requiring additional Board approval. Mr. Woodhouse also explained an additional change that will allow for the General Manager to be delegated authority to make small adjustments to a position's salary to facilitate recruitment efforts. The adjustment must be within 10% of the Board approved compensation for the position.

Director Kishimoto expressed her concerns that the process may be moving too quickly to allow for proper onboarding of new staff members and drafting accurate and complete job descriptions.

Assistant General Manager Ana Ruiz reported that a formal onboarding process for new employees is being developed as one of the projects being added to the Action Plan as part of the midyear adjustments.

Public comment opened at 4:01 p.m.

No speakers present.

Public comment closed at 4:01 p.m.

Director Siemens spoke in favor of increasing efficiency in the process of drafting job descriptions and making small adjustments to salary ranges.

Director Riffle suggested including an organizational chart with projected growth for a fiscal year as part of the annual budget report.

Assistant General Manager Woodhouse expressed his reservations with inclusion due to the possibility of creating uncertainty or expectations among staff. Mr. Woodhouse suggested keeping the information related to general position functionality rather than specific positions.

Director Riffle agreed that the projected staff increases should remain at a high level until more information becomes certain as the year moves forward.

**Motion:** Director Siemens moved, and Director Kishimoto seconded the motion to recommend forwarding to the FY2015-16 Midyear Budget Adjustments to the Board of Directors (Board) for review and approval including:

1. Confirm the addition of eight new positions to proceed with ramping up staff capacity to increase project delivery and enhance service delivery, as recommended by the Financial and Operational Sustainability Model (FOSM).
2. Confirm the reclassification of three existing positions to continue with the FOSM reorganization recommendations.
3. Confirm the proposal for the Board to delegate to the General Manager the authority to approve final job descriptions for job classifications previously approved by the Board and final salary range adjustments within a ten percent margin for new classifications.

**VOTE: 3-0-0**

### **ADJOURNMENT**

Director Riffle adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 4:13 p.m.

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Jennifer Woodworth, MMC  
District Clerk