



Midpeninsula Regional
Open Space District

Memorandum

DATE: February 10, 2016

MEMO TO: MROSD Board of Directors

THROUGH: Stephen E. Abbors, General Manager *SEA*

FROM: Jennifer Woodworth, District Clerk

SUBJECT: Board Retreat Debrief

In October and November of 2015, the Board of Directors held two Board retreats to discuss upcoming projects for the 2016-17 fiscal year and later years, provide policy direction, and provide feedback on current District projects. The General Manager has met with staff to complete a preliminary assessment of current resources, proposed FY2016-17 Action Plan projects, and current projects and commitments to determine the next steps for implementing the Board's direction. The direction provided by the Board and the next steps as determined by the General Manager and staff have been compiled in a single document for your review and information (Attachment 1). The document is divided into three categories:

1. **FY2016-17 Proposed Action Plan Projects** - Items within the FY2016-17 Proposed Action Plan Projects were included as part of the draft Action Plan presented at the 11/17/15 Board Retreat. Preliminary steps for some projects are currently underway.
2. **Policy Decisions** - Items proposed for future Board discussion and/or study sessions related to modifying existing District policy or creating new policy.
3. **Miscellaneous Items** - Items which did not fall into either of the first two categories. Some are being acted on immediately, and others may be included in the FY2016-17 Action Plan or later.

Staff will continue to provide updates on all items included in the document as they progress through a variety of methods, such as biweekly reports, study sessions, FYI memos, etc.

Item/Project	Board Direction	Next Steps
FY2016-17 Proposed Action Plan Projects		
Visitor Usage Survey	<p>Gather information regarding who is using District preserves</p> <ul style="list-style-type: none"> - Demographics of users - Preserve preferences (location, accessibility, dog access, etc.?) 	<ul style="list-style-type: none"> • Public Affairs - Summer 2017 • Operations can potentially have intern to do 2016 • All departments will need to have input in the planning/design of survey • Operations - wants counters for number of visitors • Public Affairs - demographics of who is visiting • Planning - establishing a baseline of public use prior to opening new public access facilities to monitor future visitor usage of road
El Sereno Dog Access	Staff to look into limited parking issues	<ul style="list-style-type: none"> • Planning taking the lead. In FY2016-17 Action Plan - Use & Management Plan Amendment. • CEQA Review (Neg Dec) - need neighborhood meeting
El Sereno Dog Access	Contact San Jose Water Company regarding dog access on their property	Allen Ishibashi contacting SJWC. FY2015-16
Madonna Creek Stables Plan and Lease	Requesting more information on stable expansion project	Real Property Committee meeting 3/22/16. To the Board in FY2016-17
Stevens Creek Fish Passage	Requested update on Stevens Creek fish passage project	Continue work with RCD and report back. If no progress, consider inclusion in FY2017-18
Staff Directory	Updated organizational chart and staff directory with staff name, position and photo	Jen creating directory with staff ID photos and current job titles
Acceptance of Alpine Road by the District	<p>Determine the District's conditions for accepting Alpine Road</p> <ul style="list-style-type: none"> -Begin preliminary scoping of required repairs -Meeting with SMC Parks before Sup. Horsley -begin discussions with Supervisor Horsley's office re: funding, resources, and coordination 	<ul style="list-style-type: none"> • AGM Ruiz to determine project lead • Repairs delayed to FY2016-17

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La Honda OSP	No further delays on project, especially delays caused by the additional staff/resources that were redirected to expediting Bear Creek Redwoods OSP projects -Do not delay Red Barn to FY2016-17	Inclusion of two new positions, Planner II and Construction Capital Project Manager, in FY2015-16 midyear budget
La Honda OSP	Provide update to residents on progress of projects and trails	Neighborhood public meetings as part of implementation roll out
Bear Creek OSP	<ul style="list-style-type: none"> • May need to delay various implementation projects at Bear Creek Redwoods now that staff and Board have a better understanding of the complexity of the projects. Slowing down Bear Creek Redwoods would be necessary to allow La Honda Creek OSP Master Plan implementation work to continue without delay. Opening of the west side of the preserve to the public is the priority. • Will need to reevaluate the overall timeline and project phasing before proceeding with implementation of projects 	<ul style="list-style-type: none"> • CEQA –Tentative EIR approval in May/June 2016 • Trails on western side being evaluated by Matt B. Determining which trail upgrades are necessary and discretionary before public access. • Fall 2018 – Revised Preserve opening date. Goal to open western side to public access. • Addition of OST in FY2015-16 midyear budget • Pedestrian Crossing – Evaluate other feasible options for safe pedestrian crossing at Bear Creek Road
Policy Decisions		
Cost recovery for programs Reconfirm Board's policy that the public does not pay for services (Rancho San Antonio so no fees, Concessionaires policy, Property management policy)		<ul style="list-style-type: none"> • Higher intensity public uses study session • Update of facility management plans on a case by case basis

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Higher intensity public uses	<p>Board members have differing opinions regarding the level of use by low to moderate is the maximum to be allowed. Needs further study and discussion</p> <ul style="list-style-type: none"> - Trash cans - Picnic tables - Shade structures - Restrooms - Best to look on a case by case basis - Avoid interpretive/visitor centers but signage is ok 	<ul style="list-style-type: none"> • Study Session in April • Facilitator needed?
District-wide Dog Access		<ul style="list-style-type: none"> • FY2017-18 Potential policy work?? • Potential impact on wildlife • Talk to EBRPD about their experience and knowledge • Focus now on increased access at El Sereno
Increase partnership opportunities	<ul style="list-style-type: none"> • Identify partners in the Action Plan, where applicable • Be sure to outline reason for partnership 	Include in FY2016-17 Action Plan Scope Column
Increase partnership opportunities	Regional trail coordination and connections, where possible	Bring attention to partnerships where it makes sense - Biweekly report, Board reports, etc.
Diversity policy	GM Direction - Policy is the way for the organization's intent to embrace diversity to live on beyond the current Board's terms of office	Draft diversity policy for review by LFPAC on 2/9/16
Miscellaneous Items		
Diversity Advisory Committee	Explore creation of committee	Define and explore options as part of outreach strategic plan FY2016-17
Youth Partnership Committee	Explore creation of committee	Define and explore options as part of outreach strategic plan FY2016-17

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Diversity in hiring	Reach out more in recruitments including internships to attract more youth	<ul style="list-style-type: none"> • End of CY2016 - multi-county internship program for spring/summer 2017. • Job Shadowing Program February 2017 • Renee already doing outreach to schools • Ranger Aide Program hiring in Spring 2016 • What is HR currently doing as part of recruitments • Department requests for interns will be favorably looked upon
Cooley Landing	Do more to help move project along? - Help East Palo Alto find a partner for project - Involve the District's docent program	MOU with East Palo Alto re: Measure AA funding.
Board member outreach	Shelly to meet with Board members to determine the level of outreach they want to do and the level of support they want	Done
Board member outreach	Jen to include additional information in Board member candidate binders - not a specific job description or requirements but examples of current outreach activities	Work with LFPAC/Public Affairs to include information in potential candidate binder for November 2016 election
San Mateo Coast Work	Include information provided at the retreat on the District's website	Summary memo and attachment from first retreat
San Mateo Coast Work	Consider a periodic newsletter specific to the area	FY2016-17 Public Affairs Action Plan
Bayland restoration and land management, including watersheds and streams	Complete a gap analysis to determine where District can be most effective	<ul style="list-style-type: none"> • SF Bay Restoration Authority doing field trips as part of election. Provide information to Board members to attend field trips • Current work on Stevens Creek
FOSM Implementation, onboarding of new staff	Ensure new staff members are properly onboarded	FY2015-16 Midyear Action Plan to start work