



Midpeninsula Regional  
Open Space District

## **ACTION PLAN AND BUDGET COMMITTEE**

Administrative Office  
330 Distel Circle  
Los Altos, CA 94022

**April 12, 2016**

### **DRAFT MINUTES**

#### **ROLL CALL**

Director Riffle called the meeting to order at 1:01 p.m.

**Members Present:** Jed Cyr, Cecily Harris, and Curt Riffle

**Members Absent:** None

**Staff Present:** General Manager Steve Abbors, Assistant General Manager Kevin Woodhouse, Assistant General Manager Ana Ruiz, Chief Financial Officer Stefan Jaskulak, General Counsel Sheryl Schaffner, Operations Manager Michael Newburn, Real Property Manager Michael Williams, Natural Resources Manager Kirk Lenington, Planning Manager Jane Mark, Public Affairs Manager Shelly Lewis, Engineering and Construction Manager Jay Lin, Skyline Area Superintendent Brian Malone, District Clerk Jennifer Woodworth, and Deputy District Clerk Maria Soria

#### **ADOPTION OF AGENDA**

**Motion:** Director Harris moved, and Director Cyr seconded the motion to adopt the agenda, as amended.

**VOTE: 3-0-0**

#### **ORAL COMMUNICATIONS**

No speakers present.

#### **COMMITTEE BUSINESS**

##### **1. Select a Committee Chair for Calendar Year 2016**

Director Cyr nominated Director Riffle as Committee Chair, Director Harris seconded the nomination. Director Riffle accepted the nomination with appreciation.

**VOTE: 3-0-0**

**2. Approve the Action Plan & Budget Committee Minutes:  
January 12, 2016**

**Motion:** Director Cyr moved, and Director Harris seconded the motion to approve the Action Plan and Budget Committee minutes for January 12, 2016.

**VOTE: 3-0-0**

**3. Proposed New Positions for Operations Department Transition and District-wide.  
(R-16-47)**

Item 3 was heard after Item 4.

Assistant General Manager Kevin Woodhouse presented the staff report describing the proposed new positions for the new Land and Facilities and Visitor Services departments. Mr. Woodhouse explained that the District does have the capacity to accommodate the proposed growth, including human resources, facility, and fiscal capacity.

Director Riffle inquired if the financial projections included allocating funds for projects and additional workload for the staff members once they have been hired.

Mr. Jaskulak explained that there will be sufficient Measure AA, general funds, and other capital funds to fund the projects for the recommended new staff positions to complete.

Controller Mike Foster explained that he has updated his financial model to account for the proposed staff increases. Also the projected tax revenue increase will allow for an increase in staff growth and adjusted capital projects to be largely funded by Measure AA funds. Mr. Foster stated that he does not foresee any sustainability problems associated with adding the new staff positions more quickly than originally projected.

Director Riffle suggested voting on the first recommendation and continuing the other two portions of the report until the following Committee meeting. The Committee could then return to discussing the FY2016-17 Action Plan.

Public comment opened at 3:33 p.m.

No speakers present.

Public comment closed at 3:33 p.m.

**Motion:** Director Harris moved, and Director Cyr seconded the motion to confirm and forward to the full Board on April 27, 2016, a recommendation to approve three new positions in order to begin implementing the transition of the Operations Department into the Visitor Services and Land and Facilities Services Departments by the beginning of FY2016-17.

**VOTE: 3-0-0**

The Committee then completed discussion regarding Item 4.

**4. Proposed Fiscal Year 2016-17 Action Plan and Budget Overview (R-16-46)**

Item 4 was heard before Item 3.

General Manager Steve Abbors provided opening remarks related to the upcoming fiscal year budget and action plan explaining that land purchases have been removed from the Action Plan and required budget funds will be approved as part of approval of any future land purchases. Additionally, Mr. Abbors described the transition of the Operations Department into the Land and Facilities and Visitor Services departments.

Chief Financial Officer Stefan Jaskulak provided an overview of the FY2016-17 budget, comparing it to the adopted FY2015-16 budget and describing the change to remove land purchases from the proposed budget; however, funds will be budgeted related to land purchases, such as appraisals, land surveys, and other required property research.

Assistant General Manager Ana Ruiz described the Land Acquisition and Preservation Program, including potential new land purchases, land assessments and clean-ups, and resolution of protection/acquisition of property rights for land currently owned by the District.

Assistant General Manager Kevin Woodhouse described projects included in the Natural Resources Protection and Restoration Program, including projects to manage wildlife/fisheries, vegetation, and water resources; site remediation, cleanup, and restoration; and projects associated with Mount Umunhum and the La Honda and Bear Creek Redwoods Open Space Preserves (OSP). Mr. Woodhouse explained that several of these programs will be grant funded and include work with District partners.

Director Harris inquired regarding when the Highway 17 wildlife crossing would be presented to the Planning and Natural Resources Committee.

Natural Resources Manager Kirk Lenington explained that staff plans to present the information to the Planning and Natural Resources Committee in the summer of 2017.

Ms. Ruiz described the projects included in the District's Public Access and Education Program, including projects related to opening Mount Umunhum, La Honda Creek OSP, and Bear Creek Redwoods OSP to members of the public. Additional proposed projects are related to numerous other preserves.

Director Harris requested additional clarification regarding the two visitor use surveys.

Operations Manager Michael Newburn explained that the purpose of these two visitor use surveys is to help determine the number of visitors use the District's preserves. The data will also be used by the planning department to help form the basis of various environmental documents.

Public Affairs Manager Shelly Lewis explained the preserve use survey will be used to gather qualitative data related to visitor demographics, such as age, ethnicity, etc. The project budget for FY2016-17 is the first phase of the project with later phases of the project to be included in the FY2017-18 budget.

Director Riffle expressed his concern that more resources are being expended on the southern areas of the District rather than at La Honda OSP or other northern portions of the District.

Ms. Ruiz explained that many projects have already been completed at the La Honda OSP, which will allow portions of the preserve to open in 2017.

Director Riffle expressed his desire to know what projects are being deferred or delayed at La Honda OSP because they are being allocated to the Bear Creek Redwoods OSP.

Mr. Abbors stated staff will compile a memo responsive to this request for the next Committee meeting.

The Committee recessed at 2:43 p.m. and reconvened at 2:50 p.m. with all Committee members present.

Mr. Jaskulak provided an overview the projects included in the Public Outreach Program, including community engagement, public outreach partnerships, and increasing public awareness of the District.

At 3:05 p.m. the Committee continued discussion of the remainder of the Action Plan to after a discussion of Item 4.

At 3:35 p.m. the Committee continued its discussion of the FY2016-17 Action Plan.

Mr. Woodhouse and Mr. Jaskulak provided an overview of the projects included in the Vehicles, Equipment, Facilities, and Other Infrastructure Program, including projects related to staff facilities, property management, and business systems upgrades.

Mr. Jaskulak presented the projects included in the Administrative Support Program, including development of several policies, renewal of several District leases, creation of several organization and staff development programs, and coordinating with external partners.

Director Harris expressed her desire for staff to address employee retention, including possible creation of wellness programs and maintaining high employee morale.

Director Riffle requested more information regarding the District's proposed leadership academy.

Mr. Woodhouse explained that the goal of the leadership academy will be aimed at succession planning and internal organizational leadership.

The Committee continued the item to the following Action Plan and Budget Committee meeting on April 19, 2016.

### **ADJOURNMENT**

Director Riffle adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 3:56 p.m.

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Jennifer Woodworth, MMC  
District Clerk