



Midpeninsula Regional  
Open Space District

## **ACTION PLAN AND BUDGET COMMITTEE**

Administrative Office  
330 Distel Circle  
Los Altos, CA 94022

**April 19, 2016**

### **DRAFT MINUTES**

#### **ROLL CALL**

Director Riffle called the meeting to order at 1:00 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, Visitor Services Manager Michael Newburn, Real Property Manager Michael Williams, Natural Resources Manager Kirk Lenington, Planning Manager Jane Mark, Peggy Gibbons Public Affairs Specialist, Engineering and Construction Manager Jay Lin, Land and Facilities Manager Brian Malone, and District Clerk Jennifer Woodworth

#### **ADOPTION OF AGENDA**

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

**VOTE: 3-0-0**

#### **ORAL COMMUNICATIONS**

No speakers present.

#### **COMMITTEE BUSINESS**

- 1. Approve the Action Plan & Budget Committee Minutes:  
April 12, 2016**

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

**VOTE: 3-0-0**

**2. Proposed Fiscal Year 2016-17 Action Plan and Budget Overview (R-16-51)**

General Manager Steve Abbors provided comments regarding the memorandum included in the agenda packet regarding projects completed and proposed for La Honda Creek and Bear Creek Redwoods Open Space Preserves (OSP), including projected dates for opening the preserves to the public.

The Committee members discussed the memorandum and requested clarification regarding several projects at La Honda Creek OSP.

Director Riffle stated staff should continue to adhere to the schedule included in the Master Plan for the various phases required to open La Honda Creek OSP to the public.

Mr. Abbors asked the Committee to confirm that staff has met the goals for Bear Creek Redwoods and La Honda Creek OSPs as set by the Board of Directors at the November 2015 Board Retreat.

The Committee members agreed that staff is meeting the Board goals set during the November 2015 Board Retreat regarding Bear Creek and La Honda Creek OSPs.

Director Riffle requested clarification regarding the new process for including land acquisition costs in the budget.

Chief Financial Officer Stefan Jaskulak explained the budget would be amended to include property purchases as opportunities arise to reflect the actual purchase prices rather than estimates. The adjusted budget will be used at the end of the next fiscal year as a comparison to actual monies spent. Additionally, a majority of property acquisitions are funded by Measure AA, which could cover any possible unanticipated costs to the budget.

Public comment opened at 1:37 p.m.

No speakers present.

Public comment closed at 1:37 p.m.

**Motion:** Director Harris moved, and Director Cyr seconded the motion to recommend approval of the Proposed Fiscal Year 2016-17 Action Plan to the Board of Directors.

**VOTE: 3-0-0**

**3. Proposed New Positions for Operations Department Transition and District-wide. R-16-52)**

Assistant General Manager Kevin Woodhouse presented the staff report describing proposed new positions related to the Operations Department Transition and new positions to be implemented District-wide. A majority of the recommended positions are a continued implementation of the Financial and Operational Sustainability Model (FOSM) Study. Mr. Woodhouse explained the proposed and projected growth is sustainable, including adequate

financial, human resources, and facility capacity. Mr. Woodhouse outlined the proposed positions for FY2016-17 and FY2017-18 for the various District departments. Finally, Mr. Woodhouse provided additional information regarding the fiscal impact and sustainability of approving the proposed positions.

Director Harris expressed her concerns related to approving positions for FY2017-18 stating they should be considered during development of the FY2017-18 budget.

Director Riffle suggested the FY2016-17 positions could be approved, but approval of the FY2017-18 could be delayed until the next budget cycle.

Director Harris inquired regarding whether a Grants Specialist is needed based on the District's revenue sources.

Mr. Jaskulak described the various roles and duties that would be fulfilled by a Grants Specialist.

Director Harris made suggestions regarding metrics to be used to measure the success of the position.

Mr. Jaskulak explained that the percentage of the District budget to be supported by grants would be updated as more is learned about the position.

Public comment opened at 2:53 p.m.

No speakers present.

Public comment closed at 2:53 p.m.

**Motion:** Director Cyr moved, and Director Riffle seconded the motion to Approve 3 positions now and the remaining 18 positions for FY2016-17.

Director Cyr withdrew his motion and seconded by Director Riffle.

**Motion:** Director Cyr moved, and Director Riffle seconded the motion to recommend to the full Board for eight positions to be considered during the FY2016-17 budget review process and four more positions projected for the FY2017-18 budget review process, for continuing the build out of the Visitor Services and Land and Facilities Services Departments; additionally, recommend to the full Board for four more positions to be considered during the FY2016-17 budget review process and two more positions known at this time and projected for the FY2017-18 budget review process.

Director Harris stated that the FOSM can continue to guide the addition of positions in future budget years.

Mr. Woodhouse explained that the FOSM only outlines the number of positions but does not provide position titles or structure for implementing.

**Substitute Motion:** Director Harris moved to approve the twelve proposed positions for FY2016-17 and revisit the additional six positions for FY2017-18, and neither approve nor fund the positions at this time.

Motion fails for lack of a second.

**VOTE ON THE MAIN MOTION: 2-1-0** (Director Harris opposed)

Director Harris suggested the Board examine the Committee roles again based on the organization's new structure as a future Board retreat agenda item.

The Board recessed at 3:11 p.m. and reconvened at 3:18 p.m. with all Committee members present.

**4. Proposed Fiscal Year 2016-17 Budget (R-16-53)**

Mr. Jaskulak presented the Chief Financial Officer's Report providing an overview of the budget for the District's operating expenditures, capital expenditures, land and associated costs, and debt service. Mr. Jaskulak compared the FY2016-17 budget to the FY2015-16 budget and described key factors that led to budget increases. Mr. Jaskulak described the expenditure trends for the previous and upcoming budget years and projected revenue for FY2016-17, including property taxes, Measure AA, and grant funding. Finally, Mr. Jaskulak described the fiscal impact of proposed additional staff positions through FY2018-19.

Public comment opened at 3:49 p.m.

No speakers present.

Public comment closed at 3:49 p.m.

**Motion:** Director Cyr moved, and Director Harris seconded the motion to recommend approval of the Proposed Fiscal Year 2016-17 Budget to the Board of Directors.

**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 3:53 p.m.

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Jennifer Woodworth, MMC  
District Clerk