



Midpeninsula Regional  
Open Space District

R-16-118  
Meeting 16-28  
November 9, 2016

## AGENDA ITEM 6

### AGENDA ITEM

Year-End Review of the Fiscal Year 2015-16 District Budget and Action Plan

### GENERAL MANAGER'S RECOMMENDATION

No Board action required.

### SUMMARY

Fiscal Year 2015-16 (FY2016) District expenditures totaled \$58.7 million, which is 14% below the final adjusted budget of \$67.9 million. The final adjusted budget was adopted by the Board on February 10, 2016 (R-16-14), and no other budget adjustments were approved subsequent to the noted Board action. Revenue for FY2016 totaled \$49.1 million, a \$1.3 million or 3% above the final adjusted budget.

Over the course of the last fiscal year, considerable progress was made on the 173 Key Action Plan Projects adopted by the Board. The Year-End Action Plan Review provides the Board with information on the status of each key project at the end of the fiscal year and the reason(s) for any variance from the anticipated schedule.

### DISCUSSION

#### *Year-End Review of District Budget and Expenditures:*

#### Revenues

The District's FY2016 adopted revenue estimate was \$38.6 million. The final adjusted budget increased the revenue estimate to \$47.7 million, reflecting the additional fifth quarter to allow the District to shift to a July 1 to June 30 fiscal year, as well as higher than projected revenues due to the continued economic growth in the region. As of June 30, 2016, the District's total revenue was \$49.1 million, which are 27% higher than the adopted revenue estimate and 3% above the final adjusted budget.

#### Expenditures

The District ended the year with total expenditures of \$58.7 million, which is \$9.2 million or 14% below the final adjusted budget. Excluding land purchases and debt service, total expenditures were \$34.6 million, which is \$3.6 million or 9.5% below the final adjusted budget.

The District's FY2016 expenditures remained within the approved budget. Expenditures by category are listed in Table 1.

**Table 1 – District Budget & Expenditures by Category**

DISTRICT EXPENDITURES	FY2015-16 Adopted Budget	FY2015-16 Final Adjusted Budget	FY2015-16 Year-End Actuals	\$ Change from FY2015-16 Final Adjusted Budget	% Spent of FY2015-16 Final Adjusted Budget
Salaries and Benefits	\$ 15,393,844	\$ 21,281,264	\$ 22,489,902	\$ 1,208,638	106%
Services and Supplies	\$ 5,789,463	\$ 7,567,138	\$ 5,776,430	\$ (1,790,708)	76%
<b>Total Operating Expenditures</b>	<b>\$ 21,183,307</b>	<b>\$ 28,848,402</b>	<b>\$ 28,266,332</b>	<b>\$ (582,070)</b>	<b>98%</b>
Capital Expenditures	\$ 10,414,311	\$ 8,463,000	\$ 5,600,860	\$ (2,862,140)	66%
Land and Associated Costs	\$ 12,286,670	\$ 18,621,270	\$ 13,300,000	\$ (5,321,270)	71%
Property Management	\$ 795,244	\$ 938,244	\$ 698,534	\$ (239,710)	74%
Debt Service	\$ 11,062,744	\$ 11,068,937	\$ 10,844,768	\$ (224,169)	98%
<b>Total Non-Operating Expenditures</b>	<b>\$ 34,558,969</b>	<b>\$ 39,091,451</b>	<b>\$ 30,444,162</b>	<b>\$ (8,647,289)</b>	<b>78%</b>
<b>TOTAL DISTRICT EXPENDITURES</b>	<b>\$ 55,742,276</b>	<b>\$ 67,939,853</b>	<b>\$ 58,710,494</b>	<b>\$ (9,229,359)</b>	<b>86%</b>

**Operating Expenditures**

Salaries and benefits ended the year at \$22.5 million, or 6% above the final adjusted budget as a result of the \$3 million CalPERS pre-payment to the Unfunded Pension Liability. Services and supplies were \$6.5 million. Property Management expenditures in the amount of \$698,534 are backed out of Services and Supplies category, and called out separately under Property Management, bringing the total Services and Supplies expenditures to \$5.7 million, or 14% below budget primarily due to lower than budgeted spending in contract and outside services in most departments. Additional factors included lower than budgeted spending for facility maintenance activities and projects. A number of incomplete maintenance projects were deferred and budgeted in FY2017.

**Property Management**

The District manages 70 leases of which 41 are rental residences, 18 are agricultural leases, 10 are communications leases, and one (1) is a winery lease. Property Management revenue totaled \$1.6 million, or 4% over the budgeted amount of \$1.58 million. Projected revenues were exceeded by \$49,389, as a result of the added fifth quarter of the one-time 15-month fiscal year, resulting in total revenue of \$1.6 million. Rental income of \$1.2 million was received during the period ended June 30, 2016.

Year-end expenditures totaled \$698,534, or 26% under the final adjusted budget amount of \$938,244 due to project deferral into FY2017. Demolition of farm labor housing at Driscoll Ranch, and road improvements at Monte Bello Road were not completed as scheduled, and have been delayed and budgeted into FY2017. Two large water improvement projects, Point-of-Diversion (POD) 17 Water Line Replacement at La Honda (McDonald), and Bear Creek Stables were not completed as scheduled, and have been scheduled and budget for completion in FY2017.

**Fixed Assets and Capital Projects**

Capital projects ended the year at \$5.6 million, or 34% below the final adjusted budget. Capital project delays associated with permitting issues, staff vacancies, scope changes, and factors that create uncertainty resulted in unspent Capital budget. Factors of uncertainty include,

- Unpredictable weather patterns.
- Difficulties in securing quality contractors.
- Project costing/budgeting are often completed one-year from the start of construction, when projects are in conceptual design, and project design plans are not 100% complete.
- Permitting delays from regulatory agencies and local jurisdictions.

The District completed the scope of work for 83 of its 173 total active capital and non-capital projects. Significant accomplishments include:

- Constructed most of the four-mile Mount Umunhum Trail, including bridge forms for the installation of three trail bridges and brushing and grading of access roads leading to the Mt. Umunhum trail.
- Completed a second phase of Sears Ranch Road repairs and culvert replacements on lower Sears Ranch Road to improve sections of the main ranch road for grazing, patrol, and upcoming public use.
- Russian Ridge Open Space Preserve (OSP): Mindego Hill Trail Open to Public.
- Mt. Umunhum Road engineering and design development complete.
- Completion of Information Technology (IT) Strategic Plan.

### **Land and Associated Costs**

The District purchased and helped preserve 609 acres of open space land during FY2016 at a total cost of \$13.3. The District received \$220,000 in land gifts, and \$440,000 in structures. Highlights of land additions include:

- Purchase of 38.1-acre Toepfer property at La Honda Creek Upper Area.
- Purchase of 5-acre Ashworth property at La Honda Creek Upper Area.
- Purchase of 30-acre Cunha Trust property at the end of Sears Ranch Road, proving management presences and oversight of potential Preserve staging area.
- Purchase of 307.64-acre POST Apple Orchard and Event Center properties.
- Purchase of 117-acre Hendrys Creek property in partnership with POST and SCVWD, with SCVWD paid \$1.5 million purchase price, and the District granted SCVWD conservation easement and long-term management plan.
- Purchase of 38.97-acre Meyer/Connolly property along Mt. Umunhum.
- Purchase of 4-acre Barth property, an additional to Sierra Azul Open Space Preserve.
- Purchase of 40-acre Burton/Robinson property, an additional to Sierra Azul Open Space Preserve.

Land expenditures ended the year approximately \$5.3 million, or 29% below the final adjusted budget. Land acquisitions are opportunistic in nature, and has historically been difficult to accurately budget. Beginning in FY2017, the District amended its approach on budgeting for land acquisitions. For FY2017, the District's Land & Associated Costs budget includes funds for appraisals, property purchase research, and early negotiations. When a land acquisition opportunity is presented to the Board for purchase approval, a budget amendment in the amount of the purchase price is included in the board report and corresponding resolution.

### **Long-Term Debt and Debt Service**

Debt service expenses in FY2016 totaled \$10.8 million, consisting of \$4.36 million in principal and \$6.47 million in interest.

### **Past Budget Performance**

Table 2 below presents a comparison of FY2016 budget performance to the past three fiscal years. The operating budget expenditures have historically range between 91% and 94% of the actual operating budget. The FY2016 operating expenses includes a one-time \$3 million CalPERS pre-payment to the Unfunded Pension Liability, and is not an annual reoccurring

expenditure. The total District budget, however, has a much wider range (81% to 91%), due to the uncertainty of annual land purchases and the deferral of key capital and fixed asset projects. Due to the uncertainty of land acquisitions, the District has changed its approach in how it budgets land acquisitions and associated costs. Beginning in FY 2017, budget amendments and funding authorization for land purchases will be included with the Board's authorization to acquire land. Historically, the underperforming Land & Associated Costs has negatively impacted the District's expenditure performance. The new approach will allow for the Land & Associated Costs budget to perform at a higher and more predictable rate.

**Table 2 – Past Performance**

DISTRICT EXPENDITURES	FY2012-13	FY2013-14	FY2014-15	FY2015-16
Operating Expenses	92%	94%	91%	98%
Strategic Plan/Vision Plan	30%	66%	66%	N/A
Capital (CAPEX)	54%	74%	65%	66%
Property Management	72%	90%	131%	74%
Debt Service	100%	100%	100%	98%
Land & Assoc. Costs	72%	51%	51%	71%
<b>TOTAL EXPENDITURES</b>	<b>91%</b>	<b>83%</b>	<b>81%</b>	<b>86%</b>

### **Hawthorn Fund**

The FY2016 expenditures from the Hawthorn Fund totaled \$223,055, which is 70% below the final adjusted budget of \$734,927 (Table 3). The remaining stabilization work on the Hawthorn house and carriage house (garage) remained on hold as the District continues to endeavor to form a partnership for management of the historic complex. Partner selection occurred in FY2015, and involved coordination with the Town of Portola Valley, Peninsula Open Space Trust, and other interested partners. The Board approved the partner in early FY2016, with partnership term negotiations continuing through FY2016. A one-year license agreement with the potential partner was executed in August 2016.

In FY2016, renovations of the Alpine House (not part of the historic complex) were completed. Renovation of the Alpine House facilitated the property to become a viable employee rental, increasing District site presence.

**Table 3 – Hawthorn Fund Budget and Expenditures**

Budget Category	FY2015-16 Adopted Budget	FY2015-16 Final Adjusted Budget	FY2015-16 Year-End Actual	\$ Change from Final Adjusted Budget FY2015-16	% Spent of Final Adjusted Budget FY2015-16
Operating Expenses	\$97,185	\$97,185	\$26,650	(\$70,535)	27%
Capital Expenses	\$282,742	\$637,742	\$196,405	(\$441,337)	31%
<b>Hawthorn Total</b>	<b>\$379,927</b>	<b>\$734,927</b>	<b>\$223,055</b>	<b>(\$511,872)</b>	<b>30%</b>

The Hawthorn Endowment Fund balance as of June 30, 2016 is \$1.53 million.

***Year-End Review of Action Plan:***

The FY2016 Action Plan, for the period April 1, 2015 to March 31, 2016, was adopted by the Board at its Regular meeting on March 25, 2015 (Report R-15-44). The District extended the fiscal year by adding a fifth quarter, to allow the District to shift to a July 1 to June 30 fiscal year. Changes to the Action Plan were reviewed and approved by the Board at its Regular Meeting on February 10, 2016 (R-16-14). Over the course of last fiscal year, the District made considerable progress on 144 Key Action Plan Projects, or 83% of the total project list. Of these, the District completed the projected scope of work for 85 Key Projects, or 49%, as of June 30, 2016. A total of 59 Key Projects, or 34%, remain in progress, and the remaining 29 projects, or 17%, were deferred to FY2017. Attachment 1 provides detail on Action Plan project status. Table 4 below provides a summary of the status of action plan projects through June 30, 2016.

**Table 4 – Year-End Action Plan Project Status**

<b>Project Status</b>	<b>Total</b>	<b>% of Total</b>
Complete	85	49%
In Progress	59	34%
Deferred	29	17%
<b>Total:</b>	<b>173</b>	<b>100%</b>

In addition to providing a status update to the FY2016 Action Plan Key Projects, a comprehensive list of the District's major accomplishments is also included as Attachment 2. The accomplishments are listed in five major categories: (1) Public Access and Education, (2) Natural Resources Protection and Restoration, (3) Acquisition and Preservation, (4) General/Midpen-Wide Support of Mission, and Awards/Grants/Recognition. The list includes major and notable projects and milestones that were completed as part of the FY2016 Action Plan as well as those relating to unanticipated projects.

Highlights of the major accomplishments are provided below.

- Completed numerous major actions and commenced or continued other major actions toward opening the Mount Umunhum Summit in the Sierra Azul Preserve for public access, including the constructed most of the four-mile Mount Umunhum Trail.
- Completed a second phase of Sears Ranch Road repairs and culvert replacements on lower Sears Ranch Road to improve sections of the main ranch road for grazing, patrol, and upcoming public use.
- Bear Creek Redwoods Open Space Preserve: Completed major sections of the Draft Bear Creek Redwoods Preserve Plan and Administrative Draft Environmental Impact Report.
- Grand opening of Mindego Hill Trail, the District's first public access alongside cattle grazing.
- Completed fire road maintenance and improvements in numerous Preserves – Rancho San Antonio, El Sereno, Fremont Older, Picchetti, and Sierra Azul.
- Provided outdoor education to more than 8,000 members of the public through Midpen events and activities, or collaborative events and activities with partners.
- Completed environmental review, construction plans, and submitted permit applications for construction in 2017 of two new bridges over Stevens Creek at Monte Bello Preserve

- Dedicated the new Ancient Oaks Trail Extension in Russian Ridge Preserve.
- Dedicated the Herb Grench Trail and Overlook located at one of the ridgeline peaks off of Anniversary Trail at Windy Hill Preserve.
- Completed the El Corte de Madera Preserve Watershed Protection Program final phase implementation and reassessment, significantly improving water quality in these headwaters over the course of 15 years of restoration activities.
- Purchased, exchanged, or partnered with other conservation agencies to protect over 638 acres of open space lands and received \$1,500,000 in partnership funds and the equivalent of a \$205,000 gift of land.

**FISCAL IMPACT**

The Year-End review of the FY2016 Budget and Action Plan has no fiscal impact on the FY2017 budget.

**BOARD COMMITTEE REVIEW**

There was no Committee review for this agenda item.

**PUBLIC NOTICE**

Public notice was provided as required by the Brown Act. No additional notice is required.

**CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act.

Attachment(s)

1. Year-End Review of Fiscal Year 2015-16 Action Plan Key Projects
2. Fiscal Year 2015-16 Major Accomplishments

Responsible Department Head:

Stefan Jaskulak, Chief Financial Officer

Prepared by:

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Stefan Jaskulak, Chief Financial Officer

# YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>DEPARTMENT: GENERAL MANAGER'S OFFICE</b>				
<b>PROGRAM: ORGANIZATIONAL MANAGEMENT</b>				
<b>Priority 1</b>				
Begin FOSM Implementation	To be determined once the FOSM report is completed (February 2015).	In Progress	Follow-on GMO workflow study underway, with HR study to be commenced in FY 16/17. Evaluation of the approximately 60 recommendations is underway to facilitate monitoring the status and phasing of this project.	
Bond Oversight Committee (BOC) Formation and Setup	Announce BOC recruitment, place ads and announcements on various media, receive and review applications, schedule and conduct Board interviews, schedule vote and appointment by the Board, schedule oath of office, prepare District on-boarding binder, conduct BOC orientation.	In Progress	All aspects of the project are completed except for the orientation of the BOC members. This meeting was delayed due the BOC members and key members of District staff being unavailable. Orientation is planned for August 2016.	
Budget Development Process	Compile budget development spreadsheets from all departments and assemble new system of integrated spreadsheets for District-wide department use to prepare the annual District Budget.	Complete		Creation of CIP budget templates created and implemented for FY16-17 budget.

# YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PROGRAM: ORGANIZATIONAL MANAGEMENT (CONT'D)</b>				
<b>Priority 2</b>				
Interagency Coordination on Outside Projects	Work with Board Committees to evaluate and consider potential interagency projects and outside requests and forward recommendations to the full Board. Current proposals include: 1) Town of Portola Valley request for a realignment of the Alpine Road Trail between Corde Madera School and Los Trancos Road 2) San Mateo County LAFCo proposal to consider conveyance of certain Los Trancos County Water District surplus properties.	In Progress		



**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>DEPARTMENT: REAL PROPERTY</b>				
<b>LAND ACQUISITION AND PRESERVATION</b>				
<b>Priority 1</b>				
Miramontes Ridge Land Conservation <b>(MAA 1-3)</b>	1. Assess, appraise, and pursue land purchase opportunities (fee and easement) as new land additions to Miramontes Ridge.	In Progress	This project is underway with Request for Proposals for planning and appraisal consultants in Q1 FY 2016/17.	Completed survey, mapping analysis of legal parcels, certificates of compliance. Interviewed potential planning consultants and appraisers.
Lot Line Adjustment / Property Transfer Purisima Uplands and Protection of Lobitos Creek Watershed <b>(MAA 3-1)</b>	Complete Lot Line Adjustment and Transfer of the Purisima Uplands Property. Pursue purchase and gift opportunities (fee and easement) in the Lobitos Creek Watershed as new land additions to Purisima Creek Redwoods	In Progress	Addressing agricultural land owner's concerns with the location of the proposed trail and District use of existing ranch roads for patrol and maintenance.	Survey work and the lot line adjustment application was completed.
Site Clean Up and Soil Remediation Purisima Uplands <b>(MAA 3-2)</b>	Test and remove above ground fuel tanks and pipelines. Evaluate and determine whether to remove or keep cabin.	Deferred	Staff Capacity with Real Property Capital Project Manager moving to new Engineering and Construction Department.	
La Honda Creek Upper Area Land Conservation <b>(MAA 5-1)</b>	Pursue purchase and gift opportunities (fee and easement) as new land additions to Upper La Honda Creek OSP.	Complete		Purchased 38.14-acre Toepfer property. Purchased the 5-acre Ashworth property. Ongoing conversations with other property owner to provide trail connection between LHCOSP to ECdMOSP.

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>LAND ACQUISITION AND PRESERVATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
La Honda Creek Driscoll Ranch Area <b>(MAA 7-1)</b>	Pursue land purchase opportunity to improve management and access to Sears Ranch Road, including future public access and staging, and improved access to Apple Orchard property. 1. Property appraisal 2. Negotiations with seller to purchase property	Complete		Purchased 30-acre Cunha Trust property at the end of Sears Ranch Road providing management presence and oversight for proposed future Preserve staging area.
Event Center and Apple Orchard Purchase <b>(MAA 7-1)</b>	Complete purchase of POST Apple Orchard and Event Center properties in La Honda Creek Pursue riparian conservation easement on POST property west of Event Center. Incorporate these properties into La Honda Creek Master Plan amendment. Work with Caltrans to secure trail easement for tunnel connecting Event Center to La Honda Creek. Transition La Honda Road residence to District's Property Management Program. Implement Facilities Use Agreement for Event Center and ensure the corrals and arena are safe and operable. Apple Orchard Structures Assessment	Complete		1. Purchased 307.64-acre POST Apple Orchard and Event Center Properties. 2. Recorded 3-acre San Gregorio Creek Conservation Easement. 3. Entered into Right of Way Agreement with Caltrans for rights to Highway 84 tunnel. 4. Incorporated La Honda Road residence into temporary AgCo Hay Ranch employe housing. 5. Implimented facilites use agreement for event center and apple orchard structures assessment.

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>LAND ACQUISITION AND PRESERVATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Long Ridge Land Conservation <b>(MAA 15-1)</b>	Pursue purchase and gift opportunities (fee and easement) in upper Pescadero watersheds	Deferred	No opportunities were available.	
Regional - Upper Stevens Canyon Trail - Site Restoration <b>(MAA 17-1)</b>	<ol style="list-style-type: none"> <li>1. Structures Assessment</li> <li>2. Bid the project</li> <li>3. Obtain demolition permits</li> <li>4. Demolish Structures</li> <li>5. Site restoration</li> </ol>	Deferred	Staff Capacity as Real Property Construction Project Manager moved into new Engineering and Construction Department.	Engineering and Construction to complete demolition of structures in FY 16/17.
Sierra Azul Cathedral Oaks Land Conservation <b>(MAA 22-1)</b>	<ol style="list-style-type: none"> <li>1. Complete Hendrys Creek Partnership Purchase with Conservation Easement and Long Term Management Agreement with Peninsula Open Space Trust and Santa Clara Valley Water District.(COMPLETE)</li> <li>2. Pursue purchase and gift opportunities (fee and easement) in Cathedral Oaks Area of Sierra Azul OSP.</li> </ol>	Complete		<ol style="list-style-type: none"> <li>1. Purchased 117-acre Hendrys Creek property in partnership with POST and SCVWD.</li> <li>2. SCVWD paid \$1.5 million purchase price and District granted SCVWD conservation easement and long term management plan.</li> <li>2. Purchased the 24.41-acre Freudenberg Property.</li> </ol>

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>LAND ACQUISITION AND PRESERVATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Sierra Azul Mt.Um Trail and Property Rights <b>(MAA 23-1)</b>	Work with neighboring land owners to improve road access rights along Mt. Umunhum Road through purchase, easement exchanges or other means.	Complete		1. Purchased 38.97-acre Meyer/Connolly Property along Mt Um Road. 2. Secured order of possession for Mt Um Road rights over the Rossetta and McQueen properties. The compensation still needs to be finalized for the Mt Um Road rights.
Sierra Azul - Rancho de Guadalupe <b>(MAA 24-1)</b>	Pursue purchase and gift opportunities (fee and easement) in Ranch de Guadalupe Area of Sierra Azul OSP	Complete		Purchased 4-acre Barth Property.
Sierra Azul Loma Prieta Land Conservation <b>(MAA 25-1)</b>	Pursue purchase and gift opportunities (fee and easement) in Loma Prieta Area of Sierra Azul OSP.	Complete		1. Purchased 40-acre Burton/Robinson Property. 2. Owner completed site clean up and debris removal. 3. Demolition of illegal structures and site restoration will be handled by Engineering & Construction.
Pursue New Land Conservation Opportunities	Pursue purchase and gift (fee and easement) opportunities as an addition to Fremont Older, Purisima Creek Redwoods and to protect lower San Gregorio Creek watershed.	In Progress		1. Secured Gifts of three Redwood Park parcels. 2. Pursing land purchase opportunity in lower San Gregorio Creek.

## YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Attachment 1

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>LAND ACQUISITION AND PRESERVATION (Cont'd)</b>				
<b>Priority 2</b>				
Stevens Canyon - Water Dispute at Saratoga Gap OSP	Work with new neighboring property owner to resolve water rights claim in Stevens Canyon Ranch Area of Saratoga Gap OSP involving 1928 water agreement.	In Progress	A number of written correspondence has been exchanged but a deal has not been reached.	
Encroachment Resolution (Gullicksen), Saratoga Gap	Saratoga Gap - Gullicksen - monitor remediation of site as part Santa Clara County lawsuit.	In Progress	County's court case continues.	1. On going monitoring by outside legal counsel continues. 2. Supported Visitor Services, State F&W, & Sherrifs Department with removal of illegal water diversion from Preserve.
Encroachment Resolution, Saratoga Gap	Saratoga Gap - Stevens Canyon Ranch. Execute license agreement	Deferred	Staff capacity	
Encroachment Resolution, El Corte de Madera	Complete survey work and resolve encroachment.	Complete		Encroachment was resolved.

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC ACCESS AND EDUCATION</b>				
<b>Priority 1</b>				
Ravenswood Bay Trail Easement, CEQA (MAA 2-2)	<ol style="list-style-type: none"> <li>1. Finalize Bay Trail Alignment with SFPUC</li> <li>2. Finalize Bay Trail Easement Agreement with SFPUC</li> <li>3. Coordinate w/ Cities of East Palo Alto &amp; Menlo Park</li> <li>4. Complete environmental analysis</li> <li>5. Project costs will be offset by SF Bay Trail grant of \$40,000 funded by ABAG</li> </ol>	In Progress	Working with multiple jurisdictions and through the SFPUC process.	<ol style="list-style-type: none"> <li>1. The trail alignment was agreed to by SFPUC.</li> <li>2. The trail easement agreement negotiated &amp; agreed to by SFPUC.</li> <li>3. Real Property Committee Community Meeting held in East Palo Alto.</li> <li>4. The draft Mitigated Negative Declaration prepared by Planning.</li> </ol>
<b>VEHICLES, EQUIPMENT, FACILITIES, AND OTHER</b>				
<b>Priority 1</b>				
Bear Creek Redwoods -Water Infrastructure (MAA 21-3)	<ol style="list-style-type: none"> <li>1. Alma Water Access</li> <li>2. Install four 5,000 gallon tanks</li> </ol>	In Progress	Ongoing water study was conducted by Natural Resources and a feasibility study was conducted by Engineering and Construction.	The exploration of an alternative to the Alma Water System continues. One 5,000 gallon tank was installed near the alma tank for Bear Creek Stables tenant.
Bear Creek Stables RFP/Lease	<ol style="list-style-type: none"> <li>1. Development Bear Creek Stables lease</li> <li>2. Prepare RFP and manage process and selection of a tenant in coordination with Planning.</li> <li>3. Perform an appraisal for determining stable rent</li> </ol>	In Progress	Draft stables lease under review by tenant. Preparation of RFP is on hold due to overall stables plan.	<ol style="list-style-type: none"> <li>1. Approval of Assignment of Stables Rental Agreement</li> <li>2. Supported Planning with developing Stables Site Plan.</li> </ol>

## YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>VEHICLES, EQUIPMENT, FACILITIES, AND OTHER (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Madonna Creek Stables Plan and Lease	<ol style="list-style-type: none"> <li>1. Develop Madonna Creek Stable Plan</li> <li>2. Develop Madonna Creek Stables Lease</li> <li>3. Develop Madonna Creek Agricultural Lease</li> </ol>	In Progress	Draft stables lease is under review by tenant.	<ol style="list-style-type: none"> <li>1. Stables plan was completed.</li> <li>2. Real Property Committee held on site.</li> <li>3. Draft stables lease prepared.</li> </ol>
Farm Labor Housing Program - Sears Ranch	<ol style="list-style-type: none"> <li>1. District to determine long term housing designation for 900 Sears Ranch Road.</li> <li>2. Work with San Mateo County to agree on improvements as part of Pilot Program</li> <li>3. Define improvements to be completed by the District</li> <li>4. Complete all paperwork with San Mateo County.</li> <li>5. Prepare plans and specifications to complete construction in Q1 of FY 2016-17.</li> <li>6. Prepare plan for disposition of unrepairable house.</li> </ol>	In Progress	Inspection of structure determined lack of foundation and structural framing. County considers structure uninhabitable. Moved tenant into La Honda Road residence while options for sears ranch residence can be explored.	Completed application for farm labor housing grant program.
New Land Rental Property Transition - Silva	<ol style="list-style-type: none"> <li>1. Roof Replacement</li> <li>2. Deck Replacement</li> <li>3. Eliminate Loft over Kitchen</li> <li>4. Abate rodents/new ductwork</li> <li>5. Replace 5 doors/wall repair</li> <li>6. Water Infrastructure</li> </ol>	Complete		All work was completed and the residence has been leased to staff.

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Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variiances	Comments
<b>VEHICLES, EQUIPMENT, FACILITIES, AND OTHER (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
New Land Rental Property Transition - Alpine Road House - Hawthorns	<ol style="list-style-type: none"> <li>1. Coordinate Asbestos/Lead abatement</li> <li>2. Window Replacement</li> <li>3. Bathroom upgrades</li> <li>4. Flooring</li> <li>5. Heating/Electrical</li> <li>6. Roof and gutter repairs</li> </ol>	Complete		All work was completed and the residence is ready for employee residence rental.
New Land Rental Property Transition - INE Ranch	<ol style="list-style-type: none"> <li>1. Complete water infrastructure</li> <li>2.. Install new flooring</li> <li>3. Test for asbestos and lead paint</li> <li>4. Misc. minor repairs</li> </ol>	Complete		All work was completed and the residence has been rented as emplouee residence.
La Honda - McDonald Point of Diversion 17 Water Line Replacement	<ol style="list-style-type: none"> <li>1. Arrange for water line replacement with neighbors.</li> <li>2. Replace main line from spring to residences/grazing</li> <li>3. Add adjunct water line for grazing</li> <li>4. Replace water tank at spring</li> <li>5. Install 2 additional tanks at junction to grazing water line.</li> </ol>	Deferred	Property Management was asked to begin work on new District housing policy.	



## YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>VEHICLES, EQUIPMENT, FACILITIES, AND OTHER (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
La Honda - Driscoll Point of Diversion 36 Water Line Replacement	Replace section of water line from POD 36 to the junction of Sears Ranch Road. Line to be placed on the inside of the road cut.	Deferred	Property Management was asked to begin work on new District housing policy.	
El Sereno Employee Residence Foundation Stabilization	1. Assess repairs required to stabilize structure for the long term. 2. Prepare staff recommendation on whether to stabilize structure, demolish or rebuild to maintain presence at El Sereno OSP.	In Progress	Staff needs to finalize the long term recommendation for the structure.	Assessment of repairs has been completed.
AO4 Office Lease	Lease an addition 2,880 square feet of office space at 4984 El Camino Real office building.	Complete		
Administration Office Relocation Investigation	Assist Planning and Construction and Engineering in the determination whether to rebuild the Administrative Office in place or relocate by investigating viable properties in the Los Altos/Mountain View area.	In Progress	Waiting on the results of the architectural strategist.	Continue to pursue options for adjacent buildings.

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>DEPARTMENT: PLANNING</b>				
<b>NATURAL RESOURCES PROTECTION AND RESTORATION</b>				
<b>Priority 1</b>				
POST Hendrys Creek Property Land Restoration <b>(MAA 22-1)</b>	Schedule is dependent upon SCVWD execution of grant funding agreement with District (anticipated in early 2016). Develop detailed landform restoration plans and specs for SWPPP preparation and to initiate permitting. Coordinate with Santa Clara County, SCVWD, and regulatory agencies, including DFW, USFWS, RWQCB, ACOE.	In Progress	On schedule	Next step is to submit for permits in Fall 2016 (Q2 FY16-17). Construction will likely occur in 2018. 1. Grant awarded 2. Grant agreement with SCVWD executed 3. Partnership agreement with Acterra executed 4. Jurisdictional wetland delineation executed for permitting
Bear Creek Water System Improvements <b>(MAA 21-3)</b>	Investigate potential new well water source (includes testing and cleaning of existing well); assess constructability; develop construction cost estimates for well and other water system options; select preferred option(s); design water distribution system.	In Progress	Consultant agreement amended twice due to additional scope added by District. In addition, one water source required additional time for review and to meet with Legal staff.	Draft of final report delivered by Consultant Q4. Final report due Q1 FY 16-17.
Mindego Public Access and Demo - True Ranch Remediation, Demolition, & Restoration	Complete demolition of two structures ("Grandma's House" and the True House), remediation of an existing corral, and clean up of Giandrea Cabin.	Complete		

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC ACCESS AND EDUCATION</b>				
<b>Priority 1</b>				
Cooley Landing Interpretative Facilities Design & Implementation <b>(MAA 2-1)</b>	Design and implement interpretative facilities, infrastructure and signage related to Cooley Landing Park in East Palo Alto.	Deferred	Schedule is dependent on City of East Palo Alto, which depends on staff capacity and workload. City has been focused on completing education building, through February 2016. Collaboration on remaining phases of work (IV through V) is in initial stages.	City of East Palo Alto has confirmed remaining required grant elements with CA State Parks related to \$5M Prop 84 grant. City is seeking District financial and project management assistance with remaining phases of work. Staff has submitted request to AGM and is seeking cost information from potential consultant to complete design through construction.
Ravenswood Bay Trail Design and Implementation <b>(MAA 2-2)</b>	Complete design and engineering documents and CEQA review for Ravenswood Bay Trail gap. Easement expenditures are budgeted in Real Property.	Deferred	IS/MND public review and Board approval delayed as Responsible agencies are still reviewing CEQA document. Design and engineering phase initiated.	Permitting initiation is dependent on regulatory agencies' staffing capacity and schedules. Anticipated: Q3-Q4: CEQA to Board Q4: RFP for design & construction Revised: FY16-17 Q2 CEQA to Board

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC ACCESS AND EDUCATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
<p>El Corte de Madera Oljon Trail Implementation Phases III/IV <b>(MAA 4-4)</b></p>	<p>Complete permitting for Phase III/IV trails. Complete permitting for Phase II culvert and Phase IV puncheon. Construction by anticipated in FY16-17.</p>	<p>In Progress</p>	<p>Project permit application is under review with San Mateo County. Will also need to submit an application for 1600 permit from California Fish and Wildlife.</p>	<p>Phase III construction will completed FY2016-17. Phase IV likely pushed to FY2017-18.</p>
<p>La Honda Creek Sears Ranch Interim Parking Area and Trail Connections <b>(MAA 5-4)</b></p>	<p>Initiate scoping and planning of new connector trail. Conduct minor grading and improvements for interim staging area at Sears Ranch Road. Improvements would include gates, fencing, map board and signage.</p>	<p>In Progress</p>	<p>Project is on schedule to date. Concept design is finalized. Met with San Mateo County staff including Fire Marshall, Planning and Public Works Staff onsite to facilitate streamlined permitting process.</p>	<p>Project scope will increase due to Board-supported decision to pave parking area rather than retain as a gravel parking area as the Master Plan had intended for the interim phase. A paved parking area will in turn lead to additional requirements for permit application by County.</p>

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC ACCESS AND EDUCATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
<p>La Honda Creek Red Barn Parking Area and Trail Connections <b>(MAA 5-5)</b></p>	<p>Initiate design &amp; engineering of public trail access and parking area at the Red Barn. Revised project schedule is contingent on Board approval and hiring of proposed Planner II position to assist Capital Project Manager with overall planning coordination and public outreach to proceed with implementation tasks required for the opening of the preserve.</p>	<p>Deferred</p>	<p>New Planner II was hired in Q3 FY15-16.</p>	<p>Additional project scoping was completed. Completed RFP selection of a traffic engineering consultant to conduct an updated traffic study and a historic resource consultant to conduct an evaluation of the Red Barn. Design / engineering contract in Q1 FY16-17.</p>
<p>La Honda Creek Sears Ranch Road Repairs Phase II <b>(MAA 7-10)</b></p>	<p>Complete road repairs to Sears Ranch Road, completing road improvements initiated with the NR Department's grant-funded project. Budget includes: materials, contractor and consultant(s). Improved ranch road will improve access for current tenant and future public trail use related to opening of the interim parking lot at Seara Ranch Road. Phase I: culvert replacement/ditch repair/rocking on high priority areas; Phase II: culvert replacement/ditch repair/rocking on secondary priority areas.</p>	<p>Deferred</p>	<p>Project scope increased due to additional roadway damage over winter 16-17. This increased scope required additional design / review time.</p>	<p>Project staff met with design consultant to review conditions of roadway after winter storms. Increased design/construction scope will require amendment to agreement.</p>

# YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC ACCESS AND EDUCATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Mindego Hill Trail - Open to Public (once grazing infrastructure & ranch house demo and restoration completed) <b>(MAA 9-4)</b>	Develop and install signage and complete installation of gates and fencing prior to opening Mindego Hill Trail to the public. Trail can open once grazing operations commitments to San Mateo County and the Farm Bureau are fulfilled (see ranch house remediation, demolition, & restoration above).	Completed		Trail completed & open to the public in Q4
Russian Ridge Public Trail Access to Council Circle <b>(MAA 9-5)</b>	Complete public trail access (road and drainage improvements, signage, gates) to the existing POST Council Circle once prior commitments to San Mateo County and the Farm Bureau are fulfilled. This project will be completed at same time as demolition project (MAA 9-2) and some work may be completed by demo contractor. (Note - this is minor repair work to existing roads, not new grading work - therefore no grading permit required.)	Complete		

# YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC ACCESS AND EDUCATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Bay Area Ridge Trail Crossing: Highway 17 <b>(MAA 20-2)</b>	Pending issuance of RFP, completion of a Feasibility Study and agency approval, evaluate opportunities for regional trail connection; complete scoping and conceptual design of Bay Area Ridge Trail crossing over Highway 17. Coordinate with partner and regulatory agencies on evaluating potential public access for regional trail connection and crossing across Highway 17. Provide planning support to NR Department in feasibility study.	In Progress	Multiple partner agency coordination and stakeholder feedback solicitation required more time than originally anticipated. Draft of Feasibility Study has been completed and finalization is pending agency and public review. Coordination with partner and regulatory agencies has been initiated and is on-going. Public outreach meeting scheduled and preparations underway.	Finalization of Feasibility Study is expected Q2 FY 16-17 and Caltrans project development process will begin upon selection of preferred alternative.
Bear Creek Stables Site Plan and CEQA <b>(MAA 21-4)</b>	Complete development of the Bear Creek Stables Site Plan and environmental review for CEQA compliance. Prepare evaluation criteria for the Request for Proposals (RFP) for solicitation of future tenant. Support Real Property department in tenant selection process.	In Progress	Board directed staff to develop additional site design alternatives, including a Minimal Alternative, for their consideration, delaying project. Continuing preparations on Draft Environmental Impact Report.	Q1 FY 16-17 Preferred Site Plan selected by Board.

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC ACCESS AND EDUCATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Bear Creek Redwoods Public Access (Phase 1 Implementation) <b>(MAA 21-5)</b>	Following approval of the Preserve Plan and adoption of CEQA document, design and permit Phase 1 access improvements. Agency consultation with County of Santa Clara and Caltrans on proposed roadway crossing and signage.	In Progress	Per Board's direction, the General Manager's Office requested that the Bear Creek Redwoods Phase I public access implementation project schedule be pushed out to FY16-17, in order to focus staff time and resources on La Honda Creek Open Space Preserve public access projects for the targeted opening of La Honda Creek in 2017.	District staff met with the Santa Clara County Roads and Airports Department regarding the proposed Bear Creek Road pedestrian crossing in Q3 FY 15-16.
Bear Creek Redwoods Alma College Site Rehabilitation Plan and CEQA <b>(MAA 21-6)</b>	Complete development of the Alma College Site Rehabilitation Plan and complete environmental review for CEQA compliance. Expedited schedule requires new contract project planner support.	In Progress	Overall Preserve Plan and EIR schedule delayed, due to the need to conduct additional cultural resources analysis as well as hydrological studies and engineering constructability and cost assessment for evaluating potential water supply options. Also completed additional Stables Site Plan design alternatives development for Board consideration.	Preferred Alma College Site Plan Alternative tentatively approved by the Board in June 2016.



**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC ACCESS AND EDUCATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Mt Umunhum Trail Construction <b>(MAA 23-2)</b>	Construction by Operations field crew to continue last 2 miles of trail construction. Budget includes heavy equipment rental and materials only.	In Progress	Bridge construction delayed due to permitting issues. Multi-use trail nearly complete from Bald Mountain to the trailhead shelter area at the summit. Bridge construction delayed but trail can be rerouted around bridge temporarily if required. Final segment of hiking-only trail in development with E&C to address the design of the steps with the steep terrain.	Pending General Manager approval, trail can still be opened to the public even without the bridges as the trail can be temporarily rerouted if needed.
Mt. Um Summit Restoration, Parking & Landing Zone <b>(MAA 23-4)</b>	Develop design for Summit restoration, trail, parking lot, and amenities. Obtain permits and complete construction documents. Begin construction.	In Progress	Due to favorable construction market, bids came in higher than expected so current Value Engineering exercise in place. Project Bid in June 2016 with bid coming in higher than expected. Third party cost estimator working on construction cost estimate in order to help guide contract/phasing decisions moving forward. Comments for Santa Clara County Planning/Building permits have been received and are being incorporated by the engineers.	Current plan is to present revised numbers to the Board on 8/10 for contract approval. Current plan is to be in construction by mid August 2016 (Q1 FY16-17).

## YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC ACCESS AND EDUCATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Mt Umunhum Guadalupe Creek Overlook & Bridges <b>(MAA 23-5)</b>	Develop design, obtain permits, and construct the Guadalupe Creek overlook. Purchase and install prefabricated two COR-TEN steel bridges. Crew to construct one wood bridge. Budget includes helicopter.	In Progress	Project on hold due to Section 1600 permit requirements.  Overlook retrofit of rail required to provide additional safety measures.	Bridge construction is expected to be completed in Q2/Q3 of FY 16-17. Overlook rail retrofit is expected to be completed in Q1/Q2 of FY 16-17
Mt Umunhum Road Design, Permitting & Implementation <b>(MAA 23-6)</b>	Complete design, engineering, and permitting for improvements and safety upgrades to Mt. Umunhum Road.	Complete		Engineering and design development complete; bid set complete.
Bear Creek Redwoods Preserve Plan and CEQA	Complete Preserve Plan and Environmental Impact Report. Expedited schedule requires new contract project planner support.	In Progress	Overall Preserve Plan and EIR schedule delayed, due to the need to conduct additional cultural resources analysis as well as hydrological studies and engineering constructability and cost assessment for evaluating potential water supply options. Also completed additional Stables Site Plan design alternatives development for Board consideration.	Anticipated Q4: CEQA review Q5: Board approval Revised: FY 16-17 Q2 CEQA review Q3 Board approval

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC ACCESS AND EDUCATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Mt Umunhum Radar Tower Repair Implementation	Complete the remaining interim structural and safety repairs and improvements to facilitate public access around the exterior base of the structure.	Complete		
Fremont Older Staging Area Public Safety Improvements	Complete design plans for a safety canopy structure for the parking lot and seek Board approval of site improvements; complete construction plans and secure permits; prepare bid package, solicit bids, and administer contract. Project scope contingent on negotiations with Country Club.	In Progress	In order to construct safety netting structure within the County's required setbacks, staff spent additional time completing and submitting for an application to Santa Clara County. County approval process required public hearing with Zoning Administrator. Variance permit approved by Santa Clara County Zoning Administrator in March 2016. To comply with CEQA, a Notice of Exemption was prepared and filed with County. 90% plans being reviewed by Santa Clara County for building permit issuance.	Use and Management Plan amendment would be needed for implementation of the project, as part of additional scope for FY16-17. Board approval of Use and Management Plan amendment would be required prior to approval of construction contract.
El Corte de Madera Staging Area and Trail Improvements	Continue working with Legal Services on recoup of retrofit design and construction costs. Submit reimbursement requests to grantors for staging area and Phase 1 trail construction.	Complete		

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC ACCESS AND EDUCATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Hawthorn Historic Complex	Complete outreach and coordination for partnering. Prepare lease(s) with selected partner(s), site and implementation plan for Hawthorns Historic Complex. Implement further stabilization only if needed. Full mothballing cost not anticipated in FY15-16, pending identification of partner. If no partner agreement, then mothballing level of investment to be evaluated.	Deferred	HPF required several months to formalize non-profit status. The one-year license agreement required multiple reviews and revisions by District & HPF legal teams.	One-year license agreement sent to Hawthorns Preservation & Trust Foundation (HPF) (Crevelt) for review/signature. The District is waiting on a decision from the HPF Board on next steps with partnership.
El Sereno Dog Access	Pursue a Use & Management Plan update and amendment and CEQA review for Board consideration to include dog use. Initiate implementation of new signage to address additional new use, pending Board approval.	In Progress	Ongoing property rights issues necessitating extended time to outreach to affected owners.	Phased approach may be necessary based on outcome of outreach. Outreach to affected property owners under way. Research and analysis of existing conditions and environmental considerations, and site visits completed. Preparation for future neighborhood meeting under way.

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>ADMINISTRATIVE AND OTHER</b>				
<b>Priority 1</b>				
Priority Conservation Area (PCA) Program	Prepare applications, maps and Board resolutions for nominating new PCAs within Santa Clara and San Mateo Counties. Outreach and coordinate with other conservation partners and local jurisdictions. Submit completed PCA applications to Association of Bay Area Governments (ABAG).	Complete		
Accessibility Plan Update	Review the District's 1993 ADA policy and accessibility plan, updated federal ADA guidelines and other new regulatory requirements. Scope and prepare a RFP for consultant to assist with development of updated accessibility plan. Initiate assessment and development of accessibility plan update utilizing consultant assistance.	Deferred	Related to Accessibility Plan Update, staff resources had been diverted to ongoing BCR Stables Site Plan work and additional site plan alternatives. Scoping and RFP development not initiated yet. To comply with updated federal ADA guidelines, completed updates to new Accessibility webpage as part of overall District website updates. Completed update of Easy Access Brochure for website and distribution in preserves. Completed draft Administrative Policy and Procedures for accessibility-related grievances/complaints and ADA Awareness training for Administration and field staff as well as volunteers.	Additional scope of work performed related to Accessibility website update, ADA grievance policy and procedures, ADA awareness training and Easy Access brochure to comply with updated federal guidelines.

# YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>ADMINISTRATIVE AND OTHER (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
District-wide Long-Term Facilities Plan	<p>Prepare an Opportunities and Constraints Analysis and Site Analysis of the four existing staff facilities to analyze site capacity, threshold constraints, issues, and potential conceptual solutions.</p> <p>After Conduct staff analyses, prepare RFP for consultant services to complete feasibility studies (re-use, expansion, new construction, purchase, etc.) for the highest priority facilities that will have the largest immediate staff growth. Studies will include order of magnitude costs.</p> <p>While long term analyses and feasibility studies under way, implement short term solutions to address immediate facility needs.</p>	In Progress	<p>Opportunities and Constraints Analysis and Site Analysis complete.</p> <p>RFQP for futurist completed and final analysis work for new AO In Progress.</p> <p>RFQP completed and archaeological analysis for new SAO complete.</p>	RFQP for SAO feasibility study anticipated to start Q1 FY2016-17.

# YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>ADMINISTRATIVE AND OTHER (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Geographic Information Systems (GIS) Database Upgrade	Coordinate with development and implementation of IT Strategic Plan. Prepare GIS files for Enterprise GIS Implementation as recommended by the IT Strategic Plan. Migrate key shapefiles to geodatabases, setup domains, clean up/ fill in data gaps, and implement cartographic representation on key map products (Patrol Map Book and Preserve Maps).	Complete	Q1 Developed database schema; Q3 Completed file migration; Q4 Completed initial setup of cartographic representation and data cleanup/fill in gaps.	
<b>Priority 2</b>				
GeoPDFs of Preserves for Mobile Devices	In the initial phase of implementation, create GeoPDFs from digital maps used for District signboards for each of the 19 Preserves that currently have signboards. Link brochure Maps to GIS data.	Complete		

# YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>ADMINISTRATIVE AND OTHER (Cont'd)</b>				
<b>Priority 2 (Cont'd)</b>				
Mt. Um SCVWD antenna relocation and USGS equipment relocation	Work with partner agencies USGS to relocate ground sensing equipment away from summit of Mount Umunhum where greatest crowds are expected; assess and potentially relocate SCVWD weather antenna to a location to be determined; enter into lease agreements with both agencies.	Complete		No lease agreement required with USGS due to relocation to private property.
Patrol Map Book Update	Coordinate with the Operations Department to revise the Patrol Map Book. Coordinate with outside agencies to update surrounding property information. Implement cartographic representation to streamline future updates and data revisions.	Complete		



**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>DEPARTMENT: PUBLIC AFFAIRS</b>				
<b>PUBLIC ACCESS AND EDUCATION</b>				
<b>Priority 1</b>				
Cooley Landing Interpretative Facilities Program Planning	Support planning in interpretive design and potential educational programming at Cooley Landing in East Palo Alto. Assist with Grand Opening Event.	Complete	Planning Department currently reviewing opportunities for interpretive design	Partnered with EPA for Grand Opening/Shoreline Fest on 4/16
Develop New Brochures	Redesign and update Volunteer Brochure and ADA Brochure; Create Family/Kids Brochure.	Complete		1) Created new Easy Access Brochure 2) Redesigned and Updated Volunteer Brochure 3) Family Brochure In Progress
District Groundbreaking & Dedication Events	Host 4-6 groundbreaking/dedication events, including Ancient Oaks Trail Opening and additional Measure AA project milestones.	Complete		Planned for and hosted the following events: 1) Ancient Oaks Trail Opening 2) Mindego Hill Opening 3) Herb Grench Dedication 4) Cooley Landing Grand Opening
Docent Program expansion	Increase number of outdoor activities by 5% (15 activities) for the year with a conscientious goal of representing all preserves and expanding the interpretation and access opportunities to new areas.	Complete		Docent program outdoor activities - regular offerings and by request increased and included: seniors - Bay Area Older Adults, diversity - Chinese New Year hike, Qigong Wellness hike; Mindego Hill and Driscoll ponds; preserves - 22 used

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC ACCESS AND EDUCATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Historical and Conservation Events	Host Two Fremont Older House Tours (4/26/15, and April 2016) and Wingding Festivals, (5/9/15, and May 2016) to connect public with historic preservation and natural resources of District Preserves.	Complete		
Partnership Development -- Education and Interpretive Programs with Conservation Focus	Develop sustainable outdoor education program with Save the Redwoods League to promote youth education about climate change and redwood forests; look for partnership opportunity for regional bioblitz engaging local constituents in citizen science.	Complete	Other District bioblitz efforts have been deferred (require staff time from NRD)	Pilot program provided field trips to over 100 students from 3 high schools with District and Save the Redwoods staff, as well as District docents. The program will be offered again in spring 2017 for up to 5 schools. The field trips included training in bioblitz / iNaturalist techniques.
<b>PUBLIC ACCESS AND EDUCATION (Cont'd)</b>				
<b>Priority 2</b>				
Upgrade Daniels Nature Center Displays	Minor upgrades to interpretive exhibit and displays and required maintenance at interpretive facility. Funding primarily from donations to POST (\$13,000).	Deferred	Maintenance needs trumped exhibitry and displays. Facility upgrades included: refurbishment of deck and railings, painting of building; new facility info and open signage; upgraded interior lighting (LED); replaced window tinting; new microscopes purchased.	

# YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC OUTREACH</b>				
<b>Priority 1</b>				
Update Measure AA Information Material	Design and fabricate in-preserve signage for new projects; develop fact sheets and signboard information; develop comprehensive brochure.	In Progress		Land acquisition fact sheet completed, Developed brochure for Mount Umunhum, Measure AA signage guidelines completed in partnership with Planning dept.
Partnership Development - New Audiences	Complete 3 or more pilot projects engaging hard-to-reach audiences with community-based organizations such as Project Read, Mountain View Whisman School Families, Puente de la Costa Sur, the Latino Collaborative, and Vida Verde Nature Education.	Complete		1) Attended the Latino Collaborative's Health Fair and EPA Charter School Open House, 2) Created a new partnership with the Siena Youth Center which serves primarily Latino youth in North Fair Oaks, Redwood City. 3) Sponsored Vida Verde program

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC OUTREACH (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Partnership Development - Businesses	Outreach to business community, to explore ways to engage employees in outdoor activities and volunteer projects; learn about their environmental and philanthropic initiatives.	Complete		Joined 5 chambers, spoke at 4. Represented 6 new employee outreach events for health, wellness and green issues, including Lockheed Martin, San Mateo County, El Camino Hospital, PARC/XEROX, SRI, NVIDIA
Partnership Development - Youth Program	Develop youth outreach strategy and establish relationships with organizations that serve high school and college age youth (like College Track) with the purpose to engage in outdoor activities, volunteer, and explore possible career paths.	Complete		Initiated partnerships with organizations that serve culturally-diverse, low-income youth to promote hiking, running and biking on Midpen preserves, including Latino Outdoors, College Track in East Palo Alto and Siena Youth Center in North Fair Oaks
Health Incentive Program; Healthy Parks/Healthy People	Continue to develop health based connection to open space with Walk With A Doc Program: benefits of open space brochure; regional collaboration.	In Progress		Docent program continued to offer/provide 1st Saturday HPHP activities and periodic other fitness/wellness docent-led activities. Visitor Services staff continues to represent the District on the HPHP collaborative steering committee.

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC OUTREACH (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Diverse Media Outreach	Working with ethnic media firm, connect with local media outlets (print and broadcast) to promote District stories.	Complete		Created an advertorial feature article with New America Media to promote Midpen preserves to Asian, African American, and Latino communities, and to highlight some of our features on the Open Roads program and our Public Affairs videos. New America Media is a San Francisco-based non-profit with expertise in ethnic media and connecting diverse audiences to parks and open space.
Community-hosted Outreach Events	Represent or sponsor the District at 20 community outreach events.	Complete		Attended 49 community events. New events included African American Community Health Advisory Committee's Soul Stroll, North Fair Oaks Bike Rodeo, Half Moon Bay's Healthy Kids Fair, Annual Latino Health Forum, the Diwali Festival and others.

# YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC OUTREACH (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Website Enhancement Projects	Update web design to include comprehensive; Ask a Naturalist; integrate video vignettes.	In Progress	Trail Guide: in conjunction with GIS, postponed at midyear, Ask a Naturalist: scope changed, In Progress - Created Facebook account for Natural Resources to respond to questions from public.	Video Vignettes Integration: completed
Social Media - Increase scope	Yelp - Add all preserve sites under Public Affairs management ensuring directions and hours are correct; increase posting and use of Instagram.	Complete		All Yelp Preserve pages are now managed by Public Affairs, Continuing to find new ways to incorporate relevant content to Instagram
<b>Priority 2</b>				
Open Road Program Sponsorship	Sponsor NBC Open Road Program for first and second seasons that highlights regional parks, open space areas and outdoor activities with focus on several District preserves and natural resource projects.	Complete		Participated in two segments. One featured a piece on the new Mindego Hill Trail and Summit opening, and the other featured Purisima Creek Redwoods and a story on the District's Innovative Team and the Fog Harvesting Program

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC OUTREACH (Cont'd)</b>				
<b>Priority 2 (Cont'd)</b>				
Key Branding Strategy for Mount Umunhum	Raise continued awareness of the District overall by building an identity program around Mount Umunhum and it's opening. Create unique logo.	Complete		Worked with outside designer to Create unique Mount Umunhum logo for use on publications and future signage
Video Vignettes/ Social Media Outreach	Create 2-6 short video vignettes on preserves, natural resource projects, outdoor recreation. Use to promote new information on website and social media.	Complete		Completed the first 4 videos of 6 total for the Video Vignette project. The completed videos include: How to Prepare for a Hike/Intro to Open Space, Working for Midpen, Grazing, and Volunteering for Midpen.
Superbowl Super Community Video Spot	Partner with CBS to produce and air an info segment and website banner ads to run during the during weeks leading up to the February Superbowl as part of the Superbowl Committee.	Complete		Participated in the Superbowl Committee partnering with CBS, created a 60-second ad that ran on TV several weeks prior to Super Bowl, highlighting our local communities.
Partnership Development - Volunteer Groups	Outreach to 3 new volunteer partners (Acterra, Village Harvest, and Student Conservation Association) to engage in new or expand current programs that increase program diversity and decrease impact on District Staff. Also partner with Santa Clara County Parks on joint work days at neighboring parks/preserves.	Complete		Created partnerships with Acterra, Village Harvest, and Student Conservation Association designed to increase volunteer stewardship opportunities.

## YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>ADMINISTRATIVE AND OTHER</b>				
<b>Priority 1</b>				
Write and Design Annual Report	Develop a printed and online annual report that highlights district finances, budget, projects, Measure AA expenditures, etc.	Complete		Completed the District's first Annual Report, which is a stand-alone yearly highlights report rather than adding it as part of the quarterly newsletter.
Advanced Resource Management Stewards (ARMS) Program	Identify low-impact environmental stewardship projects and develop a program for a growing group of volunteers who require less-strenuous projects.	In Progress		Identified various low-impact environmental stewardship projects that can be recommended and assigned to a small group of volunteers who require less-strenuous projects.
Coordinate Volunteer Programs with Integrated Pest Management (IPM) Program Implementation	Volunteer Program Lead will act as representative on the IPM Coordination Committee and work with Natural Resources to review current volunteer habitat restoration projects and make adjustments needed to ensure they match new IPM priorities.	Complete		Volunteer Program Lead participated as a representative on the IPM Coordination Committee. Reviewed current volunteer habitat restoration projects, matched priorities, and coordinated a new system for gathering more specific species type and work area info from District volunteers, and submitting that information to Natural Resource Mgmt.



# YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>ADMINISTRATIVE AND OTHER (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Volunteer Recognition Event	Honor 500+ Docents and Volunteers by planning, coordinating, and conducting a large-scale recognition event in a Skyline Area Preserve (rotates between Skyline and Foothills Area each year).	Complete		Recognized and honored Docents and Volunteers by planning, coordinating, and conducting a large-scale recognition event at the La Honda Creek Event Center. Over 225 Volunteers, Board Members, and Staff attended the event.
State & Federal Legislation (Core Function)	Work with the District's legislative advocate and with legislators and their staff to ensure the District remains active and informed about the state of current and changing political landscape. Seek coordination and support from other partners and special districts.	In Progress		Working with Public Policy Advocate (Lobbyist) and partner organizations to actively monitor legislation status, budget status, and other programmatic/regulatory activity.
Develop Legislative Plan for Two-Year Session	Develop Legislative Plan for Two-Year Legislative Session with interest in District sponsored legislation, Cap & Trade, 2014 Prop 1 Water Bond, Potential State Park Bond, and the Sustainable Community Initiative.	In Progress		Staff met with Public Policy Advocate (Lobbyist) to map out FY17-19 legislative session timeline and legislative review methodology. Expected to begin September 2016.
Legislative Open House	Host annual Legislative Open House to showcase Measure AA project status and other district projects.	Deferred	Pushed back to get new Legislative Specialist on board	

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>ADMINISTRATIVE AND OTHER (Cont'd)</b>				
<b>Priority 2</b>				
Government Relations	Host Legislative Picnic, Board and GM meetings; field tours.	Complete		Hosted Legislative luncheon at Picchetti on 8/6, Cooley Landing on 6/24.
Enhance Volunteer Intercommunication Opportunities	Create an Electronic Bulletin Board that enables Trail Patrol and Advanced Resource Mgmt. Stewards to communicate directly with team members to plan outings, provide project updates/status, etc.	Complete		Began phase 1 of an electronic communication system that allows trail patrol and advanced resource mgmt volunteers to communicate directly with each other when scheduling group patrols or work days, posting patrol and resource mgmt accomplishments, etc.
Oral History Project	Schedule formal oral history of success of District with Board Member, Pete Siemens.	Deferred	Reevaluating project and timeline. Pending consultants schedule and availability.	

# YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>DEPARTMENT: ADMINISTRATIVE SERVICES</b>				
<b>PROGRAM: INFORMATION TECHNOLOGY</b>				
<b>Priority 1</b>				
Board Room PA System Replacement	Hire a contractor to replace Board Room PA/recording system. Additional equipment functionalities allow chairman/delegate voting capability and quorum verification, active control of conference microphones, customized delegate seat assignment information, assisted listening devices, and future on-screen display feature of agenda & voting results.	Complete		
Client software upgrades	Upgrade Microsoft Office Suite to Office 15/16 when released. Requires building and testing of image.	Complete		
Field Office IT Equipment Replacement	Reconfigure workstation area and replace aging IT equipment for each field office.	Complete		
Information Technology (IT) Strategic Plan	Hire consultant to evaluate current IT technology and systems and prepare a 5-year strategic business plan to guide immediate and upcoming IT needs that considers process improvements, business continuity/disaster recovery as well as current and future technology/legal/safety requirements.	Complete		

## YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variiances	Comments
<b>PROGRAM: INFORMATION TECHNOLOGY (Cont'd)</b>				
<b>Priority 2</b>				
District-wide Intranet	Work with a consultant to help staff evaluate desired intranet functionalities, select a vendor, and implement.	Deferred	Intranet to be built on the MS Sharepoint platform. Sharepoint was acquired and implemented as part of the MS Office Upgrade Project.	Intranet RFP to be released Q1 FY 16/17 with implementation during remaining of FY 16/17
Field Office IT Infrastructure Upgrades	Complete FFO and SFO server/client updates, includes setting up domain active directory services, roaming profiles, and file storage improvements.	Deferred	Due to staff capacity limitations postponed to FY 16/17	Combined with IT Infrastructure Upgrade Project
IT Infrastructure Upgrades	Implement IT technical infrastructure improvements to improve resiliency, network availability, connectivity, security, and scalability to support current and future IT initiatives.	Deferred	Due to staff capacity limitations postponed to FY 16/17	Combined with IT Infrastructure Upgrade Project
Project and Construction Management Software Implementation	Conduct a needs assessment, issue Request for Proposals, select vendor, test software applications, and implement software.	Deferred	Further review needed of business needs and technical capabilities of market based Asset Management Systems	Discovery slated for Q2 FY 16/17. Internal requirements gathering in Q3 and draft RFP in Q4 with implementation slated for FY 17/18

# YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PROGRAM: FINANCIAL MANAGEMENT</b>				
<b>Priority 1</b>				
Issue General Obligation Bond for Measure AA	Work with bond counsel, underwriter, and Trustee to issue the District's first tranche of Measure AA GO Bonds.	Complete		
Integrated Accounting and Financial System - Phase II	Implementation/rollout of the HR modules and possibly electronic timecards. Consultant-led analysis of District's current business processes in IAFS for possible improvement and streamlining.	Complete		Finance and HR completed work in put electronic time-card implemented and in use District-wide.
<b>PROGRAM: HUMAN RESOURCES</b>				
<b>Priority 1</b>				
Telecommuting and Remote Access Policy	Research the feasibility of creating policies and procedures to allow employee access to the District computer network to work remotely.	Complete		Research and feasibility of creating policies and procedures to allow remote work completed. Draft of a Telecommuting policy and associated documents are under review.
Performance Planning and Evaluation Process and Forms	Research and evaluate new processes, forms, and online tools to conduct performance evaluations for office and field staff.	In Progress	Delayed as due to staff capacity	Staff focusing on using NWS - HR related modules and on-track to review forms and online tools for office and field staff by end of fall.

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PROGRAM: HUMAN RESOURCES (Cont'd)</b>				
<b>Priority 2</b>				
Training Database	Work with consultant to add multiple user access, more reports, and more data fields to database.	Complete		Staff completed work with consultant has gain greater accessibility, reports and functionality to the database. Next to complete user manual and roll-out to the organization end of Q1.
Employee On-Boarding Program	Research on-boarding programs at other agencies and begin to develop elements of a program; begin implementation no later than Q1 FY16-17.	In Progress		Staff researching other agencies and developing elements of program. On-track to implement the program in Q1 FY16-17.
Employee Leadership Academy	Research and develop curriculum and process for internal District Leadership Academy; identify potential instructor(s).	Complete		Staff researched and developed curriculum for District Leadership Academy. Identified potential instructors.
<b>VEHICLES, EQUIPMENT, FACILITIES, AND OTHER</b>				
<b>Priority 1</b>				
AO3 and AO4 Office Space Buildout	Remodel new leased office space; purchase and install office and work station furniture and IT network.	Completed		

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>DEPARTMENT: OPERATIONS</b>				
<b>PUBLIC ACCESS AND EDUCATION</b>				
<b>Priority 1</b>				
Harkins Bridge Replacement (MAA 3-4)	Obtain permit for and construct replacement bridge over Purisima Creek.	In Progress	Waiting for Federal Permits before taking to bid	
Stevens Canyon Trail Bridges (MAA 17-4)	Design and obtain permits for replacement of one existing footbridge and a new footbridge. Construct the replacement bridge.	In Progress	City of Palo Alto planning permits taking much longer than scheduled	
Mt Umunhum Trail Construction (MAA 23-2)	Continue the work currently underway to build a trail to the summit of Mt. Umunhum.	In Progress	Unanticipated need for 1600 stream bed alteration permit from Dept. Fish and Wildlife for bridge footing installation. The design of the trail on the SE slope between the summit parking lot and the summit is being investigated.	Bridge construction will proceed after permitting is complete. Trail between summit parking and summit will be completed once design is finalized.
Seasonal Ranger Program	Obtain Board approval for new position classifications and implement the seasonal ranger program.	Complete		Board approval was obtained and the District's first seasonal ranger has been hired.
Preserve Entrance Signage Upgrades	Fabricate ten new preserve entrance signs to replace aged signs; rebrand with logo and reposition when necessary to be more visible to the public.	Complete	Additional replacement sign identified for FY 16-17.	Signs purchased a few signs still need to be installed and will be completed in Q1 FY 16-17.

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC ACCESS AND EDUCATION</b>				
<b>Priority 2</b>				
Preserve Signage Improvements	Continue the process of upgrading District preserve signboards. The new type of signboard is more resilient to weather and more attractive for public use.	Complete		Signs purchased and installed. Additional signs added at midyear to replace all outdated signboards. All but three locations are complete and will be completed in Q1 FY16-17
Evaluate Potential Closure of Unmaintained Trails	Evaluate the closure of trails that are no longer maintained and are not consistent with current trail circulation patterns (for example the ends of the Lobitos and North Ridge trails).	Complete		The end of the North Ridge Trail and the Lobitos Creek Trail in Purisima Creek Preserve were identified as candidates for closure, approved by the Board and closed.
Visitor Use Statistics - Rancho San Antonio	Create a pilot project to measure the number of vehicles entering Rancho San Antonio and other use patterns in the preserve.	Complete		Three counters have been installed and counts of cars entering Rancho San Antonio and the parking lot at the base of Mount Umunhum are being done. A pedestrian counter has also been installed at Ravenswood.
AEDs for District Emergency Response Vehicles	Research the feasibility of equipping all District Emergency Response Vehicles with Automated External Defibrillators, including initial and ongoing costs and protocols that would be needed. If viable the AED's would be purchased in FY 2016-17.	Complete		Research was completed and AED purchases are planned for FY 2016-17 to equip all District emergency response vehicles.



# YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>VEHICLES, EQUIPMENT, FACILITIES, AND OTHER</b>				
<b>Priority 1</b>				
Temporary Facilities for Operations Staff	Evaluate locations and options for obtaining space for staff workspace needs.	In Progress	Plans for augmenting staff space at the South Area Outpost complete, but work for desks, lockers, and storage space pending. Additional permits required for event center temporary staff facilities.	
<b>Priority 2</b>				
Upper La Honda Demolitions - Paulin and Houghton	Obtain permits and demolish the Paulin House (adjacent to the Redwood Cabin) and the Houghton structure (adjacent to the White Barn).	Complete		
District-wide Bridge Inventory	Compile a list of all District bridges, evaluate their condition, and develop repair and replacement schedule. Conduct engineering analysis and load testing on critical bridges.	In Progress	Inventory of bridges complete and documentation of prior engineering analysis complete. Some repair planned for FY16-17	Need to transition information into Land & Facilities and maintenance management system
District-wide Structures and Demolitions Inventory	Compile master list of District structures and determine which structures to retain or demolish.	Complete		Need to transition information into Land & Facilities

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>VEHICLES, EQUIPMENT, FACILITIES, AND OTHER (Cont'd)</b>				
<b>Priority 2 (Cont'd)</b>				
Computerized Maintenance Management System	Select a consultant and start work on a computerized Maintenance Management System to coordinate work orders and develop a cost history.	Deferred	Staff capacity. IT staff will start this process in FY16-17.	
Skyline Field Office Safety and Maintenance	Repair the driveway; asphalt parking areas; install an automated entry gate; repair and repaint the Skyline water tank; and prepare for other facility modifications.	In Progress	Paving project was delayed, preliminary investigations of current condition took longer than anticipated. We were not able to bid project prior to the end of the fiscal year. Final hook up of the automated gate will occur after the completion of paving.	Completed SFO kitchen remodel and exterior paint. Completed primary installation of automated gate. Completed repaint of Skyline Water Tank Paving Project delayed

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>DEPARTMENT: GENERAL COUNSEL</b>				
<b>PROGRAM: LITIGATION</b>				
<b>Priority 1</b>				
ECdM Staging Area Cost-Recovery	Work with the Planning Department to seek recovery costs.	Complete		\$350,000 recovered.
Mt Umunhum Road Access Rights	Work with Real Property to successfully conclude negotiated purchase, or litigate to perfect or acquire needed road rights.	In Progress		Eminent Domain proceedings filed and underway. Early possession of road rights obtained.
<b>Priority 2</b>				
Integration of Insurance Requirements into IAFS	Pursue the feasibility of integration of indemnification and insurance requirements into IAFS for Purchase Orders, in conformance with CJPIA's recommendations.	Deferred		Awaiting IT's document management system for vehicle to implement this.
<b>PROGRAM: ADMINISTRATIVE SUPPORT</b>				
<b>Priority 1</b>				
Records Retention Update	Research and update Records Retention schedule and develop policy.	Deferred		GMO has item in 16/17 budget/action plan to contract for records inventory, as basis for retention schedule update.

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>DEPARTMENT: NATURAL RESOURCES</b> <b>NATURAL RESOURCE PROTECTION AND RESTORATION</b>				
<b>Priority 1</b>				
Upper La Honda Creek Grazing Infrastructure <b>(MAA 5-2)</b>	Develop plans for fencing and water system to complete grazing infrastructure within Pasture 4 area of Upper La Honda Creek OSP (McDonald Ranch) and hire contractor to complete construction.	Complete	Fencing along Pasture 4 boundary not necessary at this time. Tenant not able to complete water system upgrades.	Ongoing project moved to Land & Facilities
La Honda Creek Endangered Wildlife Protection <b>(MAA 7-4)</b>	Working with partners (San Mateo County Resource Conservation District, Peninsula Open Space Trust), complete field reviews and review preliminary through final engineered designs.	Complete		Project scheduled for construction beginning in September 2016.
La Honda Creek Grazing Infrastructure <b>(MAA 7-5)</b>	Develop plans for corral rebuild within Driscoll Ranch area of La Honda Creek OSP, including necessary additional fencing and water system infrastructure and hire contractor to complete construction.	Complete		Ongoing project moved to Land & Facilities
Russian Ridge Grazing Infrastructure <b>(MAA 9-1)</b>	Develop plans for fencing to complete grazing infrastructure within former Mindego Ranch area of Russian Ridge OSP and hire contractor to complete construction.	Complete		Ongoing project moved to Land & Facilities

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>NATURAL RESOURCE PROTECTION AND RESTORATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Wildlife Passage Improvements: Highway 17 <b>(MAA 20-1)</b>	Working with partners (CalTrans, Peninsula Open Space Trust, Santa Clara County Parks), complete conceptual design for wildlife crossing structure.	In Progress	Project schedule delayed due to greater than anticipated workload performing biological monitoring for other MAA Projects.	Work with Partners will continue thru FY2016-17. Conceptual designs completed for preliminary alternatives
La Honda Creek: Event Center and Apple Orchard Purchase: Access Road Repair <b>(MAA 7-1)</b>	Work with POST to design, permit, and implement repair as a part of new property purchase. Main access road into newly acquired property needed immediate repair of failing and hazardous site.	Complete		
Bear Creek Redwoods: Public Access, Roads and Trails Upgrade <b>(MAA 21-5)</b>	Develop geotechnical and engineering recommendations for priority project sites.	Complete	Road and Trail Inventory completed.	
Bear Creek Redwoods Preserve Plan: Invasive Weed Treatment Plan <b>(MAA 21-7)</b>	Develop and implement an Integrated Pest Management (IPM) Plan to control invasive weed populations at Bear Creek Redwoods Open Space Preserve.	Complete		

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>NATURAL RESOURCE PROTECTION AND RESTORATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Bear Creek Redwoods: Ponds Restoration <b>(MAA 21-8)</b>	Develop and implement restoration plans for pond habitats at Bear Creek Redwoods OSP.	In Progress	Pond Management Plan draft due in August 2016.	
POST Hendry's Creek Property Land Restoration <b>(MAA 22-1)</b>	Implement weed work and restoration planting upon award of SCVWD grant.	In Progress	Project grant awarded. Weed control work underway. Restoration planting delayed due to greater than anticipated workload performing biological monitoring for other MAA Projects.	
Mt Um Summit Restoration <b>(MAA 23-4)</b>	Assist Planning Department in designing and implementing ecological restoration plan.	In Progress	Continue to assist Planning Department on special status species regulatory issues.	
Russian Ridge Grazing and Wildlife Protection Projects: Pond Improvements <b>(MAA 9-3)</b>	Design and Permit up to 4 pond improvements at Mindego Ranch Area of Russian Ridge OSP.	Deferred	Project delayed due to staff time allocated to Bear Creek Redwoods projects.	

## YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>NATURAL RESOURCE PROTECTION AND RESTORATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Water Rights and Resources Assessment	Evaluate District water rights for domestic, stockwatering and resource preservation purposes and ensure compliance with regulatory requirements.	In Progress	Worked with consultants to evaluate San Gregorio Watershed and completed required annual reporting	
Bear Creek Redwoods Preserve Plan and CEQA: Water Resources Inventory	Hire consultant and complete water resources inventory to assess existing water sources for potential uses identified in the Bear Creek Redwoods Preserve Plan.	Complete		
Driscoll/McDonald Water Systems Hydrologic Analysis	Hydrologic analysis of new cattle water infrastructure upgrades to ensure water availability for wildlife and to improve spring box designs to prevent take of special status species.	Complete		
Mindego Ranch Aquatic Species Habitat Enhancement Plan Implementation	Collect additional San Francisco Garter Snake (SFGS) and other sensitive aquatic species distribution and abundance data and begin bullfrog eradication efforts.	Complete		Year 3 survey report due in Nov 2016. Year 4 surveys will begin in March
Endangered Species Act Take Permit: Safe Harbors Agreement	Develop agreement with US Fish and Wildlife Service to permit take of listed species when implementing projects.	In Progress	Permit to be expected in Q1 of 2016-17	USFWS determined that expansion of recovery permit to include all District lands was initial step in permitting process.

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>NATURAL RESOURCE PROTECTION AND RESTORATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Predator/ Livestock Predation Policy	Develop District policy describing responses to different types of predator interactions and management actions to minimize negative interactions, included economic losses for agricultural tenants.	In Progress	Project underway, but schedule delayed due to greater than anticipated staff time for Mt Umunhum Projects.	
Toto Ranch Grazing Management Plan	Work with tenant to develop grazing management plan for Toto Ranch area of Tunitas Creek OSP.	In Progress	Project underway, but schedule delayed due to need to expand scope to address land use planning issues.	
October Farm Grazing Management Plan	Work with tenant to develop grazing management plan for October Farm area of Purisima Creek Redwoods OSP.	In Progress	Grazing Management Plan due in August, 2016.	
Integrated Pest Management (IPM) Program Implementation	Provide training to staff, contractors and volunteers to implement IPM control of high priority pests, including monitoring and reporting. Develop pest management database. Hire contractors to implement IPM treatments of priority sites.	Complete		



## YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>NATURAL RESOURCE PROTECTION AND RESTORATION (Cont'd)</b>				
<b>Priority 1 (Cont'd)</b>				
Marbled Murrelet Recovery Planning	Work with partners to create regional work group to develop a marbled murrelet recovery plan, including habitat modeling to identify priority habitat conservation areas. Seek grant funding and state/federal partnerships to develop & implement recovery actions.	In Progress	Project underway, but schedule delayed and scope reduced due to greater than anticipated staff time for Bear Creek Redwoods projects.	
Restoration Forestry Demonstration Project	Retain Registered Professional Forester to identify suitable pilot project site and prepare plans to permit timber harvest to restore degraded forest land and to evaluate opportunities for carbon sequestration.	Deferred	Project delayed due to staff time allocated to Bear Creek Redwoods projects.	Fiscal year 2016-17
Madonna Creek Agricultural Production Plan	Prepare agricultural production plan detailing agricultural use of Madonna Creek portion of Miramontes Ridge OSP in conjunction with tenant.	Deferred	Project delayed due to greater than anticipated staff time for Mindego opening activities.	Fiscal year 2016-17

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>NATURAL RESOURCE PROTECTION AND RESTORATION (Cont'd)</b>				
<b>Priority 2</b>				
Control of Slender False Brome	Manage slender false brome on preserves, oversee cost reimbursement program to encourage neighbors to eradicate slender false brome on properties next to District lands through contracts with San Mateo Resource Conservation District.	Complete		
Sudden Oak Death (SOD) Monitoring and Research	Continue treatment for and research of Sudden Oak Death.	Complete		
Archaeological Resource Survey, Assessment, and Curation	Working with regional archaeologists, survey high priority sites and develop plans to manage high priority sites and artifacts. Finalize curation guidelines. Continue to survey and curate sites and artifacts in future years based on guidelines.	In Progress	Surveys underway. Curation guidelines development delayed due to greater than anticipated staff time for Bear Creek Redwoods projects.	Work completed for the year. Ongoing project into future years

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>NATURAL RESOURCE PROTECTION AND RESTORATION (Cont'd)</b>				
<b>Priority 2 (Cont'd)</b>				
Alpine Road Salamander Undercrossing	Research similar designs and grant funding opportunities. Develop contacts with San Mateo County Roads Department and hire engineer to develop plans and specifications.	Deferred	Project delayed due to greater than anticipated staff time for Bear Creek Redwoods and Mt Umunhum Restoration projects.	
Tunitas Creek Open Space Preserve Water Infrastructure (20029-62)	Install water system infrastructure to complete installation of water well drilled in FY2014-15.	Complete		
Skyline Ridge Open Space Preserve Water Infrastructure	Install water system infrastructure to segregate grazing water system from residential water system at Big Dipper Ranch area of Skyline Ridge Open Space Preserve.	In Progress	Project underway. Livestock grazing infrastructure to be completed by September, 2016.	To be completed Quarter 1 of 2016-17
El Corte de Madera Creek Watershed Protection Program: Final Phase (MAA 4-2)	Construction at 4 locations, construction oversight, design. Preconstruction biological monitoring. Complete final phase of road/trail restoration to reduce downstream sediment delivery.	Complete		

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>NATURAL RESOURCE PROTECTION AND RESTORATION (Cont'd)</b>				
<b>Priority 2 (Cont'd)</b>				
San Francisco Dusky-footed Woodrat Memorandum of Understanding	Work with California Department of Fish and Wildlife (CDFW) to develop standard mitigations within a Memorandum of Understanding (MOU) for San Francisco Dusky-footed Woodrat when implementing projects.	Deferred	Project delayed due to greater than anticipated staff time for Bear Creek Redwoods and Highway 17 wildlife crossing.	
Burrowing Owl and Badger Habitat Management Plan	Survey habitat and prepare Management Plan for rare coastal species petitioned to be listed as threatened under Endangered Species Act.	Deferred	Project delayed due to greater than anticipated staff time for Bear Creek Redwoods and Mt Umunhum Restoration projects.	
<b>PUBLIC ACCESS AND EDUCATION</b>				
<b>Priority 1</b>				
El Corte de Madera Creek Watershed Protection Program: Re-assessment and Implementation (MAA 4-3)	Following completion of the final projects, conduct new erosion assessment to update 10-year old assessment and develop plans for road/trail restoration and begin implementation process for priority sites.	Complete		
La Honda Creek Watershed Protection Program (MAA 7-2)	Design road upgrade program to address priority sites.	Complete		

# YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>PUBLIC ACCESS AND EDUCATION</b>				
<b>Priority 1</b>				
Resource Management Grants Program	Continue funding of research projects. Conduct 5-Year review of program and Policy.	In Progress	Project delayed due to greater than anticipated staff time for Bear Creek Redwoods and Mt Umunhum Restoration projects.	Existing multi-year grants are to continue thru next fiscal year
<b>ADMINISTRATIVE AND OTHER</b>				
<b>Priority 1</b>				
Lehigh Quarry Public Meetings	Schedule and conduct meetings, coordinate with regulatory agencies, Lehigh, and public to maintain understanding of ongoing operations, and issues.	Complete		
Guadalupe River Mercury Total Maximum Daily Load (TMDL) Coordinated Monitoring Program	Implement fourth year of the coordinated monitoring effort to assess TMDL implementation success at reducing mercury within Guadalupe River Watershed.	Complete		
Peninsula Working Group Strategic Plan: Pescadero Watershed Assessment and Planning	Compile, review, and synthesize conservation planning documents for Pescadero Creek Watershed to identify and prioritize focus areas for conservation and habitat restoration actions for redwoods and steelhead.	In Progress	Workgroup with Partners has re-organized and is refocussing work on landscape stewardship projects.	

**YEAR-END REVIEW OF FY2015-16 ACTION PLAN KEY PROJECTS**

Key Project	Scope	FY15-16 Project Scope Status	Reasons for Delays/Variations	Comments
<b>ADMINISTRATIVE AND OTHER (Cont'd)</b>				
<b>Priority 2</b>				
Carbon Sequestration / Climate Change Analysis	Hire consultant(s) to evaluate opportunities for carbon sequestration on District Preserves and calculate potential carbon credits, including evaluation of future climate change models.	Deferred	Project delayed due to greater than anticipated staff time for Bear Creek Redwoods projects.	
Natural Resources Procedures Manual	Assemble manual that describes programs, procedures and practices of natural resource functions.	Complete		



Midpeninsula Regional Open Space District

# Fiscal Year 2015-16 Major Accomplishments



## **FISCAL YEAR 2015-16 MAJOR ACCOMPLISHMENTS**

### **Midpeninsula Regional Open Space District Mission Statement:**

*To acquire and preserve a regional greenbelt of open space land in perpetuity;  
protect and restore the natural environment;  
and provide opportunities for ecologically sensitive public enjoyment*

The accomplishments listed below highlight Midpen's focused efforts on the three parts of its mission--preservation, natural resources restoration, and public access and education--combined with significant efforts to develop the administrative and organizational systems necessary to support this mission now and into the future. These accomplishments are extensive and varied, showing a focus on major preserve opening projects such as the Mount Umunhum Summit in the Sierra Azul Open Space Preserve, La Honda Creek Open Space Preserve, and Bear Creek Redwoods Open Space Preserve. They also show significant efforts on complex resource restoration priorities, education, and outreach to Midpen's diverse preserve visitors, effective partnerships with other organizations to better fulfill the mission, and focus and dedication to the ongoing operational requirements of managing over 62,000 acres of open space. As is evident from this list, and the many other efforts completed or underway that are not summarized in this major accomplishments list, Fiscal Year 2015-16 was a busy and productive year for Midpen!

### **PUBLIC ACCESS AND EDUCATION**

- Completed numerous major actions and commenced or continued other major actions toward opening the *Mount Umunhum Summit* in the Sierra Azul Preserve for public access, including:
  - Constructed most of the four-mile Mount Umunhum Trail, including bridge forms for the installation of three trail bridges and brushing and grading of access roads leading to the Mt. Umunhum trail.
  - Regraded and restored the summit closer to its natural form.
  - Finalized plans and bid out the Summit Project, which includes parking, ADA-accessible trails, weather shelters, stairway, ceremonial circle, and other public amenities.
  - Finalized plans and bid out the Road Rehabilitation Project to improve over five miles of roadway for the public to drive safely to and from the summit.
  - Developed interpretive material content and design for the summit to educate visitors about its natural and cultural history.
  - Prepared for, hosted site tours, and held meetings with County Commissioners and Supervisors, and presented findings to the Santa Clara County Historical Heritage Commission and Board of Supervisors to inform their consideration of whether to list the Radar Tower on the County's Heritage Resource Inventory.
  - Finalized Board of Directors' decision to retain and seal the Radar Tower and began work with the Amah Mutsun Land Trust and the United Veteran's Council of Santa Clara County to collaboratively honor Mount Umunhum's history.
  - Completed interim repairs to the Radar Tower to safely allow for the public to walk around the exterior perimeter of the structure.
  - Developed the visitor signage plan for the summit.



- Completed numerous major actions and commenced or continued other major actions toward opening lower ***La Honda Creek Open Space Preserve*** to the public, including:
  - Completed a second phase of Sears Ranch Road repairs and culvert replacements on lower Sears Ranch Road to improve sections of the main ranch road for grazing, patrol, and upcoming public use.
  - Began design of the Sears Ranch Parking Area and completed Sears Ranch Road ingress/egress traffic study.
  - Held a neighborhood meeting to provide an overview of actions completed to date to prepare the Sears Ranch Road area for public access.
  - Began the public access site plan for the Red Barn Area, including traffic counts, site evaluation for a new driveway and parking lot, and evaluation of site historical features.
  
- Completed numerous major actions and commenced or continued other major actions toward opening ***Bear Creek Redwoods Open Space Preserve*** to the public and improving Bear Creek Stables, including:
  - Held a neighborhood meeting in Los Gatos, with over 150 public members in attendance, to re-introduce the Preserve Goals and Actions.
  - Held five additional public meetings, including a CEQA kick-off meeting, two additional Board Committee meetings to refine the Preserve Plan actions and phasing, and two open houses to discuss stables site plan alternatives.
  - Completed a cultural resources evaluation of potentially significant sites to inform the preparation of the environmental review documents.
  - Completed major sections of the Draft Bear Creek Redwoods Preserve Plan and Administrative Draft Environmental Impact Report.
  - Hired a design and engineering team to prepare the construction plans for the new Bear Creek Redwoods parking area, which will include a new driveway, pedestrian crossing, restroom, ADA trail, and trailhead.
  - Completed the draft Alma College Cultural Landscape Rehabilitation Plan, refined alternatives with Board input, and presented preferred actions for Board confirmation to guide the preparation of the environmental review documents.
  - Approved the Assignment of an Amended Stables Rental Agreement to a new, interim stables tenant.
  - Developed site plan alternatives for the stables and finalized Board of Directors' selection of a preferred alternative to guide the preparation of the environmental review documents.
  - Evaluated potential water sources, including constructability assessments and construction cost estimates, to support the stables and other preserve infrastructure and code requirements.
  - Coordinated with Santa Clara County to review potential permitting requirements for proposed new improvements for the preserve and the stables.
  
- Completed numerous major actions and commenced or continued other major actions toward completing the San Francisco Bay Trail Connection Project at ***Ravenswood Open Space Preserve***, including:

- Coordinated with the Cities of East Palo Alto and Menlo Park, the San Francisco Bay Trail, and Facebook, and held public meetings on the trail project to solicit feedback. Received a City of East Palo Alto letter in support of the project.
  - Finalized the preferred trail alignment, which includes a privacy buffer for the neighboring University Village neighborhood.
  - Completed CEQA document preparation for public review in winter 2016 and finalized language necessary to convey a trail easement from the San Francisco Public Utilities Commission (SFPUC) to the District to allow for construction of the Bay Trail connection.
  - Entered into a contract for trail design and engineering services.
- Held the Grand Opening Dedication event for the *Mindego Hill Trail*, the District's first public access alongside cattle grazing.
  - Participated in a private-public partnership with the *San Francisco Bay Trail Project* and Google to resurface a 1,925-foot segment of the San Francisco Bay Trail adjacent to the Stevens Creek Shoreline Nature Study Area.
  - Completed numerous demolitions and remediation of dilapidated structures that posed public safety hazards in preserves.
  - Provided oversight and project review to the Amah Mutsun Tribal Band ecologist for the creation of a native plant relearning garden.
  - Provided presentations to the UC Elkus Range Camp, Park Rangers Association of California, and Central Coast Rangeland Coalition on conservation grazing practices.
  - Hosted the Cal-Pacific Section of the Society for Range Management and conducted a tour and presentation of the grazing operation in lower *La Honda Creek Open Space Preserve*.
  - Installed seven new preserve entrance signs and ten new sign boards at various preserves.
  - Installed gates and split-rail fencing at various locations in the *Sierra Azul and Picchetti Ranch Preserves*.
  - Completed fire road maintenance and improvements in numerous Preserves – *Rancho San Antonio, El Sereno, Fremont Older, Picchetti, and Sierra Azul*.
  - Completed single-track trail brushing in preserves.
  - Conducted bridge inspections in the *Foothills area* for wear and tear and general condition.
  - Constructed livestock enclosure improvements at *Deer Hollow Farm*, including new fencing, concrete pads, and shade structures.
  - Constructed a 100-foot long puncheon on the *High Meadow Trail* in Rancho San Antonio.
  - Recruited and trained 40 new Trail Patrol Volunteers.
  - Conducted outdoor Activity Docent program training (12-week course) graduating 22 new docents to provide enriched experiences for the public via guided interpretive nature and history activities.

- Provided outdoor education to more than 8,000 members of the public through Midpen events and activities, or collaborative events and activities with partners, including:
  - 3,800 participants in 287 docent-led interpretive activities, including hikes, mountain bike rides, and canine companion walks with topics such as local history, Ohlone medicine, geocaching, bats, redwoods, health and exercise, and early morning birding.
  - 2,004 adults and 1,056 children at the Daniels Nature Center, which was open 94 days between April 2015 and June 2016.
  - 1,086 students at Skyline Ridge Preserve for the Spaces & Species science field trips by Outdoor Education Leader docents. Out of the 43 classes that participated in the program, nine classes received funding for transportation assistance.
  - Hosted an outreach booth at the Bay Area's first Geocaching Mega-Event attended by more than 800 people and engaged new participants to try the District's geocache circuit. More than 700 discoveries of the "Preserve Circuit Geocaches" were logged online.
  - Welcomed approximately 600 participants and 35 volunteers at the 2015 and 2016 District-hosted Wingding Family Festival at Skyline Ridge Preserve in collaboration with the Santa Clara Valley Audubon Society and 12 other environmental organizations.
  - Hosted two Fremont Older House Tours, welcoming 135 participants on nine guided tours a day in 2015 and 2016.
- Established a new collaborative field trip program with *Save the Redwoods League* to provide more than 100 local high school students with field learning experiences that connect redwood forest ecology and climate change issues.
- Provided docents and funding for transportation in a new partnership with Bay Area Older Adults, a non-profit organization in support of providing active older adults outdoor hiking and nature studying experiences
- Contributed to the *Bay Area Healthy Parks Healthy People* collaborative effort by providing eight docent-led activities on preserves.
- Completed environmental review, construction plans, and submitted permit applications for construction in 2017 of two new bridges over Stevens Creek at *Monte Bello Preserve*.
- Began a Visitor Use Counting pilot program at Rancho San Antonio Preserve, Ravenswood Preserve, and the Mt. Umunhum area of Sierra Azul Preserve.
- Initiated the *El Sereno Dog Access Project*, researching existing conditions and property rights.
- Began project scoping for the *re-opening of Alpine Road at Coal Creek Preserve*, including meetings with the San Mateo County Public Works Department and assessing current conditions of culverts and the trail.
- Obtained permit from Santa Clara County for the installation of a protective net canopy structure over the Prospect Road parking lot at *Fremont Older Preserve* to protect visitors and vehicles from errant golf balls from the adjacent golf course.

- Finalized the construction plans for the new Oljon Trail and bridge crossing at *El Corte de Madera Creek Preserve* and submitted the construction permit to San Mateo County.
- Dedicated the new Ancient Oaks Trail Extension in *Russian Ridge Preserve*.
- Dedicated the *Herb Grench Trail and Overlook* located at one of the ridgeline peaks off of Anniversary Trail at Windy Hill Preserve.
- Completed a District-wide inventory of vacant structures in preserves for tracking purposes and to inform future decisions on their use and management.
- Completed a District-wide inventory of vehicle bridges for tracking purposes and to assist with the prioritization of future bridge repairs and replacements.
- Completed an inventory of every culvert in Foothills area and created a GPS database with locations.
- Ranger enforcement of ordinances through written warnings and citations, and emergency response, including:
  - 2,601 citations (including 812 parking citations) and 850 warnings between April 2015 and June 2016
  - 53 motor vehicle accidents
  - 40 bicycle accidents
  - 37 other medical/first aid events
  - 22 running/hiking accidents
  - 17 fire incidents
  - 16 motorcycle accidents
  - 16 animal incidents
  - 10 lost person searches
  - 7 hazardous materials incidents
  - 6 fatalities
  - 2 equestrian accidents
  - 1 suicide and 1 attempted suicide
- Upgraded the District Website, which has received over 1.4 million page views, and now provides a quick and convenient way for visitors to get the information they need before a visit. The website also includes a dedicated Vision Plan web page.
- Developed *Measure AA Sign Installation Guidelines* to guide sign placement to inform the public of how Measure AA funds are being put to use.
- Increased Facebook followers from 5,250 to 6,319 (17% increase) with 506 Facebook Posts for 1,226,067 total impressions.
- Increased Twitter followers from 1,593 to 2,171 (36% increase) with 648 Tweets for 229,166 total impressions.
- Developed and widely distributed new focused publications and public outreach materials for specific District projects, including:
  - Mount Umunhum pictorial brochure and the General Manager's article, "The Hidden Stories of Mount Umunhum."

- Factsheets on Land Conservation and the Highway 17 Wildlife Crossing Project.
- Maintained a strong presence in media outlets and accomplished 120+ news stories (print, web, radio, and TV) about the District, including:
  - “Meet and greets” with editors from various local newspapers and ethnic radio stations.
  - Hosted two media events, one at the Mount Umunhum Summit, to relay facts and history about the mountain, and the other for the Sudden Oak Death Science Symposium at Los Trancos Preserve.
  - Feature article with New America Media to promote District preserves to Asian, African American, and Latino communities.
  - Hosted Tom Stienstra and members of the *San Francisco Chronicle* on an exploration hike of Purisima Creek Redwoods Open Space Preserve.
  - Profiled the District on local TV via a high-quality production video that ran several weeks prior to the Super Bowl as a result of our active participation in the Super Communities Super Bowl Committee.
  - Participated in two segments of NBC’s *Open Roads with Doug McConnell*, featuring Mindego Hill, Purisima Creek Redwoods, and the District’s Innovation Team and Fog Harvesting Project.
- Reformatted the District’s quarterly *Views* newsletter, appealing to a broader audience by creating a wider variety of news items, content types, and calls to action.
- Completed four video vignettes for the website and social media to educate the public further about the District and our public programs and projects.
- Continued public agency partner outreach efforts and events, including:
  - Two legislative luncheons with partners and local elected officials.
  - Attended local chamber of commerce events, and was featured at the Half Moon Bay Chamber of Commerce, as part of a discussion on Half Moon Bay’s ecotourism programs.
  - Organized ten presentations to various local city councils for Board members to provide Measure AA project updates.
  - Coordinated the Joint Shoreline Festival & Cooley Landing Building Dedication with the City of East Palo Alto.
- Hosted a series of ***Walk with a Doc*** events, in partnership with the San Mateo County Medical Association, for people of all fitness levels at five different preserves.
- Promoted the District at numerous events and through new partnerships, focusing on diverse communities, including:
  - Events such as the African American Community Health Advisory Committee’s Soul Stroll, North Fair Oaks Bike Rodeo, Half Moon Bay’s Healthy Kids Fair, Annual Latino Health Forum, the Diwali Festival, Lockheed Martin Wellness Fair, Los Gatos Earth Day, San Mateo County Health and Benefits Fair, Mountain View Arbor Day, Menlo Park Kite Day, La Honda Fair & Music Festival, East Palo Alto Charter School Open House, Cupertino Earth Day, Accessible Adventures Day at San Francisco State University, and Saratoga Blossom Festival.

- Hosted a seminar on *Engaging Latinos in Open Space and Conservation* with Jose Gonzales from Latino Outdoors and started a pilot program to provide transportation and a one-day outdoor activity in a preserve for Latino families.
- Partnerships with Acterra, Village Harvest, and Student Conservation Association designed to increase volunteer stewardship opportunities.
- Partnerships with organizations that serve culturally-diverse, low-income youth such as Latino Outdoors, College Track in East Palo Alto, and Siena Youth Center in North Fair Oaks, to promote hiking, running, and biking on District preserves.

### **NATURAL RESOURCES PROTECTION AND RESTORATION**

- Began significant natural resources protection and restoration projects in ***Bear Creek Redwoods Preserve*** in preparation for opening the preserve to the public, including:
  - Mapped invasive vegetation and developed an Integrated Pest Management Plan to control vegetation.
  - Developed defensible space wildland fire fuels clearing plans and conducted solicitation to hire contractor to implement trail mowing and fuel clearing.
  - Completed Water Resources Inventory to identify and survey potential water supply sources to support stables improvements.
  - Completed Road and Trail Inventory to prioritize road and trail upgrades necessary to open preserve for public access.
  - Initiated water studies for development of a Pond Management Plan.
- Completed numerous natural resources protection and restoration projects in ***La Honda Creek Preserve*** in preparation for opening the preserve to the public, including:
  - Apple Orchard road repair and culvert replacement.
  - Driscoll Ranch Roads Sediment Reduction project and remediation of hazardous waste.
  - Rebuild Pond DR10 berm.
- Surveyed and mapped ***rare plant populations*** at Mount Umunhum, Mount Thayer, and along Mount Umunhum Road, and provided biological monitoring for construction projects on Mount Umunhum.
- Collected native plant seeds for ***restoration planting at Mount Umunhum*** and developed revegetation plans and safe methods for restoration to prevent the introduction of soil pathogens related to plant propagation.
- Completed the ***El Corte de Madera Preserve Watershed Protection Program*** final phase implementation and reassessment, significantly improving water quality in these headwaters over the course of 15 years of restoration activities.
- Launched an Innovation Team project to research and implement a fog-collection pilot project.
- Initiated the Highway 17 feasibility study for new wildlife passage and Bay Area Ridge Trail crossing.

- Selected a new grazing tenant and reintroduced livestock grazing as a resource management tool on the former Mindego Ranch of ***Russian Ridge Preserve***.
- Selected a new grazing tenant for the Apple Orchard Property at ***La Honda Creek Preserve***.
- Prepared a Madonna Creek Stables Site Plan and a new Stables Lease.
- Facilitated discussions with eight local land management agencies for compliance with California Department of Fish and Wildlife regulations regarding relocation of mountain lions.
- Negotiated and completed a grant agreement with Santa Clara Valley Water District for the ***restoration of the Hendrys Creek property in Sierra Azul Preserve*** and commenced a contract with Acterra Stewardship for native plant restoration.
- Presented the ten-year update for ***Sudden Oak Death (SOD) research and management*** on District preserves, including Board approval of a new ten-year SOD Management Plan.
- Negotiated and executed contracts for the treatment of SOD at Rancho San Antonio, Los Trancos, and El Corte de Madera Creek Preserves.
- Presented the ten-year update for ***Slender False Brome (SFB) research and management*** on District preserves, including Board approval of a new ten-year SFB Management Plan and contract with San Mateo County Resource Conservation District to provide management of SFB on private properties with potential to infect District preserves.
- Provided biological monitoring and directed contractor work to treat invasive weed populations at Sierra Azul, La Honda Creek, and Russian Ridge Open Space Preserves.
- Surveyed and mapped vegetation along Stevens Creek Nature Trail in support of upcoming bridge replacement project.
- Trained grazing tenants and supervised invasive vegetation treatments on grazed preserves.
- Monitored and reviewed the District's Resource Management Grant Program funded research projects, including the UC Santa Cruz Puma Project, Central Coast Rangeland Coalition, and Ken Hickman wildlife photographer.
- Completed infrastructure improvements with grazing tenants at Mindego Ranch, Big Dipper, Tunitas Creek, October Farm, McDonald Ranch, Driscoll Ranch, and Purisima to Sea properties.
- Completed the Fiscal Year 2015-16 Integrated Pest Management Work Plan.
- Completed water use reporting to State Water Resources Control Board for District and tenant water use for conservation reporting.
- Completed final ***closure of Mindego Landfill*** and corral sites with the San Francisco Bay Regional Water Quality Control Board.
- Conducted archaeological surveys and testing for future Skyline and Foothills areas maintenance projects.
- Prepared demolition cost estimates for the removal of dilapidated structures in Stevens Creek Canyon that pose a public safety hazard.

- Reviewed erosion control and drainage work for the Ridge Vineyards property exchange.
- Completed the third year of San Francisco Garter Snake monitoring at Mindego.
- Assisted Santa Clara County and San Mateo County with the location and eradication of illegal marijuana growing operations on District lands, including cleaning and restoring the sites when feasible.
- Partnered with San Mateo County Parks to close and restore illegal bike trails at *Teague Hill Preserve*.
- Investigated and took action in cooperation with California Fish and Wildlife and Santa Clara County on illegal water diversion from Saratoga Gap to a private property.
- Established a "Fern Watch" field site plot with Save the Redwoods League at lower Purisima Creek Redwoods Preserve that is being monitored annually by a team of District docents and providing data to a state-wide project/citizen science effort.
- Continued design and pre-construction support to San Mateo County Resource Conservation District for a grant-supported fish habitat restoration project in San Gregorio Creek.
- Continued efforts to expand the existing US Fish and Wildlife Service recovery permit for California red-legged frog and San Francisco garter snake to cover all District holdings within the species range.
- Completed the *Annual Wildflower survey* at Sierra Azul Preserve.

### LAND ACQUISITION AND PRESERVATION

- Purchased, exchanged, or partnered with other conservation agencies to protect over 638 acres of open space lands and received \$1,500,000 in partnership funds and the equivalent of a \$205,000 gift of land, including:
  - Purchased the *307.64-acre POST (Apple Orchard & Event Center)* properties protecting redwoods along San Gregorio Creek and Coho salmon and steelhead spawning habitat.
  - Purchased the 38.14-acre Toepfer and five-acre Ashworth property along Bear Gulch Road providing future Ridge Trail extension opportunities, as well as redwood preservation and La Honda Creek headwaters protection.
  - Recorded a three-acre *San Gregorio Creek Conservation Easement* west of the Driscoll Event Center to protect a sensitive riparian corridor.
  - Purchased the 30-acre *Cunha Trust property* at the end of Sears Ranch Road, consolidating District ownership of the private road that will serve as the driveway entrance to a new public *parking area for lower La Honda Creek Preserve*.
  - Completed the 117-acre *Hendrys Creek Property purchase in Sierra Azul Preserve* in partnership with the Santa Clara Valley Water District (SCVWD), who provided funds for the \$1,500,000 purchase.
  - Purchased the 24.41-acre *Freudenberg* property along Weaver Road in *Sierra Azul Preserve*.
  - Purchased the 38.97-acre *Meyer/Connolly* property located *along Mount Umunhum Road*, which includes a building pad and improvements that may support a potential new employee



residence to provide afterhours presence to assist with the opening of the Mount Umunhum Summit to public access.

- Purchased the four-acre *Barth* property along Hicks Road *above Guadalupe Reservoir* to protect the scenic view shed, sensitive grassland habitat, and Guadalupe Creek watershed.
- Purchased a 40-acre property on April 1, 2015 in Sierra Azul Preserve that may facilitate a future regional connection to the Forest of Nisene Marks.
- Prepared a Lot Line Adjustment application for the 241-acre Purisima Uplands property, including survey maps, identified a viable trail corridor, and continued consultation with the landowner regarding use of the ranch roads for patrol and maintenance and the planning of a future public trail and staging area.
- Continued ongoing discussions with an interested neighbor about a potential trail corridor easement or purchase to facilitate a Ridge Trail connection between La Honda Creek and El Corte de Madera Preserves.
- Entered into a Right-of-Way Agreement with Caltrans to quitclaim to the District the Highway 84 tunnel connecting the Driscoll Event Center to the La Honda Creek Preserve to provide a *safe crossing under Highway 84* for the public and grazing tenant.
- Began legal actions to secure public rights on Mount Umunhum Road to allow public vehicular access to the summit of Mount Umunhum.
- Received three gifts of Redwood Park parcels totaling 0.33-acre as additions to Purisima Creek Redwoods Preserve.
- Resolved an illegal encroachment of vehicles on public open space land in El Corte de Madera Preserve and installed fencing at the property boundary to prevent future illegal encroachments.

#### **GENERAL/MIDPEN-WIDE SUPPORT OF MISSION**

- Continued implementation of critical *Financial and Operational Sustainability Model Study* recommendations to enhance the District's delivery of Measure AA project and fulfillment of its Vision Plan and Mission, including:
  - Reorganization of departments and divisions into clear business lines of Project Planning and Delivery, Visitor and Field Services, and Finance and Administrative Services.
  - Recruitment and filling of critical positions within those business lines, including a Chief Financial Officer/Administrative Services Director, Engineering & Construction Manager, and Information Services and Technology Manager.
  - Transition of the Operations Department into the Visitor Services and Land and Facilities Services Departments.
- Sponsored Assembly Bill 495 to raise the General Manager's purchasing authority to improve operational efficiencies, which was passed by the State Legislature and signed by the Governor during the 2015 legislative session.
- Completed approximately 80 individual residence repair projects, including major habitability repairs to four residences.

- Entered into new Administrative Office leases and completed office improvements and furnishing to accommodate District organizational growth.
- Conducted an evaluation of commercial office lease rates and sales activity for upcoming decision on a new Administration Office building, to determine whether to rebuild onsite or purchase new building.
- Implemented numerous administrative procedure improvements to support and streamline business functions, including:
  - Bringing payroll functions in-house and implementing electronic timecards.
  - Changing the fiscal year end date from March 31 to June 30.
  - Restructuring of the District's chart of accounts to enable more detailed financial reporting and cost analysis of projects.
  - Created new project structure to facilitate consolidated expenditure reporting for Measure AA for both internal and external parties.
  - Established a tracking system for reimbursement of internal labor costs related to Measure AA projects.
  - Developed best practices layout and information for the Fiscal Year 2016-17 Budget & Action Plan book.
- Completed the *first issuance of Measure AA General Obligation Bonds* to fund priority Measure AA projects.
- Issued Request for Proposals to *establish an external bond team* consisting of Financial Advisor, Underwriter, Bond Counsel, and Disclosure Counsel to begin preparation for future bond issuances or refundings of existing debt.
- Following extensive public outreach within Santa Clara and San Mateo Counties, secured approval for the designation of *six Priority Conservation Areas in San Mateo County* and *nine Priority Conservation Areas in Santa Clara County* from the Association of Bay Area Governments Executive Board.
- Developed and provided American for Disabilities Act (ADA) Awareness Training for Administration and Field Staff, and District Volunteers, and updated the District's Accessibility/ADA website information and Easy Access Brochure.
- Finalized a three-year Memorandum of Understanding with the Field Employees Association.
- Participated in the regional Management Talent Exchange program by hosting two employees and sending one employee on interim assignments, providing opportunities for professional development.
- Participated in the Santa Clara County Leadership Academy by sending three employees to receive leadership training.
- Continued significant Human Resource efforts to recruit and promote top-notch employees for more than 30 recruitments, and coordinated employee trainings for mandatory and development training.
- Created a *Seasonal Ranger program* and hired the District's first seasonal ranger.

- Recognized and honored Docents and Volunteers at the ***Volunteer Recognition Event*** at the La Honda Creek Event Center with over **225 Volunteers**.
- Began implementation of the Information Technology (IT) Master Plan, developing general IT project guidelines for the next five years, including firewall and hardware replacements/upgrades and client infrastructure upgrades by implementing Windows 10 and Office 2016/Office 365, including MS Project and SharePoint.
- Replaced the Board Room audio system at the Administrative Office.
- ***Redesigned all Midpen Trail maps into a new GeoPDF format*** that provides greater detail and consistency, and allows for better trail navigation.
- Researched the feasibility and cost of equipping all District emergency vehicles and offices with Automatic External Defibrillators (AEDs), leading to Board funding approval to purchase and install AEDs in Fiscal Year 2016-17.

### **AWARDS/GRANTS/RECOGNITION**

- Secured a \$1,000,000 San Mateo County Measure A grant to fund the ***Ravenswood Bay Trail Gap*** trail design, permitting, and construction.
- Received a proclamation from the City of Cupertino recognizing the District for its work and thoughtful planning to create the Vision Plan.
- ***2016 ESRI Map Gallery Award*** - 3rd place in the ESRI International Users Conference Map Gallery for "Best Map Series or Atlas" for Vision Plan and Conservation Atlas.
- Received a \$30,000 ***Electric Vehicle Charging Grant*** from the Bay Area Air Quality Management District.