



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

Administrative Office
330 Distel Circle
Los Altos, CA 94022

April 25, 2017

DRAFT MINUTES

ROLL CALL

Director Cyr called the meeting to order at 1:31 p.m.

Members Present: Jed Cyr, Yoriko Kishimoto, and Curt Riffle

Members Absent: None

Staff Present: General Manager Steve Abbors, General Counsel Sheryl Schaffner, Chief Financial Officer Stefan Jaskulak, Assistant General Manager Ana Ruiz, Assistant General Manager Kevin Woodhouse, District Clerk/Assistant to the General Manager Jennifer Woodworth, Senior Accountant Andrew Taylor, Natural Resources Manager Kirk Lenington, Visitor Services Manager Michael Newburn, Planning Manager Jane Mark, Land & Facilities Manager Brian Malone, Engineering & Construction Manager Jay Lin, Human Resources Supervisor Candice Basnight, Senior Real Property Agent Allen Ishibashi, Information Systems & Technology Manager Garrett Dunwoody, and Interim Public Affairs Manager Christine Butterfield

ADOPTION OF AGENDA

Motion: Director Riffle moved, and Director Cyr seconded the motion to adopt the agenda.

VOTE: 3-0-0

ORAL COMMUNICATIONS

No speakers present.

COMMITTEE BUSINESS

1. Approve the February 21, 2017 Action Plan & Budget Committee Minutes.

Motion: Director Riffle moved, and Director Kishimoto seconded the motion to approve the Action Plan and Budget Committee minutes for February 21, 2017.

VOTE: 3-0-0

2. Proposed Fiscal Year 2017-18 Budget and Action Plan Overview (R-17-64)

General Manager Steve Abbors provided opening remarks related to the upcoming fiscal year budget and action plan.

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an overview of the FY2017-18 budget, comparing it to the adopted FY2016-17 budget. Mr. Jaskulak described the budget by funding source, including Measure AA, grants, and general fund, and described the staff positions proposed for inclusion in the FY2017-18 budget.

Assistant General Manager Ana Ruiz described the proposed expedited recruitment process for a Senior Capital Project Manager to work on the new Administrative Office building.

The Committee members requested additional information regarding the ratio of “classic” and “new” members of CalPERS and a comparison of revenues and expenditures for the previous budget year. Staff reported they will provide this information at the next Committee meeting on May 2, 2017.

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

Director Kishimoto expressed her concerns regarding using Measure AA funds to act on new opportunities that were not originally anticipated in the 25 Measure AA projects. Adding unanticipated projects may limit the District’s ability to complete all of the projects described in Measure AA.

Controller Mike Foster explained some of the Measure AA portfolios have contingencies built-in and are estimates.

Mr. Abbors commented on the District’s adaptive process to implementing Measure AA, including the Bond Oversight Committee that reviews expenditures. Additionally, the District is pursuing a broad number of grants and legislative opportunities. Finally, staff works to get the best value for the District’s contracts for each of its projects.

Director Riffle commented on the need to move forward with projects.

Director Cyr commented on the ability of the District to respond to new opportunities, and his belief that the District will be able to complete most, if not all, of the 25 projects.

Assistant General Manager Kevin Woodhouse described projects included in the Natural Resources Protection and Restoration Program, including projects to manage wildlife/fisheries, vegetation, and water resources; site remediation, cleanup, and restoration; and projects associated with the La Honda and Bear Creek Redwoods Open Space Preserves (OSP).

Committee members requested clarification regarding specific action plan projects, including prescribed fire program development, Guadalupe River watershed mercury monitoring, and development of a predator and livestock predation policy.

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

Committee members requested clarification regarding specific action plan projects, including a second assessment of the Mount Umunhum Radar Tower, Bear Creek Stables access road, and Bear Creek OSP water metering options for the proposed water system.

Director Kishimoto spoke in favor of including additional budget funding and project scoping for Alpine Road repairs to complete necessary geotechnical study and other needed assessments.

Director Cyr spoke in favor of approaching this project in a measured manner, including continuing discussions with San Mateo County.

Ms. Ruiz, Mr. Woodhouse, and Mr. Jaskulak provided an overview of the projects included in the Vehicles, Equipment, Facilities, and Other Infrastructure Program, including projects related to staff facilities at the Administrative and South Area Offices, field office internet upgrades, business system upgrades, and property management functions.

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

Ms. Ruiz and Mr. Jaskulak presented the projects included in the Administrative Support Program, including accessibility and vision plan review and updates; creation of several organization and staff development programs; and new employee onboarding program.

Director Kishimoto requested clarification regarding the Capital Improvement Program budgeting process.

Mr. Jaskulak explained the Board would approve the Capital Improvement Program on a rolling three-year basis, and the Board would decide annually whether to appropriate funding.

The Committee continued the item to the following Action Plan and Budget Committee meeting on May 2, 2016.

ADJOURNMENT

Director Cyr adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 3:48 p.m.

Jennifer Woodworth, MMC
District Clerk