



Midpeninsula Regional  
Open Space District

## **ACTION PLAN AND BUDGET COMMITTEE**

Administrative Office  
330 Distel Circle  
Los Altos, CA 94022

**May 31, 2017**

### **DRAFT MINUTES**

#### **ROLL CALL**

Director Cyr called the meeting to order at 2:30 p.m.

**Members Present:** Jed Cyr and Yoriko Kishimoto

**Members Absent:** Curt Riffle

**Staff Present:** General Manager Steve Abbors, Assistant General Counsel Hilary Stevenson, Chief Financial Officer Stefan Jaskulak, Assistant General Manager Ana Ruiz, District Clerk/Assistant to the General Manager Jennifer Woodworth, Grants Specialist Melanie Askay, Senior Property Management Specialist Elaina Cuzick

#### **ADOPTION OF AGENDA**

**Motion:** Director Kishimoto moved, and Director Cyr seconded the motion to adopt the agenda and moved Item 4 to be heard after Item 1.

**VOTE:** 2-0-0 (Director Riffle absent)

#### **ORAL COMMUNICATIONS**

No speakers present.

#### **COMMITTEE BUSINESS**

**1. Approve the May 2, 2017 Action Plan & Budget Committee Minutes.**

**Motion:** Director Kishimoto moved, and Director Cyr seconded the motion to approve the Action Plan and Budget Committee minutes for May 2, 2017.

**VOTE:** 2-0-0 (Director Riffle absent)

**2. Status Update on 2017 Grant-Related Priorities for the District (R-17-80)**

Item 2 was heard after Item 4.

Grants Specialist Melanie Askay provided the staff presentation describing the District's goals for seeking grants, including offsetting and leveraging existing funds, increasing District impact, and expanding the District's responsiveness to current conservation challenges. Ms. Askay outlined the District's grant-seeking principles, techniques for leveraging District funds, and near-term grants program priorities. Currently, she is working to identify and apply for grants, build relationships, develop a grants workflow, build a grants database, etc. Finally, long-term priorities include development of a robust grants program, streamline policies and processes, and staff education.

Director Kishimoto spoke in favor of using grant funds to leverage Measure AA funds to enable the District to complete projects in all 25 Measure AA portfolios.

Public comment opened at 3:41 p.m.

No speakers present.

Public comment closed at 3:41 p.m.

No Committee action required.

**3. New Board Policy 3.09 – Debt Management Policy (R-17-81)**

Chief Financial Officer Stefan Jaskulak explained the California Debt and Investment Advisory Commission requires the District to have a debt management policy in order to issue new debt. Benefits include establishing standard operating procedures, supporting transparent and consistent financial decisions, consistency and instruction for new staff, etc. The proposed policy outlines how District debt will be limited, structured, issued, and managed. Finally, the proposed policy describes various other debt-related controls, reporting requirements, etc.

Public comment opened at 3:58 p.m.

No speakers present.

Public comment closed at 3:58 p.m.

**Motion:** Director Kishimoto moved, and Director Cyr seconded the motion to recommend approval of the Board Policy 3.09 - Debt Management Policy.

**VOTE:** 2-0-0 (Director Riffle absent)

**4. Confirm Two Changes to the proposed Fiscal Year 2017-18 Action Plan and Budget (R-17-82)**

Item 4 was heard after Item 1.

General Manager Steve Abbors provided introductory comments describing the Board's previous decisions related the Mt Umunhum Radar Tower, including the Board's discussion at the May 24, 2017 regarding proposed Fiscal Year 2017-18 funding for a second assessment of the Radar Tower. As a result of that discussion, District staff has proposed leveraging grant funds to complete the assessment.

Assistant General Manager Ana Ruiz reported the interim repairs for the Radar Tower were completed in 2016, and additional repairs are needed to continue to protect the public who will soon have access to the exterior of the Radar Tower. Ms. Ruiz described numerous repairs that are needed to restore the long term integrity of the building.

Director Kishimoto inquired regarding the current state of the Radar Tower walls.

Ms. Ruiz explained the interim repairs were only meant to last five years, and the exterior of the building is currently safe for public access.

Director Cyr inquired regarding the full cost of the second assessment.

Ms. Ruiz explained additional funds would likely be needed to review the initial assessment and build from that to determine what long-term repairs would be needed. The \$478,000 proposed budget includes the assessment, development of plans and specifications based on the assessment, permitting fees, construction documents, etc.

Public comment opened at 2:46 p.m.

Sam Drake, President of the Umunhum Conservancy, expressed concern regarding his organization's understanding of the proposal before Committee and stated that until the assessment is complete, it is difficult to determine who would fund repairs. Mr. Drake spoke in favor of private funding to accelerate repairs beyond the District's schedule or repairs beyond the District's planned repairs. Mr. Drake spoke in favor Santa Clara County listing the Radar Tower as a historic landmark.

Director Kishimoto requested additional information regarding the Conservancy's fundraising.

Mr. Drake explained the Conservancy has not actively fundraised since June 2016 and is waiting for list of specific repairs to be completed. In 2012, a citizen offered \$200,000 for Radar Tower repair, and Mr. Drake believes the funds will be made available once the Conservancy raises \$200,000 in matching funds.

Bob Wallace inquired if members of the public can be directly involved in the decision process stating the Radar Tower represents something useless from the military and a waste of taxpayer money.

Lester Ernest formerly worked on the SAGE radar defense system and stated the computers at the Radar Tower were unable to process the radar system data. For twenty-five years, the fraudulent system continued to operate. Mr. Ernest suggested including a plaque explaining the truth of the defense system and offered to fund creation of a plaque.

Kalen Gallagher, member of the Campbell Union School District School Board but speaking for himself, spoke in favor of the Radar Tower and spoke regarding students that enjoy the tower. Mr. Gallagher spoke in favor of protecting the Radar Tower for the community.

Melany Moore President of the Summit Riders Horseman's Association thanked General Manager Abbors for offering to return to the Board to request additional funding if grant funding is not available.

Public comment closed at 3:02 p.m.

In response to questions regarding the District's previous use of outside funds to finance repairs to District buildings, Senior Property Management Specialist Elaina Cuzick explained that the District entered into a cooperative agreement with the Levin family for the Fremont Older home, in which the family funded a majority of the renovations to the house.

Ms. Ruiz explained that for Picchetti Winery the District's lessee pays rent, and current and former lessees completed substantial repairs to the site. The District wrote letters in support of the lessee's grant applications and did complete the seismic repairs to the winery building.

Director Cyr spoke in favor of the District paying for the assessment only, but not the permitting or designs.

Ms. Ruiz explained the assessment alone may cost approximately \$200,000.

Mr. Abbors reported the staff can look for other grant opportunities, including Santa Clara County or other sources.

Director Kishimoto spoke in favor of the District funding 50% of the project.

Director Kishimoto spoke regarding the need for the District to seek partners and other funding sources to complete Measure AA projects. Additionally, Director Kishimoto requested the Conservancy only disseminate facts related to the District and its work related to the Radar Tower.

**Motion:** Director Kishimoto moved, and Director Cyr seconded the motion to confirm and recommend to the full Board the allocation of \$236,000 from District General Funds – Capital and \$236,000 from Grants/Partners/Other to fund structural investigations to identify all work required to fully implement the Seal and Retain option, which was previously approved by the Board of Directors, as well as design plans and permitting fees for the Board-approved repairs. These repairs will also ensure the protection of public health and safety given that the perimeter area will be open to the public starting September 15, 2017.

**VOTE: 2-0-0** (Director Riffle absent)

Ms. Ruiz summarized the Board's previous actions related to allocations for the Bear Creek Stables Site Plan Implementation Project, including high priority improvements. The recommended action is to make changes to the proposed Fiscal Year 2017-18 budget to reflect the Board's previous decision.

Director Kishimoto inquired regarding the cost of improvements for the stable boarder areas.

Planner III Gretchen Laustsen explained the cost breakdown for public and private areas of the stables is not complete and is planned for presentation to the Board in September.

Director Kishimoto expressed her opinion that taxpayer funds should not be used for the private areas of the stables.

**Motion:** Director Kishimoto moved, and Director Cyr seconded the motion to confirm and recommend to the full Board the allocation of \$3 Million from District Measure AA, \$500,000 from District General Fund – Capital, and \$1,650,000 from Grants/Partners/Other to fund the three-year capital improvement work for the Bear Creek Stables Site Plan Implementation Project (MAA 21-004).

**VOTE: 2-0-0** (Director Riffle absent)

**ADJOURNMENT**

Director Cyr adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 4:02 p.m.

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Jennifer Woodworth, MMC  
District Clerk