



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

Administrative Office
330 Distel Circle
Los Altos, CA 94022

May 1, 2018

DRAFT MINUTES

ROLL CALL

Director Riffle called the meeting to order at 3:00 p.m.

Members Present: Curt Riffle, Pete Siemens and Yoriko Kishimoto

Members Absent: None

Staff Present: Acting General Manager Ana Ruiz, Acting General Counsel Hilary Stevenson, Chief Financial Officer Stefan Jaskulak, Acting Assistant General Manager Brian Malone, Acting Assistant General Manager Christine Butterfield, District Clerk/Assistant to the General Manager Jennifer Woodworth, Natural Resources Manager Kirk Lenington, Visitor Services Manager Matt Anderson, Planning Manager Jane Mark, Acting Land & Facilities Manager Elaina Cuzick, Engineering & Construction Manager Jay Lin, Human Resources Manager Candice Basnight, Information Systems & Technology Manager Garrett Dunwoody, Acting Public Affairs Manager Cydney Bieber, Real Property Manager Mike Williams, Budget Analyst II Marion Shaw, Budget Analyst I Elissa Martinez and Executive Assistant/Deputy District Clerk Maria Soria

ADOPTION OF AGENDA

Motion: Director Siemens moved, and Director Kishimoto seconded the motion to adopt the agenda.

VOTE: 3-0-0

ORAL COMMUNICATIONS

No speakers present.

COMMITTEE BUSINESS

- 1. Approve the April 24, 2018 Action Plan & Budget Committee Minutes**

Director Riffle stated that under the Adjournment portion of the minutes to change the name from Director Cyr to Director Riffle.

Executive Assistant/Deputy District Maria Soria confirmed the correction has already been addressed.

Motion: Director Kishimoto moved, and Director Siemens seconded the motion to approve the Action Plan and Budget Committee minutes for April 24, 2018, as amended.

VOTE: 3-0-0

2. Continued Item from April 24, 2018 Meeting: Proposed Fiscal Year 2018-19 Budget and Capital Improvement and Action Plan Overview (R-18-43)

Mr. Malone described the projects included in the District's Public Access and Education Program, including a strategic communications plan and projects related to public access at La Honda Creek and Bear Creek Redwoods Open Space Preserves. Additionally, staff will continue working on numerous other program projects, including the Ravenswood Bay Trail, Highway 17 wildlife and trail crossing, Alpine Road Trail, and Purisima to the Sea Trail.

Director Riffle expressed concern related to the cost of completing the 0.6-mile gap in the Ravenswood Bay Trail.

Planning Manager Jane Mark responded there are many challenges in this particular project due to its location in a highly regulated part of the Bay and will require numerous permits. Ms. Mark also summarized the scope of construction, which will include a bridge, boardwalk, trail, and pavement striping.

Acting General Manager Ana Ruiz emphasized this project is a partnership project with other organizations and agencies and a number of grants have been attained to offset the price. Ms. Ruiz also added that the 0.6-mile trail will open 80 miles of continuous Bay trail and will connect communities that are not well connected to the Bay.

Director Riffle requested to add in the description project section of the Rancho San Antonio Deer Hollow Farm, White Barn Rehabilitation project that we received a grant donation.

Director Kishimoto requested to add in the description box of the Developed District Strategic Communications Plan that the \$100,000 budget would also include implementation of the plan.

Director Kishimoto requested to add in the description project section of the Hawthorns Public Access Site Plan to include that staff will also be looking at regional connections in the neighboring cities of Palo Alto and Portola Valley.

Director Kishimoto requested staff include information related to the proposed \$750,000 allocated in FY19-20 for the Bear Creek Redwoods Water System in the Bear Creek Stables project update scheduled for July/August. Director Siemens also requested to have a conversation of the possibility of relocating the stables due to the cost.

Acting Assistant General Manager Butterfield indicated staff is developing the materials for the upcoming meeting and will include potential plans along with alternatives.

Mr. Malone provided an overview of the projects included in the Infrastructure and Other Program, including projects related to staff facilities at the Administrative and South Area Offices, agriculture leases, agricultural workforce housing, property management, and business and administrative systems.

Director Riffle requested specification in the description project section of the Sierra Azul Ranger Residence that it is a ranger residence.

Director Riffle requested to use the same style of the organizational charts throughout the budget book.

Director Siemens suggested staff should consider a duplex for the agriculture workforce housing at La Honda Creek.

Mr. Malone stated staff would evaluate alternative recommendations and provide an update to the Board of Directors.

Director Riffle pointed out the District is using performance indicators in the budget book and would like to evaluate their effectiveness at or before the next strategic plan Board retreat.

Director Kishimoto requested the Financial Operation Sustainability Model projections should be reviewed and updated at or before the next strategic plan Board retreat.

Director Riffle suggested including the table that lists the Capital Improvement and Action Plan projects related to Agriculture in the budget book.

Mr. Jaskulak confirmed that the table would be added to Section 3 under the Capital Improvement and Action Plan of the budget book.

3. Fiscal Year 2018-19 Capital Improvement and Action Plan efforts that further Midpen Diversity Goals and Objectives

Acting General Manager Ana Ruiz asked the Action and Budget Committee if they would consider adding the Board of Directors goals on diversity to the budget book to get a better understanding of how the work, projects, activities, and programs will be conducted in the next fiscal year to pursue the Board's goals on diversity.

Director Kishimoto suggested that rather than including the goals in the budget book the Board could evaluate the goals annually as part of the strategic plan process.

Director Kishimoto requested the Citizens Advisory Committee be mentioned in the General Manager's transmittal letter of the budget book.

Mr. Jaskulak reviewed the upcoming Board and Committee schedule:

- May 23 - Board of Directors will conducted its first review of the budget and public hearing.
- May 30 - Action Plan and Budget Committee will review proposed changes to the District's financial policies. The goals it to have an affirmation by the Board on all of financial polices annually at the last Board meeting in June.

Public comments opened at 4:36 p.m.

No speakers present.

Public comments closed at 4:36 p.m.

Motion: Director Siemens moved, and Director Kishimoto seconded the motion to recommend the Board approval of the proposed FY18-19 budget as amended by the Action Pan and Budget Committee.

VOTE: 3-0-0

ADJOURNMENT

Director Riffle adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 4:38 p.m.

Maria Soria, CMC
Executive Assistant / Deputy District Clerk