



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

Administrative Office
330 Distel Circle
Los Altos, CA 94022

May 30, 2018

DRAFT MINUTES

ROLL CALL

Director Riffle called the Action Plan and Budget Committee meeting to order at 3:18 p.m.

Members Present: Curt Riffle and Pete Siemens

Members Absent: Yoriko Kishimoto

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, Visitor Services Manager Matt Anderson, Planning Manager Jane Mark, Senior Planner Tin Hugg, Budget Manager Carmen Narayanan, Budget Analyst II Marion Shaw, and Budget Analyst I Elissa Martinez

ADOPTION OF AGENDA

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

VOTE: 2-0-0

ORAL COMMUNICATIONS

No speakers present.

COMMITTEE BUSINESS

1. Approve the May 1, 2018 Action Plan & Budget Committee Minutes

Motion: Director Siemens moved, and Director Riffle seconded the motion to approve the Action Plan and Budget Committee minutes for May 1, 2018.

VOTE: 2-0-0

2. Saratoga-to-the-Sea Trail Partnership Agreement between the City of Saratoga and the Midpeninsula Regional Open Space District (R-18-51)

Senior Planner Tina Hugg provided the staff presentation summarized the background of the project and associated timeline. Ms. Hugg described the preferred trail alignment and associated considerations affecting the trail alignment. Finally, Ms. Hugg outlined the terms of the proposed funding agreement and project next steps.

Director Riffle inquired regarding whether the proposed trail would be for hikers only.

Saratoga Public Works Directors John Chebone explained the trail is planned to be a multi-use trail; however, the preferred trail alignment presents several challenges, including steep slopes, potential landslides, etc. that may require the trail to have narrower portions.

Director Riffle inquired regarding whether Saratoga requested funding for trail building.

Mr. Chebone explained Saratoga hoped the partnership would continue, but Saratoga is working on the project step-by-step and is not currently requesting funds for trail building.

Director Siemens spoke in favor of grant funding for the project stating grant funding may be available once the construction designs are complete.

Public comment opened at 3:39 p.m.

David Moss, Palo Alto Parks and Recreation Commissioner, spoke in favor of regional connections to regional trails and encouraged the District and Saratoga to help facilitate these trail connections. Mr. Moss also spoke in favor of creation of a future Palo Alto-to-the-Sea trail.

Jim Stallman, chair of the Saratoga Trails Committee, spoke in favor of bicycle access on the trail to lessen the impacts on parking lots. Additionally, cyclists often volunteer to support trail maintenance.

Public comment closed at 3:43 p.m.

Director Siemens spoke in favor of the Acting General Manager's recommendation and spoke in favor of District projects completed in partnership with other local agencies.

Motion: Director Siemens moved, and Director Riffle seconded the motion to confirm the terms of the proposed Partnership Agreement and recommend approval by the full Board of Directors.

VOTE: 2-0-0 (Director Kishimoto absent)

3. New Board Policy 3.01 – Banking Relationship Management Policy, and Annual Review of Finance Policies for 2018 (R-18-55)

Chief Financial Officer Stefan Jaskulak provided the staff presentation describing the proposed new Board Policy 3.01, *Banking Relationship Management*, which incorporates the previous Board Policy 3.01 (*Financial Instrument Signatories*) and 3.02 (*Safe Deposit Box*). Mr. Jaskulak

reviewed the proposed changes to other finance policies, including the *Fund Balance Policy*, *Statement of Investment*, and outlined the other policies to be reviewed in fiscal year 2018-19.

Director Riffle inquired regarding how the District evaluates its banking relationships.

Mr. Jaskulak described the process used to evaluate banking relationships and explained the benefits the District currently receives from Wells Fargo.

Public comment opened at 4:04 p.m.

No speakers present.

Public comment closed at 4:04 p.m.

Motion: Director Siemens moved, and Director Riffle seconded the motion to forward the proposed new Board Policy 3.01 – Banking Relationship Management Policy and minor finance policy updates to the full Board for their annual review.

VOTE: 2-0-0 (Director Kishimoto absent)

ADJOURNMENT

Director Riffle adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 4:05 p.m.

Jennifer Woodworth, MMC
District Clerk