



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

August 18, 2020

The Board of Directors conducted this meeting in accordance with California Governor Newsom's Executive Order N-29-20. All Board members and staff participated via teleconference.

DRAFT MINUTES

ROLL CALL

Chair Kishimoto called the meeting to order at 3:00 p.m.

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

Members Absent: None

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Chief Financial Officer Stefan Jaskulak, Assistant General Manager Brian Malone, Assistant General Manager Susanna Chan, Controller Mike Foster, District Clerk/Assistant to the General Manager Jennifer Woodworth, Budget & Analysis Manager Mike Bower, Budget Analyst I Lupe Hernandez, and Budget Analyst I Elissa Martinez

ADOPTION OF AGENDA

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

ROLL CALL VOTE: 3-0-0

ORAL COMMUNICATIONS

District Clerk Jennifer Woodworth reported no public comments have been submitted.

COMMITTEE BUSINESS

1. Approve the May 14, 2020 and May 19, 2020 Action Plan & Budget Committee Minutes

Public comments opened at 3:02 p.m.

District Clerk Jennifer Woodworth reported no public comments were received for this item.

Public comments closed at 3:02 p.m.

Motion: Director Riffle moved, and Director Cyr seconded the motion to approve the May 14, 2020 and May 19, 2020 Action Plan & Budget Committee Minutes.

ROLL CALL VOTE: 3-0-0

2. Proposed Fiscal Year 2020-21 Additions to the Quarterly Budget Review Process (R-20-87)

General Manager Ana Ruiz stated this item is being brought to the Committee in response to the Board's request to have more in depth quarterly budget discussions throughout the current fiscal year in response to the COVID-19 pandemic and its potential impacts on the budget.

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided the staff presentation describing potential impacts of the COVID-19 pandemic on the District's finances and how to mitigate those impacts, when necessary. Mr. Jaskulak described the proposed additions to the Board's quarterly budget review report, including revenue and expense details, controller's assessment, relevant economic and financial considerations, and additional tables and attachments to be included.

Director Riffle expressed concern that the detailed information may be more than is needed for the Board's understanding of the budget and does not want to overwhelm the full Board with details. Additionally, Director Riffle requested clarification regarding the proposed use of the various budget reports.

Mr. Jaskulak stated staff would use the budget data and provide financial forecasting to assist the Board in making budget decisions and adjustments.

Director Riffle inquired regarding the budget goal of spending the full budget.

Mr. Jaskulak stated the District does not have a goal of spending its full budget but aims to budget appropriately and adjust the budget as necessary.

Director Cyr stated he trusts the budget and finance departments to make recommendations, and the Board only needs to understand the financial information at a higher policy level.

Chair Kishimoto agreed that the detailed reports are interesting but are not necessary for the Board's quarterly review of the budget and suggested providing high level analysis of the key indicators.

Director Riffle suggested staff provide a one-page summary of the quarterly budget, and additional details could be provided if requested.

Controller Mike Foster described what his assessment would include on a quarterly basis, stating it would be similar to his monthly reports.

Mr. Jaskulak reported the quarterly report to the Board would be high level, and the attachments would contain the details.

In response to the Committee's comments, Mr. Jaskulak suggested removing the attachments from the quarterly review process and stated that key indicators could be summarized.

Director Riffle agreed and stated the quarterly budget review process would also be an opportunity for the Board to discuss the budget with staff and the controller on a regular basis.

Public comments opened at 3:59 p.m.

District Clerk Jennifer Woodworth reported no public comments were received for this item.

Public comments closed at 3:59 p.m.

Motion: Chair Kishimoto moved, and Director Cyr seconded the motion to direct staff to include in the Board's quarterly budget review process a summary of key economic and financial indicators which might lead to a change in the action plan for the remainder of the fiscal year.

Director Riffle suggested letting the Board know about the detailed budget reports that can be referred to and provided as requested.

Director Riffle suggested discussing the topic again on an annual basis to evaluate the success or potential changes to the process.

ROLL CALL VOTE: 3-0-0

ADJOURNMENT

Chair Kishimoto adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 4:06 p.m.

Jennifer Woodworth, MMC
District Clerk