



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

May 4, 2021

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

Director Cyr called the meeting to order at 1:00 p.m.

Members Present: Jed Cyr, Larry Hassett, and Yoriko Kishimoto

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 Rafaela Duran, Natural Resources Manager Kirk Lenington, Visitor Services Manager Matt Anderson, Planning Manager Jane Mark, Land & Facilities Manager Brandon Stewart, Engineering & Construction Manager Jay Lin, Information Systems & Technology Manager Casey Hiatt, Public Affairs Manager Kori Skinner, Real Property Manager Mike Williams, Budget Analyst I Lupe Hernandez, and Budget Analyst I Elissa Martinez

District Clerk Jennifer Woodworth announced this meeting is being held in accordance with Governor Newsom's Executive Order allowing Committee members to participate remotely. The District has done its best to conduct a meeting where everyone has an opportunity to listen to the meeting and to provide comment. The public has the opportunity to comment on the agenda, and the opportunity to listen to this meeting through the internet or via telephone. This information can be found on the meeting agenda, which was physically posted at the District's Administrative Office, and on the District website. Ms. Woodworth described the process and protocols for the meeting.

ADOPTION OF AGENDA

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

ROLL CALL VOTE: 3-0-0

ORAL COMMUNICATIONS

Ms. Woodworth reported no public comments have been submitted.

COMMITTEE BUSINESS

1. Approve the April 29, 2021 Action Plan & Budget Committee Minutes

Item 1 was heard after Item 2.

Motion: Director Hassett moved, and Director Kishimoto seconded the motion to approve the April 29, 2021 Action Plan and Budget Committee minutes.

ROLL CALL VOTE: 3-0-0

2. Continued Discussion of Proposed Fiscal Year 2021-22 Budget and Action Plan Overview (R-21-57)

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an overview of changes to the proposed FY2021-22 budget based on updated expenditure information and additional information regarding restricted funds in the general fund.

Assistant General Manager Susanna Chan reviewed projects included in the Public Access, Education, and Outreach program, including numerous regional trails, such as the Purisima-to-the-Sea Trail, Alpine Road Regional Trail, and Highway 17 trail crossing; Districtwide ADA barrier removal; and expanding public access at District preserves, such as at La Honda Creek Redwoods, Bear Creek Redwoods, and Windy Hill Preserves.

Director Kishimoto requested and received an update regarding use of the Driscoll Event Center parking lot for hiker use, which was recently opened for permitted hiking.

Director Hassett requested and received an update regarding implementation of short-term measures to support public access, which were suggested by the La Honda Public Access Working Group.

Assistant General Manager Brian Malone described projects included in the Assets and Organizational Support Program. Projects include agricultural workforce housing at the La Honda Creek Open Space Preserve, property management for residential, office, and other building sites, and improvements to business system and administrative processes.

Director Hassett requested an update regarding the Skyline Field Office remodel project and spoke in support of making necessary facility updates.

Mr. Malone reported the permit requirements for the driveway improvements and water storage requirements raised the project costs, and the projects were removed from the action plan. Mr. Malone described updates to the facility, which have been made but did not require permits.

Directors Hassett and Cyr spoke in favor of a live staff member answering the District's phones.

Mr. Jaskulak provided additional information regarding the District's phone system, which allows callers to reach individual staff members directly or speak with the front desk staff member.

Director Kishimoto requested additional information regarding projects supporting the District's diversity, equity, and inclusion (DEI) initiatives.

Public Affairs Manager Kori Skinner reported many aspects of the 50th anniversary celebration will include projects supporting DEI initiatives, and DEI projects are also included in many of the District's other projects, such as for the grants program. The District also has internal staff teams working on DEI initiatives.

Director Kishimoto suggested including information highlighting DEI initiatives and projects in the budget book.

Director Kishimoto requested that when the Measure AA projects are prioritized again that a status update on current progress also be included.

Mr. Malone reported staff has typically brought the prioritization criteria to the Board for approval.

Director Kishimoto asked that the Board be able provide more input into the prioritized list.

Public comments opened at 2:38 p.m.

Ms. Woodworth reported no public comments were received for this item.

Public comments closed at 2:38 p.m.

Motion: Director Kishimoto moved, and Director Hassett seconded the motion to recommend Board adoption of the Fiscal Year 2021-22 Budget and Action Plan.

Director Hassett requested adding a project to the Budget and Action Plan to update the Skyline Field Office.

Ms. Ruiz stated additional information is needed to understand the amount of staff needed at the field offices to support current and future District preserves. Once that information is gathered, potential projects scopes to update field offices can be developed and resource loaded for Board consideration.

ROLL CALL VOTE: 3-0-0

ADJOURNMENT

Director Cyr adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 2:45 p.m.

Jennifer Woodworth, MMC
District Clerk