



Midpeninsula Regional  
Open Space District

R-21-104  
Meeting 22-23  
August 11, 2021

## AGENDA ITEM 6

### AGENDA ITEM

Proposed Amendments to the Fiscal Year 2021-22 Capital Improvement & Action Plan (CIAP) and Budget

### GENERAL MANAGER'S RECOMMENDATION *den*

Adopt a resolution approving the proposed amendments to the Fiscal Year 2021-22 Capital Improvement and Action Plan (CIAP) and Budget.

### SUMMARY

On December 7, 2020, the Board of Directors (Board) held its annual retreat to review the environmental scan prepared by staff and to adjust the Midpeninsula Regional Open Space District's (District) Strategic Goals for Fiscal Year 2021-22 (FY22). Following the adjustment of the Strategic Goals, the Board of Directors held a second retreat on March 4, 2021 to establish the priorities for inclusion into the FY22 CIAP and Budget. After a review by the Action Plan and Budget Committee (ABC), the full Board considered the FY22 CIAP and Budget comprised of 87 Capital Projects and 30 Supporting Projects at a public hearing on May 26, 2021. The CIAP and Budget were subsequently adopted by the Board on June 9, 2021.

A recent employee wellness survey given in June indicates that about one-third of employees (out of a total of 100 responses) are struggling with the workload and facing burnout, aggravated by the continual burdens of the pandemic and its impact on mental health and well-being. With a recognition that pandemic stress and disruptions continue into the new fiscal year and that numerous time-sensitive and major efforts, projects, and actions must proceed and require significant staff resources from numerous departments, the General Manager asked every department to reassess the FY22 CIAP and propose reductions to the workload while preserving capacity for the highest priority and time-sensitive projects. Examples of high priority and time sensitive projects include: Administrative Office construction and relocation, 50<sup>th</sup> Anniversary public events and activities, fuel management projects, and due diligence for the potential Cloverdale Ranch purchase. This report summarizes the proposed CIAP and corresponding budgetary changes. In addition, the General Manager also requests an increase to the budget for implementation of the Rancho San Antonio Multimodal Access Project. At the time of budget approval in June 2021, only a placeholder budget had been included pending Board consideration of the multimodal implementation strategies, which have since been approved.

## DISCUSSION

The proposed changes to the FY22 CIAP are grouped into four major categories: proposed deferrals and cancellations (four), proposed scope reductions (six), proposed budget reductions (four), and proposed budget increase (one). A detailed list of all the changes is included for reference in Attachment 2.

### Proposed Deferrals and Cancellations

The General Manager recommends deferring two less time-sensitive projects to a future fiscal year to reserve staff capacity for time-sensitive and higher priority projects. Also, two additional projects were recently cancelled given new information that deem the projects no longer necessary or no longer recommended to meet District goals (see description below). The net budget decrease for these projects is \$80,000.

**Table 1: Summary of Deferred/Cancelled Projects**

Project Number	Project Name	Proposed Change	Budget Adjustment
OP-028	Good Neighbor Policy Update	Defer to FY23	(\$10,000)
31905	Basic Policy Update	Defer to FY23	(\$50,000)
	Kennedy Trail Re-route	Cancel – rerouting would result in high impact, instead will conduct regrading and rock to improve trail surface and drainage.	(\$10,000)
VP25-003	Forest of Nisene Marks Connection	Cancel – purchase of right-of-way no longer needed to achieve regional trail connection	(\$10,000)

### Proposed Scope Reductions

The General Manager recommends minor adjustments to the scopes and/or schedules of six projects, resulting in a more manageable workload that is also more realistic given external factors affecting timing related to permitting and seasonal constraints. The net budget impact from the scope reductions is a total of \$499,500. For details on the specific changes to the scope, please refer to Attachment 2.

**Table 2: Summary of Projects with Reduced Scopes**

Project Number	Project Name	Proposed Scope Reduction/Deferral	Proposed FY22 Revised Scope	Budget Adjustment
35004	Sierra Azul Ranger Residence	Defer bidding and construction	Complete structural assessment repair plans. Secure/resolve permits.	(\$290,000)
35008	Kennedy Trail Retaining Wall	Defer design, CEQA review, and permits	Property line survey and fence line adjustment.	(\$107,500)

61027	Rancho San Antonio ADA Path to Deer Hollow Farm	Defer agency coordination and review by ADA consultant.	Develop scope of work for feasibility analysis of improvements to the ADA pedestrian path that leads to Deer Hollow Farm.	(\$40,000)
MAA03-002	Purissima Upland Site Cleanup and Soil Remediation	Defer site cleanup due to timing issues and reevaluate scope to confirm cleanup approach.	Continue oil well investigation and assessment, evaluate level of site cleanup, conduct CEQA review, secure permits, and coordinate with internal partners.	Net Zero
VP15-001	Redwood Forest Land Opportunity	Defer purchase of potential properties within the Slate Creek watershed.	Focus purchase opportunities of redwood forest lands in the Oil Creek watershed.	None
None	New Servers for Administrative Office	Defer purchase of equipment.	Gather requirements and investigate server infrastructure options.	(\$62,000)

### **Proposed Budget Reductions**

The General Manager recommends amending the budget to four projects for which scopes of work were modified in early May 2021, very late in the CIAP review process, preventing sufficient time to make corresponding budgetary changes. The adjusted scopes, however, were reviewed and approved by the Board at the May 2021 and June 2021 public hearings. The corresponding budget changes are now coming to the Board for approval as part of this Agenda Item. The net budget impact from the budget amendments is a total reduction of \$525,000.

**Table 3: Summary of Projects with Budget Reductions**

<b>Project Number</b>	<b>Project Name</b>	<b>Original Budget</b>	<b>Proposed Budget Adjustment</b>
61025	FFO Trail Bridge Replacements	\$80,000	(\$35,000)
80003-10	Wildland Fire Resiliency Program	\$258,000	(\$165,000)
MAA21-004	Bear Creek Stables Project	\$694,847	(\$250,000)
MAA21-011	Phase II Trail Improvements, Bear Creek Redwoods OSP	\$339,250	(\$75,000)

### **Proposed Budget Increase**

When the Board considered the FY22 Budget, only a placeholder of \$25,000 for implementation of the Rancho San Antonio (RSA) Multimodal Access Project was included. Since then, the Board has approved moving forward with the recommended multi-modal strategies. To reflect this approval, the General Manager recommends increasing the project budget by \$143,000, bringing the new total budget to \$168,000. The project budget would be divided into two funds: \$55,000 allocated to Measure AA Fund 30 and \$113,000 to General Fund Operating 10. The proposed net increase for this budget adjustment is \$140,000 with \$3,000 added from existing savings.

**Table 4: Summary of Projects with Proposed Budget Increases**

Project Number	Project Name	Original Budget	Proposed Budget Adjustment	Proposed Total Budget
VP11-001	Rancho San Antonio (RSA) Multimodal Access Project	\$25,000	\$88,000	\$113,000
MAA11-XXX			\$55,000	\$55,000

**FISCAL IMPACT**

The original projection for FY22 revenue was \$69,173,164. The total amended revenues are now estimated at \$69,098,164. The District applied \$20,751,490 in other funding sources, resulting in a total of \$89,849,654 in available funding. The FY22 proposed budget amendments result in a net decrease of \$964,500 and a new amended budget of \$88,676,052.

Table 5 summarizes the FY22 estimated change in fund balance as a positive change, with a resulting total fund balance of \$1,173,602.

**Table 5: FY22 Estimated Change in Fund Balance**

FY22 Estimated Change in Fund Balance	Fund 10 General Fund	Fund 20 Hawthorn	Fund 30 Measure AA Capital	Fund 40 General Fund Capital	Fund 50 Debt Service	Total
Total Amended Revenues	\$60,291,232	\$5,000	\$3,222,932	\$0	\$5,579,000	\$69,098,164
Total Amended Other Funding Sources	(18,372,362)	119,500	5,413,507	22,855,620	10,735,225	20,751,490
<b>Grand Total: Revenues &amp; Other Funding Sources</b>	<b>\$41,918,870</b>	<b>\$124,500</b>	<b>\$8,636,439</b>	<b>\$22,855,620</b>	<b>\$16,314,225</b>	<b>\$89,849,654</b>
<b>Total Amended Expenses</b>						
	<b>\$41,223,605</b>	<b>\$124,500</b>	<b>\$8,427,439</b>	<b>\$22,855,620</b>	<b>\$16,044,888</b>	<b>\$88,676,052</b>
Adopted Change in Fund Balance	765	0	209,000	0	269,337	479,102
Net Change in Fund Balance	694,500	0	0	0	0	694,500
<b>Amended Change in Fund Balance</b>	<b>\$695,265</b>	<b>\$0</b>	<b>\$209,000</b>	<b>\$0</b>	<b>\$269,337</b>	<b>\$1,173,602</b>

**BOARD AND COMMITTEE REVIEW**

- **December 7, 2020:** Board adoption of the FY22 Strategic Plan Goals and Objectives ([R-20-112, minutes](#))
- **March 4, 2021:** Board review and affirmation of the FY22/FY23 Capital Improvement and Action Plan ([R-21-33, minutes](#))
- **April 29, 2021:** Overview of the Proposed Fiscal Year 2021-22 Budget and Action Plan ([R-21-57, minutes](#))
- **May 4, 2021:** Continuation of the Overview of the Proposed Fiscal Year 2021-22 Budget and Action Plan ([R-21-57, draft minutes \(Attachment 4\)](#))
- **May 12, 2021:** Approval of a New Field Resource Specialist Position to Implement the Wildland Fire Resiliency Program ([R-21-60, minutes](#))

- **May 26, 2021:** Overview of the Proposed Fiscal Year 2021-22 Budget and Action Plan ([R-21-68, minutes](#))
- **June 9, 2021:** Fiscal Year 2021-22 Budget and Capital Improvement and Action Plan ([R-21-72, minutes](#))

## **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

## **CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act.

## **NEXT STEPS**

Upon Board approval, staff will make the necessary Budget amendments.

### Attachments:

1. Resolution Amending the FY22 Budget by Fund
2. FY22 CIAP Amendments
3. Draft Budget and Action Plan meeting minutes for May 4, 2021

### Responsible Department Head:

Rafaela Duran, Budget & Analysis Manager

### Staff contact:

Rafaela Duran, Budget & Analysis Manager

### Prepared by:

Rafaela Duran, Budget & Analysis Manager

Elissa Martinez, Management Analyst II

Lupe Hernandez, Management Analyst II

**RESOLUTION NO. 22-\_\_****RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT AMENDING THE CAPITAL IMPROVEMENT & ACTION PLAN (CIAP) AND BUDGET FOR FISCAL YEAR 2021-2022**

**WHEREAS**, on June 9, 2021 the Board of Directors (Board) of the Midpeninsula Regional Open Space District (District) adopted the Fiscal Year ending June 30, 2022 (FY22) Budget and Capital Improvement & Action Plan (CIAP); and

**WHEREAS**, the General Manager recommends amending the FY22 Budget and CIAP to reflect changes and reductions resulting in a net budget decrease.

**NOW, THEREFORE**, the District Board does resolve as follows:

**SECTION ONE.** Approve the recommended revenue amendments to the District's FY22 Budget resulting in a net decrease as follows:

DISTRICT BUDGET BY FUNDING SOURCE	FY22 Adopted Budget	YTD Approved Budget Amendments	CIAP Proposed Budget Amendments	FY22 Proposed Amended Budget
Fund 10 - General Fund Operating	\$60,291,232	\$0	\$0	\$60,291,232
Fund 20 - Hawthorn Fund	\$5,000	\$0	\$0	\$5,000
Fund 30 - MAA Land/Capital	\$3,297,932	\$0	(\$75,000)	\$3,222,932
Fund 40 - General Fund Land/Capital	\$0	\$0	\$0	\$0
Fund 50 - Debt Service	\$5,579,000	\$0	\$0	\$5,579,000
<b>Total</b>	<b>\$69,173,164</b>	<b>\$0</b>	<b>(\$75,000)</b>	<b>\$69,098,164</b>

**SECTION TWO.** Approve the recommended budget amendments to the District FY22 Budget resulting in a net decrease as follows:

DISTRICT BUDGET BY FUNDING SOURCE	FY22 Adopted Budget	YTD Approved Budget Amendments	CIAP Proposed Budget Amendments	FY22 Proposed Amended Budget
Fund 10 - General Fund Operating	\$41,413,605	\$0	(\$190,000)	\$41,223,605
Fund 20 - Hawthorn Fund	\$124,500	\$0	\$0	\$124,500
Fund 30 - MAA Land/Capital	\$8,697,439	\$0	(\$270,000)	\$8,427,439
Fund 40 - General Fund Land/Capital	\$23,360,120	\$0	(\$504,500)	\$22,855,620
Fund 50 - Debt Service	\$16,044,888	\$0	\$0	\$16,044,888
<b>Total</b>	<b>\$89,640,552</b>	<b>\$0</b>	<b>(\$964,500)</b>	<b>\$88,676,052</b>

**SECTION THREE.** Monies are hereby appropriated in accordance with said budget by fund.

**SECTION FOUR.** Except as herein modified, the FY22 Budget and CIAP, Resolution No. 21-18 as amended, shall remain in full force and effect.

\* \* \* \* \*

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on \_\_\_\_\_, 2021, at a regular meeting thereof, by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Larry Hassett, Secretary  
Board of Directors

\_\_\_\_\_  
Curt Riffle, President  
Board of Directors

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Hilary Stevenson, General Counsel

I, the District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.

\_\_\_\_\_  
Jennifer Woodworth, District Clerk

**Deferred/Cancelled Projects**

Project Number	Project Name	Fund	Description	Original FY22 Scope	Proposed FY22 Changes
OP-028	Good Neighbor Policy Update	10 - General Fund Operating	Review and update Good Neighbor Policy, including stakeholder input through listening sessions geographically focused toward areas of new public access (including Coastside).	Solicit public input on Good Neighbor Policy revisions. Prepare draft recommendations and policy revisions for Board consideration of approval. Post updated policy online and publish revised Good Neighbor brochure.	Defer to FY23
31905	Basic Policy Update	10 - General Fund Operating	Update the Basic Policy to incorporate the Coastside Protection Area and conduct public and stakeholder engagement and study sessions as appropriate.	Compile and review current districtwide policies, guidelines and practices. Evaluate gaps, inconsistencies and/or areas requiring greater clarification. Develop a framework for the Basic Policy update. Develop public and stakeholder engagement strategy.	Defer to FY23
	Kennedy Trail Re-route	10 - General Fund Operating	Reroute steep sections on the Kennedy Trail.	Scope, plan, design and permit.	Cancel – rerouting would result in high impact, instead will conduct regrading and rocking to improve trail surface and drainage.
VP25-003	Forest of Nisene Marks Connection	40 - General Fund Capital	Purchase Hihn right-of-way from Highland Way into the Soquel Demonstration Forest from Loma Prieta Ranch area of Sierra Azul Open Space Preserve to pursue the Mount Umunhum-to-the-Sea regional trail.	Negotiate and purchase right-of-way from Highland Way into the Soquel Demonstration Forest.	Cancel – Title research indicates that CalFire has deeded access from Highland Road through private property to access the Soquel Demonstration Forest, which is adjacent to and has trail connections to the State Forest Nicene Marks. Therefore, no purchase of right-of-way is needed from Highland Way into the Soquel Demonstration Forest to pursue a regional trail corridor.



**Projects with Reduced Scopes**

Project Number	Project Name	Fund	Description	Original FY22 Scope	Proposed FY22 Changes
35004	Sierra Azul Ranger Residence	40 - General Fund Capital	Rehabilitate existing residence for use as permanent residence in or adjacent to Sierra Azul Preserve for improved site presence and monitoring. Conduct structural assessment and implement recommended improvements to align with future site use. Repave driveway from Pheasant Road.	Complete structural assessment and complete repair plans. Secure/resolve permits. Develop bid package, solicit bids and award contract. Begin construction.	Complete structural assessment and complete repair plans. Secure/resolve permits.
35008	Kennedy Trail Retaining Wall	40 - General Fund Capital	Build a new supporting retaining wall on Kennedy Trail in Sierra Azul Preserve.	Scope project, complete property survey work, complete road/retaining wall design, conduct CEQA review and initiate permits.	Conduct property line survey and fence line adjustment. If large vehicle emergency access can't be provided through a fence line adjustment, the full retaining wall scope will be reinitiated in FY23.
61027	Rancho San Antonio ADA Path to Deer Hollow Farm	10 - General Fund Operating	Project would extend existing trail that separates pedestrians from vehicle use from the main parking area to Deer Hollow Farm to the extent feasible. Separate path may require one or more road crossings with vehicular stops and/or potential bridge as the area is confined in a valley bottom along a creek draining from Rogue Valley Pond.	Develop a scope of work for the feasibility of separating out pedestrian path. Evaluate potential biological and cultural resource concerns and research existing documentation from the White Barn work. Conduct early resource agency coordination and initial review by ADA consultant. As needed, hire consultant to conduct first year biological and cultural resource surveys; adjust trail scope and/or alignment to avoid impacts.	Develop a scope of work for the feasibility analysis of improvements to the RSA ADA pedestrian path to Deer Hollow Farm.

**Projects with Reduced Scopes**

Project Number	Project Name	Fund	Description	Original FY22 Scope	Proposed FY22 Changes
MAA03-002	Purisima Upland Site Clean up and Soil Remediation	30 - Measure AA Capital	Provide demolition, remediation, oil well decommissioning and site cleanup services at the Purisima Upland property.	Complete oil well investigation and assessment, CEQA review, permitting, and prepare oil well decommissioning bid documents.	Continue oil well investigation & assessment, evaluate level of site cleanup, conduct CEQA review, permitting, and coordinate with internal partners.
VP15-001	Redwood Forest Land Opportunity	40 - General Fund Capital	Pursue land purchase opportunities to grow Midpen's contiguous greenbelt in redwood forests.	Pursue opportunities to purchase redwood forest lands in the Slate Creek and Oil Creek watersheds.	Focus on opportunities to purchase redwood forest lands in the Oil Creek watershed.
None	New Servers for the Administrative Office	40 - General Fund Capital	Midpen's current server infrastructure (Nutanix) is currently around five years old. Modern server hardware will support expanded remote work options and improve performance on enterprise applications, such as GIS and Cityworks.	Purchase and set up new server infrastructure, including new hardware and software. Migrate current virtual server infrastructure to new system.	Gather requirements and investigate new server infrastructure options.

**Projects with Budget Reductions**

Project Number	Project Name	Fund	Description	Approved FY22 Scope	FY22 Adopted Budget	FY22 Proposed Budget Amendment
61025	FFO Trail Bridge Replacements	40 - General Fund Capital	Replace existing bridge on Bear Meadow Trail in Picchetti Ranch and on the Flume Trail in St. Joseph's Preserve.	Scope, plan, develop design documents and initiate local/regulatory permitting.	\$80,000	\$45,000
80003-10	Wildland Fire Resiliency Program	10 - General Fund Operating	Develop the Wildland Fire Resiliency Program for Midpen lands and hire consultants to design program and prepare environmental review.	Continue implementation of priority Fire Fuels Management Projects and associated grant funding support and partnership management. Continue development of Wildland Fire Pre-Plans/Resource Advisor Maps for Open Space Preserves. Begin Phase 2 of the Wildland Fire Resiliency Program development (Prescribed Fire) with Stakeholder Outreach Meetings.	\$258,000	\$93,000
MAA21-004	Bear Creek Stables Project	30 - Measure AA Capital	Implement maintenance and repairs plan to maintain equestrian use. Evaluate long-term water needs and implement water infrastructure improvements for Bear Creek Stables operation.	Complete Use Permit and Construction Documents.	\$694,847	\$444,847
MAA21-011	Phase II Trail Improvements, Bear Creek Redwoods OSP	30 - Measure AA Capital	Implement Phase 2 trail improvements, including multiuse through-trail connection, to open eastern part of Bear Creek Redwoods Open Space Preserve to public access.	Finalize design work. Secure regulatory permits, including Caltrans/County right-of-way permit.	\$339,250	\$264,250

**Projects with Proposed Budget Increases**

Project Number	Project Name	Fund	Description	Approved FY22 Scope	Revised FY22 Scope	FY22 Adopted Budget	FY22 Proposed Budget Amendment
VP11-001		10 - General Fund Operating	Project implements Board approved transportation demand management strategies at Rancho San Antonio Open Space Preserve which would provide significant benefits for recreational users and leverage partnerships.	Pending board approved recommendations, initiate scoping and programming for priority/tier 1 recommendations and begin discussions with potential implementation partners; continue implementing short-term measures as allowed, e.g., installation of site amenities at trailheads and parking areas.	Initiate scoping for priority/tier 1 recommendations and discussions with potential implementation partners; retain consulting support as necessary; begin implementing strategies primarily utilizing in-house support, e.g., installation of bike amenities at trailheads and parking areas and deployment of variable message signs.		\$113,000
MAA11-XXX	Rancho San Antonio (RSA) Multimodal Access - Implementation	30 - Measure AA Capital				\$25,000	\$55,000



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

#### **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**

District Clerk Jennifer 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, 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 by permit.

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 systems 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 back in 2008/09, and the project was subsequently removed at that time from the action plan. In lieu of a major expansion, Mr. Malone described updates and small improvements to the facility, which have since been made.

Directors Hassett and Cyr spoke in favor of a live staff member answering District 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 activities supporting DEI initiatives, and DEI components 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 to 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 staff deployment to support current and future District preserves. This information and recommendations are being developed as part of the Coastal Management Plan that is underway. Once that information is gathered, potential projects scopes to update or expand field offices can be identified and resource loaded for Board consideration. Findings from the Coastal Management Plan are expected to be ready for Board review by late 2021.

**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.

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Jennifer Woodworth, MMC  
District Clerk