



Midpeninsula Regional  
Open Space District

R-21-128  
Meeting 21-28  
September 22, 2021

## AGENDA ITEM 11

### AGENDA ITEM

Fiscal Year ending June 30, 2021 Annual Year End Report

### GENERAL MANAGER'S RECOMMENDATION *elw*

No Board action required.

### SUMMARY

Over the course of the last fiscal year, the Midpeninsula Regional Open Space District (District) accomplished major milestones and made considerable progress on the 116 Key Action Plan Projects. Of this total, 101 projects were approved as part of the Fiscal Year (FY) 21 Capital Improvement and Action Plan by the Board of Directors (Board) in June 2020, and 15 were subsequently added and approved during the fiscal year. The District fully completed or made considerable progress on 102 Key Action Plan Projects, or 88% of the 116 total projects, despite ongoing COVID-19 pandemic disruptions and shifting public health orders affecting project progress to ensure preserves visitors and staff remain safe. Significant Vision Plan and Measure AA-funded projects completed last fiscal year included the South Cowell Upland land purchase at Purisima Creek Redwoods Open Space Preserve, the completion of the Ravenswood Bay Trail and the completion of the Saratoga to the Skyline Trail. A list of notable accomplishments is captured in the FY21 Major Accomplishments Report (refer to Attachment 1). In addition, the Year-End Action Plan Review provides a status update for each key project at the end of FY21 and, if applicable, the reason(s) for any variance from the anticipated schedule (refer to Attachment 2).

### DISCUSSION

#### ***Major Accomplishments Report:***

A comprehensive list of the major accomplishments for FY21 is included as Attachment 1. Accomplishments are captured in five categories:

- (1) Land Acquisition and Preservation;
- (2) Natural Resources Protection and Restoration;
- (3) Public Access, Education and Outreach;
- (4) General/Midpen-Wide Support of Mission; and,
- (5) Awards/Grants/Recognition.

The list includes major and notable projects and milestones that were completed or underway as part of the FY21 Action Plan, as well as unanticipated projects initiated during the fiscal year. Highlights of the major accomplishments are provided below.

- ❖ Purchased, exchanged, or received gifts of 686 acres of land valued at \$7.87 million dollars, including:
  - Acquired a 54% undivided interest of the 600-acre South Cowell property with exclusive use and possession of the 371-acre Upland Area from the Peninsula Open Space Trust, supporting our Coastal mission by preserving viable agriculture and rural character, and protecting valuable watersheds for rare fish recovery.
  - Purchased the 130-acre Billingsley property as an addition to the Loma Prieta area of the *Sierra Azul Preserve*, facilitating the proposed Mount Umunhum-to-Sea regional trail corridor and eliminating an inholding to the preserve.
- ❖ Completed, continued or began numerous projects to restore and enhance the natural environment, including:
  - Amended the District's Conservation Grazing Management Policy to support conservation grazing operations that maintain native grasslands and reduce fire risk while at the same time protecting our native predators, mountain lions and coyotes.
  - Completed construction of pond improvements that support the endangered San Francisco garter snake and threatened red legged frog.
  - Removed an old ranch dumpsite from a stream bank, including 300 tons of hazardous waste and restore the riparian area by planting native willow trees.
- ❖ Completed a 0.6-mile segment of the San Francisco Bay Trail with a new boardwalk and bridge across sensitive bay wetlands that closes a critical regional trail gap at *Ravenswood Preserve* and creates 80 miles of continuous Bay Trail access. Celebrated the grand opening with an innovative virtual event.
- ❖ Supported and funded the completion of the Saratoga-to-the-Skyline Trail, a City of Saratoga project through the final stages of trail and bridge construction and assisted with the grand opening. The completed trail connects the City of Saratoga through Sanborn Park to the Skyline-to-the-Sea Trail, creating a new valley to the sea trail connection.
- ❖ Made significant progress on removing ADA accessibility barriers to improve access for people with different physical abilities:
  - Completed ADA restroom replacements at *Windy Hill*, *Russian Ridge*, and *Monte Bello preserves*.
  - Completed ADA-related improvements at *Rancho San Antonio Preserve* to the Permanente Trail, Rhus Ridge parking area, entrance stiles, and visitor-serving amenities.
  - In multiple preserves across the Skyline area, completed ADA-related improvements to parking spaces, door closers, and entrance stiles.
  - Initiated the design of easy access trail improvements at *Pulgas Ridge Preserve* and in areas surrounding Horseshoe Lake and Alpine Pond at *Skyline Ridge Preserve*.
  - Developed draft ADA Guidelines for future improved trail signage.
- ❖ Made significant progress to bring new Midpen office facilities online for improved administrative functions and delivery of projects and services:

- Finalized new design for Administrative Office, received building permits from the City of Los Altos and began construction improvements.
- Awarded contract to create interpretive elements in public areas of the new facility. Received board approval of scope and initial design scheme. Made significant progress in the design of key elements for final board approval.
- Completed the South Area Field Office construction improvements and moved staff into the building. Completed furniture and technology set-up.
- Completed fiber-optic connections to Skyline Field Office, Foothills Field Office, and the new South Area Office, greatly improving network bandwidth and quality of service.

### ***Year-End Action Plan Review:***

The FY21 Action Plan, for the period July 1, 2020 to June 30, 2021, was adopted by the Board at its Regular meeting on June 24, 2020 (R-20-68). Of the 116 Key Action Plan Projects, the District made considerable progress on 102 Key Action Plan Projects, or 88% of the total project list as shown in Table 1 below. Of these, the District completed the projected fiscal year scope of work for 50 Key Projects (43%) as of June 30, 2021. A total of 52 Key Projects (45%) remain in progress, and of the remaining 14 projects (12%), 11 were deferred to FY22 or beyond and three were determined as unnecessary due to changing circumstances and therefore cancelled (see Attachment 2, items 10, 82 and 116 for more details).

Compared to prior years, the District is in line with past percentages of action plan items completed and in progress. The District made progress or fully completed on average 89% of annual projects undertaken in each of the last three fiscal years.

**Table 1 – Year-End Action Plan Project Fiscal Year Scope Status**

Project Scope Status	FY21		FY20		FY19	
	Total	Total (%)	Total	Total	Total	Total (%)
Complete	50	43%	41	36%	60	46%
In Progress	52	45%	60	53%	55	43%
Deferred or Cancelled	14	12%	12	11%	14	11%
<b>Total</b>	<b>116</b>	<b>100%</b>	<b>113</b>	<b>100%</b>	<b>129</b>	<b>100%</b>

A total of 116 key action plan projects were adopted by the Board last fiscal year; 101 at the time of Budget and Action Plan adoption and an additional 15 during the fiscal year. One of the projects added during the fiscal year was related to land acquisition; the Billingsley Property Acquisition. Others included Coal Creek Fuel Break, Alma Bridge Road Newt Mortality and Population Study, and Tyler Munis ERP Migration. Attachment 2 includes details on these project additions.

### **FISCAL IMPACT**

The Annual Accomplishments report and FY21 Action Plan Year-End review have no fiscal impact on the FY22 budget.

## **BOARD AND COMMITTEE REVIEW**

- **June 24, 2020:** Board adopted the FY21 Budget and Action Plan ([R-20-68](#), [minutes](#))

## **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act. No additional notice is required.

## **CEQA COMPLIANCE**

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

### Attachments:

1. Fiscal Year 2021 Major Accomplishments
2. Year-End Review of Fiscal Year 2021 Action Plan Key Projects

### Responsible Department Head:

Ana María Ruiz, General Manager

### Prepared by:

Rafaela Duran, Budget & Analysis Manager

Elissa Martinez, Management Analyst II

Lupe Hernandez, Management Analyst II

### Contact person:

Ana María Ruiz, General Manager



# Major Accomplishments Report

July 1, 2020- June 30, 2021



# FY21 MAJOR ACCOMPLISHMENTS

## Midpeninsula Regional Open Space District

### **Mission:**

*To acquire and preserve a regional greenbelt of open space land in perpetuity, protect and restore the natural environment, and provide opportunities for ecologically sensitive public enjoyment and education.*

### **Coastside Mission:**

*To acquire and preserve in perpetuity open space land and agricultural land of regional significance, protect and restore the natural environment, preserve rural character, encourage viable agricultural use of land resources, and provide opportunities for ecologically sensitive public enjoyment and education.*

The following accomplishments highlight the Midpeninsula Regional Open Space District's (Midpen) focus on a balanced mission: land acquisition and preservation; natural resources protection and restoration; public access and education; and for the Coastside, encouraging agricultural use of land resources and preserving rural character.

These accomplishments encompass projects to expand trail connectivity, including the completion of the Saratoga-to-the-Sea Trail Connection in partnership with the City of Saratoga that connects Saratoga Quarry Park to Sanborn County Park. They also show progress on various priorities and goals, such as: habitat restoration; wildlife corridors; reduction of wildland fire severity and risk; engagement and outreach to diverse visitors; land conservation partnerships; and the protection of more than 65,000 acres of public open space lands.

On the San Mateo County Coast, accomplishments also include acquiring additional agricultural lands to preserve important natural resources and scenic open space values, and improving agricultural infrastructure to support the conservation grazing program that helps protect the biodiversity of coastal grasslands. In addition to completing projects on the land, Midpen has also placed significant effort in strengthening the administrative and organizational systems that are necessary to support our mission, now and into the future.

COVID-19 had a major impact on project and program delivery in 2020, which continued into FY21. Field staff operations were limited to essential functions, and group events, permits and volunteer activities were cancelled for most of the fiscal year. Some construction activities were initially shut down or delayed. Many staff efforts shifted to keeping preserves open as a haven for safe outdoor recreation, one of the few safe outlets for the public under shelter-in-place orders that began in March of 2020. Midpen preserves saw record visitation levels throughout most of the fiscal year. All in all, FY21 was a busy, productive, and rewarding year. Much was accomplished and staff was able to adapt to keep preserves open, providing an essential public health service.

### LAND ACQUISITION AND PRESERVATION

- ❖ Purchased, exchanged, or received gifts of 686 acres of land valued at \$7.87 million dollars:
  - Acquired a 54% undivided interest of the 600-acre South Cowell property as an addition to **Purisima Creek Redwoods Preserve** with exclusive possession of the 371-acre upland area from Peninsula Open Space Trust (POST). This purchase provides opportunities for future parking and trails to support the Purisima-to-the-Sea regional trail, for which plans are underway to connect Purisima Creek Redwoods to the Cowell-Purisima Coastal Trail. The purchase also supports Midpen's coastal mission by encouraging agricultural use of land resources, preserving the rural character, and protecting valuable watersheds for rare fish recovery.
  - Partnered with POST to purchase a 182-acre property from San Jose Water Company as an addition to **El Sereno Preserve** that connects two segments of the Aquinas Trail that may become a future addition to the regional Bay Area Ridge Trail.
  - Purchased the 130-acre Billingsley property as an addition to the Loma Prieta area of the **Sierra Azul Preserve**, facilitating the proposed Mount Umunhum-to-Sea regional trail corridor and eliminating an inholding to the preserve.
  - Purchased the 2.46-acre Riser-Nelson property adjacent to the South Cowell property as an addition to **Purisima Creek Redwoods**.
  - Received a 0.12-acre gift parcel as an addition to **Sierra Azul**.
  - Received a 0.06-acre gift parcel as an addition to **Purisima Creek Redwoods**.
- ❖ Entered into an exchange agreement with San Mateo County at **Pulgias Ridge Preserve**, which granted Midpen a 10-car parking easement and \$380,000 in mitigation funding for California red-legged frog habitat in exchange for a stormwater outfall easement.
- ❖ Received approval from the San Mateo County Board of Supervisors and State Coastal Commission for minor amendments to the County zoning and subdivision ordinances that align County regulations with the State Coastal Act and support public recreation.
- ❖ Negotiated reciprocal road access and waterline easements with neighboring property owners at the **La Honda Creek Preserve** Red Barn area.
- ❖ Worked with POST to initiate botanical studies and complete water infrastructure assessments at the Cloverdale Ranch property in preparation for a potential future purchase.

### NATURAL RESOURCES PROTECTION AND RESTORATION

- ❖ Completed projects and actions that protect sensitive animal species and wildlife corridors:
  - Monitored sensitive species populations to assess the success of habitat restoration projects in **La Honda Creek** and **Russian Ridge preserves**.
  - Conducted a newt mortality study along Alma Bridge Road (a public road) using drift fence/pitfall traps near **Sierra Azul** via a partnership with POST and with assistance

- from Santa Clara County Parks to understand the roadway impact on the local migrating newt population. Engaged volunteers to count road mortalities and live newts found in the traps (which were subsequently safely relocated across the roadway). A consultant tabulated and analyzed the data and provided a draft report to document findings. This data will inform potential partnership projects to protect newts migrating to their breeding habitat in Lexington Reservoir.
- Continued the Highway 17 Wildlife and Regional Trail Crossings project that will provide a safe wildlife corridor and a separate regional trail crossing the highway:
    - Completed the Request for Proposals process and contracted with AECOM for CEQA/National Environmental Policy Act services.
    - Hosted monthly meetings with Caltrans.
    - Completed cultural and biological field studies for the entire project, and engineering and geotechnical studies within the Caltrans right of way.
    - Developed a mitigation credit agreement strategy.
  - Collaborated with outside researchers to perform bird counts at multiple preserves, these surveys help assess populations and protect sensitive resources during maintenance and construction activities.
  - Analyzed acoustic data and worked on the Habitat Suitability Assessment for the Marbled Murrelet Recovery project and completed the 2021 early season surveys at **Purissima Creek Redwoods** and **El Corte de Madera preserves**. The recorded data is used to detect the presence of marbled murrelets, which are critically endangered seabirds that nests almost exclusively in old-growth forests.
  - Collected survey data and genetic samples, including data from conservation partners on lands outside Midpen preserves, to identify the presence and ranges of American badgers and burrowing owls and the critical habitat linkages that need protection to ensure these species thrive. Created a Badger/Burrowing Owl Habitat Assessment project webpage and offered a public virtual event to share information.
  - Began a multi-year study of mountain lions in Midpen preserves where reported human and mountain lion interactions are more frequent. Collared two individual mountain lions in high use preserves to track their movements and study whether heavy visitor use influences mountain lion behavior and determine if special management actions are necessary to protect wildlife and visitors.
- ❖ Completed projects and actions that protect sensitive plant species and restore habitats:
- Began 4<sup>th</sup> year of targeted invasive species removal at **Bear Creek Redwoods Preserve** with partial funding from a 5-year Valley Water grant following Midpen's Integrated Pest Management Program to restore native habitats.
  - Continued a partnership with the San Mateo County Resource Conservation District to conduct outreach and treatment of high-priority invasive plants on adjacent private properties. This initiative expands citizen awareness and action to control



- invasive plants on private lands and avoid reinfestation of adjacent, protected open space lands.
- Completed a forest inventory and road assessments and drafted the La Honda Forest Health Assessment to inform the development of a forest health plan for lands in ***La Honda Creek Preserve***.
  - Implemented annual Integrated Pest Management (IPM) program activities to improve native habitats by removing invasive plants that negatively impact native plant and animal communities.
  - Completed phytophthora research with Oregon State University regarding soil pathogens at restoration sites to protect native plants from fungal disease.
  - Collaborated with outside researchers to perform botanical surveys at multiple preserves, these surveys help assess the health of Midpen habitats and protect sensitive plants during maintenance and construction activities.
- ❖ Completed projects and actions to rehabilitate lands:
- Removed over 300 tons of hazardous waste from a riparian corridor and planted ~240 willow stakes to reintroduce native plants and reclaim habitat for special status species at an old landfill site in ***Miramontes Ridge Preserve***.
  - Decommissioned four abandoned wells in ***Sierra Azul Preserve*** to protect underground water aquifers from potential pollution.
- ❖ Submitted a letter to Lehigh Quarry outlining critical issues of concern that affect Midpen visitors, employees, and the resources at the neighboring ***Rancho San Antonio Preserve***. Midpen and Santa Clara County Board of Supervisors agreed in concept to a partnership to enforce potential violations of the Ridgeline Easement, which was set aside to keep the ridgeline intact and serves to protect the preserve from ongoing quarry operations.
- ❖ Presented the Science Advisory Panel (SAP) analysis on the following topics:
- Grazing – with the finding that conservation cattle grazing is an effective tool to manage and preserve vital grassland habitats.
  - Landscape Monitoring – recommending key species and habitats to monitor at the regional landscape level for assessing changes in populations and distribution over time.
  - Recreation – presenting the physical and mental health benefits of outdoor recreation as part 1 of the study. Part 2 will identify potential impacts of recreation and include an assessment of e-bike use.

Midpen formed the SAP in 2019 to provide an independent, science-based review of key issues and serve as a resource for guiding future land management decisions. The panel includes scientists and experts in local ecology and natural history, climate change, and land management from two locally-esteemed research organizations: San Francisco Estuary Institute and Point Blue Conservation Science.

- ❖ Completed projects that support Midpen’s conservation grazing program and grassland management, including:
  - Completed construction of livestock fencing along the eastern and northern boundaries of the Bluebrush grazing property in ***Purissima Creek Preserve***.
  - Completed design, permitting, and construction of the Mindego Pond Improvements project at ***Russian Ridge Preserve*** to maintain stock ponds that support endangered San Francisco garter snakes and threatened red-legged frogs.
  - Made significant improvements to a spring box at the Lone Madrone grazing property in ***La Honda Creek Preserve***. Installed a new water line from the improved spring box to a new water tank in pasture 3 and to a new water trough in pasture 4. These improvements provide water for cattle and wildlife and distribute grazing activities to effectively manage the grassland habitat.
  - Improved the water system at ***Purissima Creek Redwoods Preserve*** to expand active grassland management through conservation grazing.
  - Amended Midpen’s grazing policy and the affected leases to support the use of conservation grazing for managing grasslands. These amendments provide for ongoing research of safe wildlife and livestock protection measures that reduce conflicts and allow for modest reimbursements to address livestock loss.
  - Began five years of research on the effectiveness of safe wildlife and livestock protection measures and their effect on animal behavior, health, and grazing productivity to identify effective practices that deter wildlife-livestock conflicts to continue supporting the conservation grazing program.

#### **PUBLIC ACCESS, EDUCATION AND OUTREACH**

- ❖ Completed construction of a 0.6-mile segment of the San Francisco Bay Trail with a new boardwalk and bridge across sensitive bay wetlands that closes a critical regional trail gap at ***Ravenswood Preserve*** and creates 80 miles of continuous Bay Trail access. Celebrated the grand opening with an innovative virtual event that attracted 1,400 views.
- ❖ Resumed volunteer-assisted plant restoration activities and installed public interpretive information in and around Cooley Landing Park (entry sign, ethnobotany garden).
- ❖ Continued progress on public access projects at ***Bear Creek Redwoods Preserve***:
  - Demolished non-historic structures utilizing bat protection measures. Successfully bid out the Alma College public access and cultural rehabilitation/interpretive site improvement work with construction anticipated to begin August 2021.
  - Submitted permits to California Department of Fish & Wildlife and United States Army Corps of Engineers for Phase II Trail Improvements that will open a new trail network in the northeast corner of the preserve. Completed construction of the Briggs Creek Trail, Stables Loop Trail, and segments of a Multi-use Trail.

- Completed traffic studies along Bear Creek Road to inform the final design of a future trail/pedestrian crossing located at the northeast corner of the preserve.
  - Consulted with Santa Clara County Planning, Building and Fire departments on the Bear Creek Stables Project. Received Board approval to proceed with a Use Permit process to secure County permits. Completed 50% of the construction document set.
- ❖ Made significant progress on removing ADA accessibility barriers to improve access for people with different physical abilities:
- Completed ADA restroom replacements at **Windy Hill, Russian Ridge, and Monte Bello preserves.**
  - Initiated the design of easy access trail improvements at **Pulgas Ridge Preserve** and in areas surrounding Horseshoe Lake and Alpine Pond at **Skyline Ridge Preserve.**
  - Completed ADA-related improvements at **Rancho San Antonio Preserve** to the Permanente Trail, Rhus Ridge parking area, entrance stiles, and visitor-serving amenities.
  - In multiple preserves across the Skyline area, completed ADA-related improvements to parking spaces, door closers, and entrance stiles.
  - Developed draft ADA Guidelines for future improved trail signage.
- ❖ Continued efforts to open additional areas of the **La Honda Creek Preserve** to the public:
- Completed the La Honda Creek Public Access Working Group pilot engagement process with Committee review and Board approval of the recommendations for new public access and parking improvements to open the middle area of the preserve. Released a Request for Proposals to conduct technical surveys, site opportunities and constraints analysis, and a feasibility study of the recommendations.
  - Began the environmental review process (CEQA compliance) for the demolition and site cleanup of the dilapidated Redwood Cabin and stabilization/public interpretation of the White Barn.
  - Completed San Mateo County permits (grading, resource management, and building) for the Phase II Loop Trails in Lower La Honda Creek. Performed pre-construction biological surveys and completed 3,400 linear feet of trail construction with compacted aggregate base surfacing.
- ❖ Made significant progress on multimodal access projects to improve transit, bicycle, and pedestrian access to preserves, including:
- Completed the Multimodal Access Study at **Rancho San Antonio Preserve** with Committee review and Board approval of the recommended transportation demand management strategies. Prepared a high-level implementation plan for next steps. Completed signage installation efforts on Foothills Expressway and St. Joseph's Avenue in Los Altos.

- Issued a Request for Proposals and awarded a contract to conduct a Multimodal Access Study at **Purisima Creek Redwoods Preserve**.
- ❖ Completed environmental review and certification of the Initial Study/Mitigated Negative Declaration for the Alpine Trail in **Coal Creek Preserve**. Submitted permit applications to California Department of Fish and Wildlife, Regional Water Quality Control Boards, and U.S. Army Corps of Engineers. Coordinated with San Mateo County Public Works on a memorandum of understanding to streamline County permitting.
- ❖ Completed numerous projects and actions to improve public access and safety at **Purisima Creek Redwoods Preserve**:
  - Refined the project scope of work and schedule for the Highway 35 Multi-use Trail Crossing and Parking Project. Completed partnership funding agreements and received funding from partners to begin studies.
  - Worked with neighbors to address overflow parking issues on Purisima Creek Road that impact roadway circulation at the lower preserve entrance; applied for and received San Mateo County approval to expand the no parking zone in areas with narrow roadside shoulders and poor line of sight.
  - Hired expert consultants to initiate the Purisima-to-the-Sea Trail and Parking Area Feasibility and Planning project. Identified three potential regional trail options for consideration. Initiated preliminary technical studies for the proposed trail alignment and parking area. Developed and initiated the public engagement plan to solicit input.
- ❖ Completed numerous projects and actions to improve public access and safety at **Sierra Azul Preserve**:
  - Completed geotechnical and traffic studies, confirmed the feasibility of restroom and parking upgrades, and established a permitting and public engagement approach with the Town of Los Gatos for the replacement of the Kennedy Trailhead restroom.
  - Presented programming alternatives for Committee review and received feedback for the Beatty Parking Area and Trail Connections Project. Coordinated with partner agencies on project elements and regulatory requirements. Shared Committee feedback and project status with the Board.
  - Completed design, received County permits, and began construction of the Mount Umunhum Radar Tower repairs, which are necessary to reopen the eastern area of the summit to public access.
  - Finalized construction, implemented signage, and completed striping and pavement improvements along Mount Umunhum Road.
- ❖ Initiated vision and goal-setting process with the Planning and Natural Resource Committee for the Hawthorns area of **Windy Hill Preserve**. Developed the stakeholder outreach plan for future consideration by the Planning and Natural Resource Committee. Reviewed the

proposed planning process and potential permit requirements with the Town of Portola Valley.

- ❖ Supported and funded the City of Saratoga through the final stages of trail and bridge construction and assisted with preparations for the grand opening for the Saratoga-to-the-Skyline Trail.
- ❖ Completed the rehabilitation of the Deer Hollow Farm White Barn at **Rancho San Antonio Preserve** to preserve an important historic and interpretive asset.
- ❖ Made significant progress on evaluating potential e-bike use, including:
  - Implemented a one-year pilot program and completed a four-month survey of e-bike use on designated paved and improved trails in **Rancho San Antonio** and **Ravenswood preserves**. The survey generated 399 intercept responses and observations in **Rancho San Antonio** and 158 in **Ravenswood**.
  - Partnered with Santa Clara County Parks to conduct intercept surveys on their unpaved multi-use trails where e-bikes are allowed. Developed the survey instrument and identified two suitable locations in two different parks to conduct the surveys starting July 2021.
- ❖ Identified trails proposed to be designated as part of the regional Stevens Creek Trail in **Monte Bello Preserve** and initiated development of the sign plan for the pilot signage program. This work is being done in collaboration with Friends of Stevens Creek Trail, Cupertino, Mountain View, Sunnyvale, and Santa Clara County Parks.
- ❖ Improved trail tread and drainage features on 15 miles of fire road and 6 miles of single-track trail. Replaced and upgraded 16 culverts.
- ❖ Collaborated with regional partners to expand trail connectivity on the Peninsula through the Peninsula Trails Team/Santa Cruz Mountains Stewardship Network, Bay to Sea Trail Planning Coalition, and Dumbarton Rail Corridor Stakeholder Advisory Group.
- ❖ Hired two interns to collect trail data for developing new trail signage that will include trail conditions information to better inform visitors about the trail network; developed the methodology and mapping protocols to perform the work.
- ❖ Completed multiple Districtwide actions in support of public outreach goals:
  - Increased circulation of the quarterly newsletter by 150% with an insertion in local newspapers.
  - Received Board approval for the Youth Outreach Plan and initiated a pilot program with four youth organizations. Activities were disrupted by COVID-19 for much of the year and are being restarted in Fiscal Year 2022.
  - Clarified the Ombudsperson Program process by improving upon the online inquiry form, resulting in more effective public use of the program.
  - Pitched 13 ideas about Midpen projects and activities resulting in nine stories published by local media outlets to continue informing the public of recent events.

- Received 370 entries for the Annual Photo Contest through successful online promotion and outreach.
  - Increased social media use, expanding the number of followers by nearly 16% to more than 23,000 and the total reach by social media platform to over 2.5 million.
- ❖ Pivoted the Interpretive and Education, Volunteer, and Community Outreach Programs to develop and post online educational and engaging content:
- Created more than 80 videos interpreting the natural resources, inspiring outdoor exploration, and sharing trail experiences.
  - Produced two “Pocket Naturalist Outings,” with a group of docent naturalists on the OuterSpatial app for public use that provide digitally curated hikes.
  - Produced *Poetry in the Preserves* weekly poetry reading video series where docents shared favorite poems in nature to celebrate National Poetry Month.
  - Produced a quarterly virtual nature engagement series for social media and web titled *Seasons of Open Space* that explores seasonal natural phenomena around Alpine Pond at ***Skyline Ridge Preserve*** in a video format.
  - Created a virtual school field trip called “Notes on Habitat” that can be accessed at any time by the public and schools. Developed a pilot live virtual field trip. Three 4<sup>th</sup> grade classes each received two online real-time classroom visits with staff prior to the end of the 2021 school year.
  - Hosted activities (five virtual and one in-person) with Latino Outdoors that attracted over 5,400 views and 14 participants for an in-person event.
  - Installed a livestream camera at the Daniels Nature Center to provide a remote view into nature.
  - Midpen’s use of online content increased public participation, generating as much as 3,300 views for one of the most viewed events.
- ❖ Returned volunteer programming with new safety protocols beginning in the fall of 2020 as allowed under public health regulations.
- Volunteer Trail Patrol returned and contributed over 5,000 hours along the trails and submitted 2,105 Patrol Reports, which included 619 reports of trail conditions or violations, supporting Midpen’s land stewardship and public outreach goals.
  - Provided 76 COVID-safe resource management volunteer project opportunities for long-term volunteers who perform crucial ongoing stewardship work in preserves.
  - Trained eight new Advanced Resource Management Steward (ARMS) volunteers who began ‘adopt-a-site’ restoration efforts.
  - ARMS volunteers contributed over 1,000 hours at their assigned resource management project sites, helping to restore native habitat across Midpen preserves by removing nonnative vegetation.

- ❖ Created a monthly volunteer stewardship newsletter, “What’s the Dirt”, to keep volunteers connected to Midpen and other area land management stewardship efforts.
- ❖ Hosted the annual Volunteer Recognition Event online to honor and thank our volunteers and docents for their hard work in support of Midpen’s mission.
- ❖ Issued 2,574 permits for a variety of activities, including research work, public use of the backpack campground, and after-hours astronomy viewing as allowed under the changing public health orders.
- ❖ Reviewed and amended Midpen’s land use regulations to respond to new use trends and changes in the law.

### GENERAL/MIDPEN-WIDE SUPPORT OF MISSION

- ❖ Launched two Diversity, Equity, and Inclusion Staff Committees, one focusing on community outreach/partnerships and the other on recruitment/hiring/staff development to identify recommendations that promote Midpen’s Diversity, Equity, and Inclusion goals and policy.
- ❖ Made significant progress in implementing the *Climate Action Plan*. Continued to purchase offsets for air travel, purchased 100% renewable electricity, utilized renewable diesel, and expanded telecommuting. Emissions were calculated to be 23% below the 2016 baseline, ahead of schedule for the first goal of achieving 20% reductions by 2022.
- ❖ Continued work to prevent, prepare for, and respond to wildland fires in response to the increasing fire threat in California:
  - Contracted with Santa Clara Fire Safe to remove approximately 100 fire-prone eucalyptus trees along Page Mill Road in **Los Trancos Preserve**. Completed a 4-mile fuel break installation on Loma Prieta Ridge in **Sierra Azul Preserve** and Eucalyptus tree removal in **El Sereno Preserve**. Removed six eucalyptus trees near the Sequoias Retirement complex at **Windy Hill Preserve**.
  - Participated in a Santa Clara County Fire Safe Council-led community project for fuel reduction at Summit Road and Bear Creek Road at **Bear Creek Redwoods Preserve**.
  - Attended coordination meetings for the Los Gatos Creek Watershed Forest Health Grant project and participated in budget discussion and planning. Reviewed scope of work and project areas for treatment that includes **Sierra Azul Preserve**.
  - Assessed Midpen’s Fire Suppression Program and developed draft recommendations.
  - Completed the 36-acre Coal Creek fuel break project at **Coal Creek Preserve** with the assistance of the California Conservation Corps (CCC) crew to reduce flammable fuels and improve emergency and evacuation access.
  - Treated fire-prone invasive species at **Picchetti Ranch**, **Rancho San Antonio**, and **Bear Creek Redwoods preserves**.

- In August 2020, Midpen staff and fire agencies located and extinguished four lightning-caused fire starts on Midpen lands before they could grow into larger fires. At the request of CalFire, Midpen sent a team to hold one flank of the CZU Lightning Fire Complex on the Old Haul Road in Pescadero Creek County Park while firefighters fought the front of the fire. Midpen staff held the line and kept the fire from crossing the road and heading toward Skyline Boulevard over a two-week period.
  - Released an interactive mapping application to the public to provide a one-stop resource for those affected by the August 2020 Lightning Complex fires across our region. The CZU-SCU Fire Map web page received over 250,000 visits after its launch and went viral on social media. Staff presented the app at the Santa Clara County GIS Day virtual event in November 2020. This app remains available with real-time fire data and is expected to be a valuable resource for future fire seasons.
  - During the wildfire season, expanded the use of social media to create a real-time information channel for changing conditions, increasing our audience each by 16% and increasing web traffic by 50%.
  - The Board adopted the Wildland Fire Resiliency Program and certified the Programmatic Environmental Impact Report. Conducted significant public outreach to communicate how Midpen's proactive expansion of environmentally sensitive vegetation management promotes healthy, resilient, fire-adapted ecosystems to reduce wildland fire risk and facilitate the response of fire agencies.
  - Completed early and mid-season work to assess and verify plant communities as part of the Santa Clara and Santa Cruz Vegetation mapping project.
  - Reviewed wildland fire fuel GIS data for the Santa Cruz Mountain portion of San Mateo County and posted them to Midpen's ArcGIS Online site.
  - Completed wildland fire pre-plan maps at nine preserves to support emergency response and planning.
  - Mowed and maintained approximately 561 acres of vegetation for fire safety and public access. Maintained defensible space around Midpen-owned structures.
  - Participated in planning for fuel reduction projects along Skyline Boulevard and in the La Honda community in partnership with the San Mateo County FireSafe Council, CalFire, and Resource Conservation District.
- ❖ Selected Laserfiche as Midpen's new electronic document management system and developed the protocols and process for converting paper files into digital files. Inventoried 80% of historic preserve files.
  - ❖ Developed the initial scope for a year-long celebration commemorating accomplishments, milestones, and public support of Midpen's first 50 years. Retained consultant for overall plan and event logistics and separate consultant for documentary video.



- ❖ Continued systems implementation of critical Financial and Operational Sustainability Model Study recommendations to enhance Midpen’s delivery of Measure AA and Vision Plan projects:
  - Continued development of the Work Order and Asset Management System. The Natural Resources department is now integrated into the system, providing staff a streamlined approach for tracking California Department of Fish and Wildlife notifications and department requests for project support.
  - Built a robust GIS database of Midpen's real property interests and land acquisitions, a medley of nearly 900 transactions dating back to 1974. Developed four interactive dashboard applications and a custom PDF reporting tool that summarizes property information, executes queries, and visualizes trends. Built a custom editor application for Real Property staff to manage the database independently and with confidence. This cutting-edge suite of enterprise GIS tools allows staff to centralize institutional knowledge, understand complex land histories, and streamline information sharing about Midpen’s 50-year history of land protection.
  - Gathered business requirements, scoped project, procured Tyler Munis Enterprise Resource Planning (ERP) system, and began implementation/configuration. Munis will result in a more robust functionality, introduce numerous efficiencies, expand capabilities, and replace multiple legacy Access databases.
  - Redesigned website structure using equity based Liberty Design Process. Designed new page templates with a refreshed color palette. Migrated and updated 40% of the content for the Website Redesign project. Created social media content strategy to increase outreach and web traffic.
  - Continued to migrate files to SharePoint from network servers. Streamlined several complex workflows in SharePoint, including the Docent Activity development workflow and Land and Facilities uniform orders, and upgraded aging workflows, including Visitor Services time-off requests and service requests.
  - Gathered business requirements, scoped project, and evaluated twelve Customer Relationship Management (CRM) software solutions, for a go-live next fiscal year. The CRM will improve Midpen’s communication with the public. Made significant improvements to Midpen's notification guidelines to streamline the process, increase consistency and efficiency, and improve transparency.
- ❖ Made significant progress to bring new Midpen office facilities online for improved administrative functions and delivery of projects and services:
  - Finalized new design for Administrative Office, received building permits from the City of Los Altos and began construction improvements.
  - Awarded contract to create interpretive elements in public areas of the new facility. Received board approval of scope and initial design scheme. Made significant progress in the design of key elements for final board approval.

- Completed the South Area Field Office construction improvements and moved staff into the building. Completed furniture and technology set-up.
  - Completed fiber-optic connections to Skyline Field Office, Foothills Field Office, and the new South Area Office, greatly improving network bandwidth and quality of service.
- ❖ Implemented Unitrend's disaster recovery system, which allows Midpen to maintain business functions should on-premises servers be destroyed. This is critical in maintaining business continuity at a time when numerous natural, cyber, and technical disruptions exist that have been known to result in very high costs, loss of productivity, loss of irreplaceable records, and damage to IT infrastructure.
  - ❖ Selected, procured, and configured Omnigo Citations Management System. This is a mobile-friendly software that functions in disconnected remote environments to issue citations, track incidents, and provide the ability to query and run analytical reports. Configured and deployed 24 iPhones to ranger staff for use in conjunction with the Omnigo system that will be going live in FY22.
  - ❖ Formed a project team for the Ward Redistricting Plan to develop the timeline, communication plan, and draft webpage to support public outreach and engagement. Consolidated geospatial data and began work with a consultant to develop mapping applications.
  - ❖ Continued to enhance and expand GIS capabilities and datasets, as well as provide departments with more direct access:
    - Released the 2020 Patrol Map Book update that includes a redesigned 55-page weatherized binder and seamless geo PDF map file featuring over 50 authoritative layers and the U.S. National Grid reference system.
    - Released Trail Designer, an advanced mapping application, for Land & Facilities staff to design potential trail alignments and scope opportunities and constraints as part of their feasibility assessment. The app includes slope calculation and visualization tools to convey terrain conditions and allows staff to make informed decision-making, saving Midpen time and money on consultant services.
    - Created an offline-enabled mapping solution to capture detailed physical attributes about Midpen public trails. Developed custom sample datasets and built web mapping applications for editing and visualizing data. Trained staff on GPS equipment and data entry methods using ArcGIS Field Maps. These tasks directly support the Trail Information System Project.
    - Developed editing application for Planning and Visitor Services staff to update the Parking Location GIS dataset with official addresses, IDs, and descriptive names as part of the Parking Area Naming Convention project.

- Mapped grazing infrastructure at the extensive Cloverdale Coastal Ranch property to support the due diligence work for this potential acquisition. Coordinated with POST on securing property access.
  - Digitized and refined important regional trail networks in the enterprise GIS database, including the Saratoga-to-the-Skyline, Skyline-to-the-Sea, Bay Area Ridge Trail, and the Bay Trail. Completed extensive research in coordination with Planning, Real Property, and Public Affairs staff to ensure trail alignments are accurately mapped and correctly attributed. Provided data to the organization through an interactive mapping application that allows users to view the planning status of these regional trail connections.
  - Developed a highly stylized vector tile base map for Midpen’s new website that will provide the public an engaging experience while exploring the Preserve webpages and trail lists.
  - Facilitated the second annual Collector and Asset Subject Matter Expert group session. Provided technical training and completed several asset mapping initiatives using enterprise GIS technology. This cross-department coordination streamlines workflows and empowers field staff, ultimately resulting in a more comprehensive and accurate GIS database.
  - Partnered with Santa Clara County to share costs on county-wide LiDAR and orthoimagery mapping data acquisition. Reviewed consultant deliverables and made high-quality datasets available for future mapping and analysis work.
- ❖ Conducted significant outreach to educate the public on the critical role of conservation grazing in protecting and managing coastal grassland habitat in Midpen preserves.
  - ❖ Prepared Historic Resources Administrative Procedural Manual to collect policy information and internal procedures. Centralized existing Midpen historic resource documentation into a digital library. Retained four historic resource consultants through a competitive on-call contract process to support ongoing projects.
  - ❖ Completed repairs to multiple Midpen-owned residences, some of which house rangers and maintenance staff who provide onsite, after-hours monitoring of the preserves. Work included completion of the Bergman Residences Reconstruction at **Russian Ridge Preserve**.
  - ❖ Completed demolition of fire-damaged structures at the **Thornewood Preserve**.
  - ❖ Completed short-term repairs to the Hawthorns House foundation and temporary roof covering.
  - ❖ Received San Mateo County permits for the Agricultural Workforce Housing project in **La Honda Creek Preserve**. Construction will begin in August 2021.
  - ❖ Repainted the historic Red Barn in lower **La Honda Creek Preserve** and repaired siding to restore its namesake color. Timed project to avoid disturbance of special status bat species. Repaired a small part of deteriorated roofing.
  - ❖ Replaced two patrol vehicles and one mini-excavator.

- ❖ Collaborated with Santa Clara County and Santa Clara Valley Open Space Authority on the Board of Supervisor's approval of a Zoning Ordinance amendment exempting public agency-led low-intensity, passive recreational use development to streamline the permitting process for low-impact outdoor recreational facilities.
- ❖ In response to COVID-19:
  - 100% of staff were offered a COVID-19 vaccine – resulting in more than 96% of staff being vaccinated Midpen-wide. Continued to vigilantly respond to changes in State, OSHA, and County protocols to protect Midpen from an outbreak.
  - Regularly upgraded Midpen's COVID-19 Health Check application to support evolving health guidelines. Added new workflows for travel restrictions, facilities warnings, and vaccinated employees.
  - Published an article detailing Midpen's seamless pivot to remote work and its COVID-19 Health Check application that keeps Midpen workers safe.
  - Revised and updated the policies to facilitate a reduced carbon footprint of staff and provide more flexibility for the workforce.
  - Coordinated extensively to comply with and educate visitors on public health requirements, monitoring county health orders, developed and installed signage, and coordinated with public health officials and adjacent park agencies to keep preserves open and accessible to the greatest extent possible.
  - Led partner group in creating public service announcements regarding health orders and safe-visit guidelines that aired extensively on local media. Created regional lands story map to guide visitors to open areas for safe outdoor recreation in the early months of the pandemic. Created web page outlining the essential benefits of nature for human health and well-being.
  - Developed extensive safety protocols, processes, procedures, and trainings to limit the spread of COVID-19 and to keep the workforce and the public safe while Midpen continued to work through the pandemic. These efforts included securing and distributing personal protective equipment and collaborating with staff to meet the health guidelines of federal, state, and local authorities.
  - Provided technology tools to staff for greater productivity at home, including increasing bandwidth at the administrative office to improve VPN speeds.
  - Continued to improve electronic signature routing, allowing staff to efficiently route and sign documents digitally and promoting an increase in transparency and accessibility while telecommuting.
  - Maintained the preserve guide map series to ensure continual updates on COVID-19 restrictions, closures, and new features, like wider trails and one-way routes.

### AWARDS/GRANTS/RECOGNITION

- ❖ Completed eight successful grant applications totaling \$9,758,539:
  - \$5,000,000 from the Wildlife Conservation Board for the **Highway 17 Crossings Project** to assist with the planning, environmental review, and design phases.
  - \$1,577,000 indirect award from CAL FIRE to the Santa Clara County FireSafe Council for the Los Gatos Creek Watershed Forest Health Project in **Bear Creek Redwoods, Saratoga Gap, Sierra Azul, and Long Ridge Preserves**.
  - \$1,214,590 from the California Department of Parks and Recreation for the Alma Cultural Landscape Rehabilitation Project at **Bear Creek Redwoods Preserve**.
  - \$1,075,000 from the Wildlife Conservation Board for the El Sereno Keyhole Acquisition Project at **El Sereno Preserve**.
  - \$400,000 from the State Coastal Conservancy to support work under the Wildland Fire Resiliency Program at multiple preserves.
  - \$232,358 indirect award in Proposition 68 funds from the California Conservation Corps for the Coal Creek Fuel Break Project at **Coal Creek Preserve**.
  - \$145,591 from the Department of Resources Recycling and Recovery for the Remediation Plan and Ranch Dump Cleanup Project at Madonna Creek Ranch in **Miramontes Ridge Preserve** and the Purisima Upland Site Clean Up and Soil Remediation Project at **Purisima Creek Redwood Preserve**.
  - \$114,000 from the San Francisco Public Utilities Commission for the **Highway 35 Multi-use Trail Crossing and Parking/Multimodal Access Study**.
- ❖ At the request of Assemblymember Marc Berman, an \$8M allocation was successfully approved in the FY22 state budget for Midpen’s potential purchase of the Cloverdale Ranch property. In addition, Proposition 68 State Parks and Recreation Department’s Proposition 68 Recreational Infrastructure Revenue Enhancement Program allocated Midpen \$1,482,282 which may also support the possible acquisition of the Cloverdale Ranch property.
- ❖ The Grantmaking program distributed \$37,000 to three organizations in support of local environmental education programs.
- ❖ Received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the fifth year in a row.
- ❖ Received the Operating Budget – Excellence Award from the California Society of Municipal Finance Officers for the third time in a row.
- ❖ Received the Outstanding Financial Reporting Award from the Government Finance Officers Association (GFOA) for the Consolidated Annual Financial Report (third year) and Popular Annual Financial Report (second year).

- ❖ Awarded first place for the Public Outreach Award from the Northern Section California Chapter American Planning Association for La Honda Public Access Working Group public engagement work.
- ❖ Received a medal from Supervisor Joe Simitian from the Santa Clara County Board of Supervisors for Midpen’s exemplary service to provide a safe outdoor outlet for the community during the COVID-19 pandemic.
- ❖ Honored by California State Senator Josh Becker as a “Senate District 13 Community Champion” for efforts during the pandemic.
- ❖ Awarded the 2020 Municipal Information Systems Association of California (MISAC) prestigious Technology Innovation Award for the COVID-19 Health Check Application. This is a statewide competition (second year).

**FRONT COVER PHOTO CREDITS**

Top (L to R): Borel Hill by Midpen; People on Top of Windy Hill by Rachel Pandipati; Fantastic Mr. Fox by Chris Perry  
Bottom (L to R): Butterfly by Midpen; Wild Iris by Dean Little; Last Light by Jim Mosher.

## YEAR-END REVIEW OF FY21 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY21 Adopted Project Scope	FY21 Scope Status	Reason for FY21 Scope Variances or Delays
<b>Land Acquisition and Preservation</b>					
1	MAA01-005 (formerly VP01-001)	Johnston Ranch Land Acquisition	Complete Planned Agricultural District Zoning amendment process, partner with POST as co-applicant to resubmit lot line adjustment application, and complete purchase. Work with City of Half Moon Bay to coordinate on future shared parking and future trails at Historic Johnston House, and shared patrol and farm access road. Work with neighbor and State Parks on future trail connection to Burleigh Murray State Park. Continue to pursue additional land purchase grant funds.	Complete	
2	MAA03-006 (formerly VP03-002)	South Cowell Upland Land Conservation	Purchase property and begin trail and parking planning for Preliminary Use and Management Plan preparation.	Complete	
3	MAA19-004 (formerly VP19-001)	San Jose Water Co. Land Purchase	Work with public agency and private land owners to purchase property and trail easements to connect El Sereno Preserve to Sanborn County Park and protect wildlife corridors at El Sereno Preserve.	Complete	
4	None	Districtwide purchase options and low-value Land Fund	Budget allocations for purchase option funds to enter into purchase and sale agreements for other open space lands with property owners. These funds are also used for low-value land purchases under the general manager's purchasing authority such as small parcels, public trail easements or patrol and maintenance access easements.	Complete	
5	MAA03-008	Rieser-Nelson Land Purchase	N/A	Complete (Added Mid-Year)	This project was added mid-year when an opportunity to purchase became available.
6	MAA25-002	Billingsley Property Acquisition	N/A	Complete (Added Mid-Year)	This project was added mid-year when an opportunity to purchase a key property along Loma Prieta Way became available.
7	VP05-001	La Honda Creek Upper Area Land Conservation	N/A	Complete (Added Mid-Year)	Added mid-year; previously deferred but opportunities to negotiate arose.
8	20125	Cal-Water Land Exchange, Teague Hill Preserve	Pursue trail connections between Huddart Park and Teague Hill Preserve, and pursue future land conservation protections in the Bear Creek watershed in exchange for land rights to allow the installation of Cal Water water tanks for fire suppression at El Corte de Madera Preserve.	In Progress	Change in Cal Water project managers twice has delayed this project.

## YEAR-END REVIEW OF FY21 ACTION PLAN KEY PROJECTS

Project Number	Project Name	FY21 Adopted Project Scope	FY21 Scope Status	Reason for FY21 Scope Variances or Delays
<b>Land Acquisition and Preservation</b>				
9	Coordination Purposes Only Land Conservation Guidance Document	Review existing Policies and Procedures to keep what is relevant and identify changes such as lands acquired under the Coastal Service Plan and Farm Bureau MOU. Outline policy updates/changes and review with departments. Draft new Land Acquisition Policies and Procedures to be consistent with District Policies. Develop a strategic road map for Vision Plan and MAA land conservation projects.	In Progress	Review and update of existing land acquisition policies has been delayed due to work on Coastal Management Plan and San Mateo Co. & Coastal Commission Local Coastal Plan (LCP) text amendments and Farm Bureau litigation. Land Conservation Guidance plan identifying future land conservation priorities will be done in FY22.
10	MAA15-004 Irish Ridge Land Conservation	Complete Planned Agricultural District zoning amendment process, submit lot split application and complete purchase.	Cancelled	Purchase agreement amendment with sellers extended close of escrow to 6/30/2021 to provide for approval of lot split. California Coastal Commission (CCC) approved minor Local Coastal Plan amendments in January 2021. Irish Ridge project was recommended for approval to the San Mateo County Planning Commission in March 2021. San Mateo Farm Bureau filed lawsuit against CCC in March 2021 delaying lot split approval, resulting in District falling out of contract with property owners on 6/30/2021.
11	VP08-001 Upper San Gregorio Land Conservation	Continue to work with neighboring private property owner on access alternative to the Woodruff Redwoods addition to La Honda Creek Open Space Preserve. Next steps include surveying alternative access road and entering into a new access easement.	In Progress	Experienced delay due to COVID and CZU fire as property location was located within the evacuation zone. Brushing and survey of alternative access, and drafting and negotiation of new easement will begin in August 2021.
12	VP13-001 Cloverdale Ranch Land Opportunity	Work with POST to complete additional studies and/or restoration projects needed prior to land transfer, including roads and trails assessment, water system infrastructure assessment, botanical surveys. Initiate community engagement, outreach and meetings. Identify natural resource management goals and outline staffing and management plan to be put in place for the first years after land transfer and inform the Coastal Management Plan. Work with POST to develop an integrated rangeland management plan for lease area. Pursue grant funding opportunities to support purchase.	In Progress	Botanical studies were delayed until the spring of 2021; road inventory and assessment, and community outreach and engagement were delayed due to COVID and the CZU fires.
13	VP19-002 El Sereno Land Conservation	Pursue land rights for a trail connection between El Sereno Preserve and Sanborn County Park as part of the Bay Area Ridge Trail.	In Progress	Survey of trail easement connecting El Sereno OSP to Sanborn County Park underway. Transactional documents being reviewed by property owners attorney.



## YEAR-END REVIEW OF FY21 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY21 Adopted Project Scope	FY21 Scope Status	Reason for FY21 Scope Variances or Delays
<b>Land Acquisition and Preservation</b>					
14	VP25-001	Sierra Azul Loma Prieta Land Conservation	Pursue land purchase opportunities in the Loma Prieta area of Sierra Azul Preserve.	In Progress	Discussions with property owner is ongoing.
15	VP08-002	Pratt Trust Property Purchase	N/A	In Progress (Added Mid-Year)	Responded to opportunity to negotiate purchase of Upper Alpine Creek forested land as a potential addition to Russian Ridge OSP. Property owner and Midpen are far apart on property value.
16	VP15-001	Redwood Forest Land Opportunity	Pursue opportunities in the Oil Creek and Slate Creek watersheds.	Deferred	Slaght Creek property owners not interested in selling properties at this time.
17	VP24-002	SCVWD Exchange Agreement at Rancho de Guadalupe Area of SAOSP	Enter into exchange agreement with Valley Water for license to use Pheasant and Hicks Road intersection as a staging area for Guadalupe Dam repairs in exchange for Valley Water's construction of a public parking lot for accessing the Rancho de Guadalupe area of Sierra Azul Preserve. Work with Santa Clara County Planning Department to change zoning of Pheasant and Hicks Road property to Hillside to be compatible with open space use.	Deferred	Delayed because Guadalupe Dam repairs will not start until 2025.
18	VP39-001	Lower San Gregorio Creek Watershed Land Conservation	Work with POST to prepare conservation easement for San Gregorio Farm property to ensure protection of lower San Gregorio creek riparian corridor and provide for future creek habitat restoration, including a conceptual plan for creek and floodplain restoration.	Deferred	Delayed while POST pursued NRCS grant opportunity. Work to evaluate flood plain restoration options and enter into a letter of intent with POST on water rights, riparian and agricultural protections reschedule for FY22.
<b>Natural Resource Protection and Restoration</b>					
19	61008	Los Trancos - Page Mill Fire Safety Eucalyptus Removal	Complete eucalyptus removal and restoration.	Complete	
20	61014	BCR Stables Road Drainage Repairs and Mitigation	Assess and repair drainage and erosion issues from arena area to Briggs Creek. Develop and implement mitigation plan for trees removed from riparian area.	Complete	
21	61017	Fuel Reduction Implementation	Continue fuel reduction in critical areas along roads, infrastructure and adjacent properties.	Complete	
22	80063	Districtwide Vegetation Mapping (formerly San Mateo County Vegetation Map)	Provide technical project support and coordination (staff to review GIS deliverables and provide feedback on project).	Complete	
23	80065	IPM Implementation of Santa Clara Valley Water District Grant	Oversee contractor to implement IPM on high priority weeds in riparian areas at Bear Creek Redwoods, Rancho San Antonio, and Picchetti Ranch preserves.	Complete	
24	80068	Santa Clara & Santa Cruz Vegetation Mapping	Provide technical project support and coordination.	Complete	Merged into project 80063 given similar scopes.

YEAR-END REVIEW OF FY21 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY21 Adopted Project Scope	FY21 Scope Status	Reason for FY21 Scope Variances or Delays
<b>Natural Resource Protection and Restoration</b>					
25	80069 (formerly Coordination Purposes Only)	Mountain Lion Collaring Effort - Rancho San Antonio/Foothills Area Preserve	Retain a qualified researcher to study mountain lion use of Midpen preserves where reported human and mountain lion interactions are more frequent. Initiate first year mountain lion collaring efforts.	Complete	
26	Coordination Purposes Only	Science Advisory Panel	Complete first round of analysis of selected topics, presenting results on at least one topic; review process and revise Science Advisory Panel process as necessary; select second round topics and begin analysis of new and continuing topics.	Complete	
27	MAA01-004	Remediation Plan Development and Ranch Debris Site Clean Up - Madonna Creek Ranch	Permit and implement remediation plan to remove all ranch and farm dump debris from riparian area and restore vegetation.	Complete	
28	MAA09-003	Russian Ridge Mindego Pond Improvement	Complete project design, permitting and construction, with support of a subject matter expert.	Complete	
29	MAA21-007	Bear Creek Redwoods Preserve Plan: Invasive Weed Treatment and Restoration	Continue targeted invasive species at Bear Creek Redwoods Preserve (phase I and phase II)	Complete	
30	61022	Coal Creek Fuel Break	N/A	Complete (Added Mid-Year)	Added mid-year to take advantage of Prop 68 grant opportunity.
31	80060	Marbled Murrelet Recovery Planning	N/A	Complete (Added Mid-Year)	Added mid-year. Project was previously core function for Natural Resources, but due to level of work involved and intersection with numerous District projects and routine maintenance work, project was elevated to a full project.
32	MAA03-003	Purisima Creek Fence Construction, Purisima Creek Redwoods	N/A	Complete (Added Mid-Year)	Project was supposed to be completed in late FY20. Completed in FY21 instead because the project pre-bid meeting and site visit was delayed due to COVID-19.
33	MAA05-002	Upper La Honda Creek Grazing Infrastructure	N/A	Complete (Added Mid-Year)	Project was supposed to be completed in late FY20. Completed in FY21 instead because the project pre-bid meeting and site visit was delayed due to COVID-19.
34	VP22-001	Alma Bridge Road Newt Mortality and Population Study	N/A	Complete (Added Mid-Year)	Added mid-year in response to Board-approved funding for a multiagency newt study in September 2020 after receiving PNR Committee recommendations to study newt mortality on Alma Bridge Road.

## YEAR-END REVIEW OF FY21 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY21 Adopted Project Scope	FY21 Scope Status	Reason for FY21 Scope Variances or Delays
<b>Natural Resource Protection and Restoration</b>					
35	80054	Badger/Burrowing Owl Habitat Assessment	Continue data collection, including field surveys, wildlife camera trapping, hair/genetics collection and incidental reports of observations/roadkill. Conduct ongoing calibration of habitat and linkage models using new data. Engage public interest through outreach, community events and volunteer opportunities. Facilitate interest from partner agencies for a long-term goal of regional species protection and habitat management.	In Progress	Data collection and field surveys completed in FY21. Compilation, analysis, and calibration of data and drafting final report with management recommendations will be completed in FY22.
36	80059	Groundwater Well Decommissioning	Evaluate, obtain permits for, and bid out the decommissioning of 10 unused and abandoned wells in Sierra Azul Preserve.	In Progress	Bids for decommissioning all 10 wells exceeded the budget, but 4 wells were decommissioned.
37	80003-10	Wildland Fire Resiliency Program	Complete phase I of the Wildland Fire Resiliency Program development, including the Vegetation Management Plan, pre-plan maps, and monitoring plan. Complete scoping of phase II (prescribed fire) and start the CEQA process.	In Progress	Scoping for the Phase II (prescribed Fire) was delayed due increased workload with other projects in response to either the pandemic or unanticipated needs on other projects.
38	80034-44	Programmatic State and Federal Environmental Permitting	Finalize and obtain permits with the permit agencies and begin program implementation and staff training as needed.	In Progress	CEQA circulation delayed to summer 2021. Most permit negotiations are near completion.
39	Coordination Purposes Only	Grazing Management Policy Amendment	Hold PNR meeting to review amendments and Board meeting for adoption of policy amendment; develop research approach; deploy wildlife and livestock protection measures; begin research on efficacy of wildlife and livestock protection measures; update lease agreements; develop framework for conservation grazing tenant loss reporting.	In Progress	Contract for deployment of wildlife protection measures awarded June 23, 2021 and research will begin in FY22. Framework for tenant loss reporting will be developed in FY22 as well.
40	MAA03-002	Purisima Upland Site Clean up and Soil Remediation Assessment	Finalize permits, release request for bids, and complete construction activities. Begin revegetation, seeding.	In Progress	Special status plants required the project to undergo substantial scope changes and added CEQA process to the project. Additional hazardous materials investigations and oil well decommissioning investigations were added to the scope. Negotiations with CalGem on the responsible party for decommissioning was initiated.
41	MAA05-010	Restoration Forestry Demonstration Project	Develop restoration forestry prescription, prepare designs for roads and creek restoration, and begin permitting.	In Progress	The draft La Honda Forest Management Plan is now ready for Board and public review, but the prescription, designs, and permitting were delayed due to COVID-19 stopping fieldwork and then the CZU wildfire delaying fieldwork that supported the Plan.
42	MAA05-011	Lone Madrone Ranch Fence Installation	Project contingent on resolution of an agreement with neighbor for access. Construct a livestock boundary fence along riparian corridor.	In Progress	Project start was delayed until neighbor signed easement agreements.

YEAR-END REVIEW OF FY21 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY21 Adopted Project Scope	FY21 Scope Status	Reason for FY21 Scope Variances or Delays
<b>Natural Resource Protection and Restoration</b>					
43	MAA09-006	Mindego Ranch South Pasture	Install livestock fencing, water infrastructure, and perform invasive removal in south pasture area.	In Progress	Completed mowing of coyote brush to allow for fence construction and water system improvements. Obtained Board approval for tenant to do work on both the fence and the water system. Water system work will follow fence construction as NRCS delayed their start of the water system project until mid-summer.
44	MAA20-001	Wildlife Corridor: Highway 17 Crossing	Continue CEQA/NEPA and Caltrans Project Approval/Environmental Document (environmental review documents). Continue working with consultant (TBD) to develop CEQA documents in conjunction with Caltrans lead on NEPA documents. Continue public and partner outreach, and seek funding opportunities.	In Progress	All items completed with the exception of Caltrans leading NEPA. Although Caltrans agreed to lead NEPA in the Cooperative Agreement signed for the project, they have since indicated they cannot lead NEPA until federal funding is programmed. The project team is working to secure federal funding either directly through Caltrans, VTA, competitive grants, or an earmark to allow Caltrans to initiate NEPA oversight.
45	61023	Los Gatos Creek Watershed Forest Health Grant	N/A	In Progress (Added Mid-Year)	Added mid-year, in progress. Award selection and funding amount are approved by an external funding organization (per grant opportunity timeline).
46	MAA07-008	Lower Turtle Pond Maintenance	N/A	In Progress (Added Mid-Year)	Lower Turtle Pond berm was identified as a risk for failure, potentially harming ecological and grazing values, and therefore added mid-year.
47	61021	Toto Ranch North Water Line	Tenant will subcontract work to install new water line.	Deferred	Project deferred until well is completed so that a determination can be made as to the quantity of water available.
48	Coordination Purposes Only	Agricultural Policy Review and Development	Prepare or amend agricultural policies in consultation with partners and stakeholders. Hold Board of Directors workshop on proposed policies, conduct necessary environmental review, and adopt policies.	Deferred	Project deferred to accommodate increased workload to complete the Grazing Management Policy amendment.
49	MAA21-010	Bear Creek Redwoods Landfill Characterization and Remediation	Implement remediation plan to remove toxic substances from landfill site, including data recovery of historic resources within landfill, and restore site to stable configuration.	Deferred	Deferred until FY22 due to staff retirement and workloads.

## YEAR-END REVIEW OF FY21 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY21 Adopted Project Scope	FY21 Scope Status	Reason for FY21 Scope Variances or Delays
<b>Public Access Education and Outreach</b>					
50	31901	ADA Barrier Removal	Complete year two of barrier removals.	Complete	
51	Coordination Purposes Only	Parking Area Naming Conventions	Coordinate with Mountain View Dispatch and the counties of San Mateo and Santa Clara, and apply for official addresses for all the existing parking lots that currently do not have addresses. Coordinate with field and patrol staff to determine, by preserve, the names for parking areas that are already in use at Midpen when speaking to Mountain View Dispatch. Submit applications to counties.	Complete	
52	Coordination Purposes Only	E-Bike Policy Evaluation	Explore pilot program for e-bike access on District paved trails.	Complete	
53	MAA02-001	Cooley Landing Interpretative Facilities Design and Implementation	Complete habitat restoration work (second year of three-year contract).	Complete	
54	MAA02-002	Ravenswood Bay Trail Design and Implementation	Finalize construction and continue plant maintenance and monitoring.	Complete	
55	MAA03-005 (formerly VP03-003)	Purisima-to-the-Sea Trail and Parking Area Feasibility and Planning	Pending acquisition of land rights, initiate a feasibility analysis in collaboration with POST to study parking area alternatives to facilitate the Purisima-to-the-Sea regional trail connection. Perform preliminary field reconnaissance for potential trail alignment depending on location of proposed parking area. Initiate preliminary technical studies and assessments (e.g., cultural resources, biological, geotechnical, traffic) to inform feasibility studies.	Complete	
56	MAA07-011	Phase II Loop Trails, Lower La Honda Creek OSP	Begin construction of easy access loop trail in pasture one of Lower La Honda, pending permitting approval. Perform biomonitoring, permitting assistance and begin mitigation implementation and revegetation/reseeding.	Complete	
57	MAA11-002	Rancho San Antonio - Deer Hollow Farm - White Barn Rehabilitation	Complete construction for stabilization and weatherproofing improvements.	Complete	
58	MAA18-002	Saratoga-to-the-Sea Regional Trail Connection	Continue to provide the City of Saratoga with technical and financial support. The city anticipates completing phase I of construction (trail work) in FY20 and completing the phase II of construction (bridge construction) in FY21.	Complete	
59	VP11-001	Rancho San Antonio (RSA) Multimodal Access Study	Complete multimodal access study and identify strategies for reducing parking issues. The analysis will expand upon a suite of recommendations for managing parking demand and improving multimodal access and present a menu of short-, med-, and long-term strategies. Implement short-term measures.	Complete	
60	VP23-002	Traffic Study for Mt. Umunhum Road	Finalize construction and implement selected signage, striping, and pavement improvements; completion anticipated by fall 2020.	Complete	

## YEAR-END REVIEW OF FY21 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY21 Adopted Project Scope	FY21 Scope Status	Reason for FY21 Scope Variances or Delays
61	VP23-003	Mt. Umunhum - Radar Tower Repair	Complete Mount Umunhum radar tower repair design, acquire permits, and begin construction.	Complete	
<b>Public Access Education and Outreach</b>					
62	31904	Purisima Preserve Multimodal Access Study	N/A	Complete (Added Mid-Year)	Added mid-year per Board request to support and inform the planning and design efforts of the Purisima-to-the-Sea Trail and Parking Feasibility Study project and the Hwy 35 Multi-use Trail Crossing and Parking project.
63	31903	Hwy 35 Multi-use Trail Crossing and Parking	In coordination with Bay Area Ridge Trail Council and SFPUC, conduct feasibility analysis and technical studies for potential pedestrian crossing at Highway 35 and parking expansion opportunity at North Ridge parking lot at Purisima Creek Redwoods Preserve.	In Progress	Feasibility studies delayed due to extensive process to receive external partner funding and internal coordination efforts to implement in-house design approach, requiring additional time with scoping, project co-lead responsibilities, and schedule development.
64	35006	Restroom Replacements	Perform the feasibility study, design, and begin permitting for the Purisima North and Kennedy Trailhead restrooms.	In Progress	Purisima North restroom is following the timeline of the Hwy35 Trail Crossing project due to interrelationship. The Kennedy restroom completed technical studies; due to public interests from neighbors, additional time is required for community engagement process.
65	40011	Website Redesign	Work with contractor to redesign structure. Retain contractor to design and migrate current site to new platform; develop new content.	In Progress	Deferred full migration and initial development of new content until FY22 due to COVID disruptions, staff vacancies and opportunity to expand scope to create better site.
66	Coordination Purposes Only	Preserve Use Survey Implementation	Develop a system for rating and describing Midpen trails to allow the public the ability to choose the trail routes that fit their needs.	In Progress	This FY21 project scope is now the Trail Information System project and is on the action plan for FY22. The trail information system will take several years to complete.
67	Coordination Purposes Only	Stevens Creek Trail Signage	Complete pilot signage program for Stevens Creek Trail at Monte Bello Preserve.	In Progress	Presentation of the proposed Stevens Creek Trail designation to Committee and Board delayed to allow time for the Friends of Stevens Creek Trail to hold a multi-agency meeting with agencies who hold jurisdiction where the proposed regional trail runs. This meeting ensures all agencies agree with the regional trail designation and use of a Stevens Creek Trail medallion.
68	Coordination Purposes Only	Regional Trails Planning and Coordination	Continue to participate in planning coalition and stakeholder working groups to provide technical support on regional trail connections to Midpen trails and preserves.	In Progress	Due to the nature of this coordination work, Midpen continues to participate in ongoing regional trails partnership meetings such as the Peninsula Trails Team, although the Bay to Sea Trail Planning Coalition was temporarily suspended due to the pandemic.
69	MAA05-008	La Honda Creek White Barn Structural Rehabilitation	Environmental review and design development for structural stabilization of the white barn.	In Progress	Environmental review will continue into FY22. Design development, to stabilize the structure will begin in FY22. Delays due to staff availability.

## YEAR-END REVIEW OF FY21 ACTION PLAN KEY PROJECTS

Project Number	Project Name	FY21 Adopted Project Scope	FY21 Scope Status	Reason for FY21 Scope Variances or Delays	
<b>Public Access Education and Outreach</b>					
70	MAA05-009	La Honda Creek Redwood Cabin Assessment, Removal and Site Restoration	Environmental review for demolition of the Redwood Cabin.	In Progress	Initiated environmental review for demolition of the Redwood Cabin.
71	MAA06-002	Hawthorns Public Access Site Plan and CEQA	Work with contract planner/consultant to amend the Preliminary Use and Management Plan; develop and initiate stakeholder outreach plan with board committee; initiate design and engineering of public access improvements. Work closely with Town of Portola Valley to obtain use permit.	In Progress	Staff initiated the project with the PNR Committee, conducted public outreach, and established a preliminary planning and permitting pathway with the Town of Portola Valley. Due to COVID-19 and coordination with the partner agency, staff required additional time before launching the project with the PNR Committee in May 2021. Preparing the Preliminary Use and Management Plan Amendment, designing public access improvements, and obtaining permits will occur in future fiscal years after the Board adopts vision and goals and staff develops a public access alternatives concept through a robust public process.
72	MAA10-001	Alpine Road Regional Trail, Coal Creek	Prepare design documents and garner permits for the construction of trail and drainage improvements. Perform biomonitoring and begin revegetation/reseeding activities.	In Progress	Project permitting was delayed due to challenges in corresponding with the regulatory agencies, along with changes in the permitting process at the federal level. Regional Water Quality Control Board permit was issued in August 2021. The California Department of Fish and Wildlife draft permit is anticipated in late September 2021. The US Army Corps of Engineers permit application is still under review and is currently moving through the required consultations. Planning permit applications were submitted to San Mateo County Planning in early September 2021. Construction is targeted for Summer 2022.
73	MAA20-002	Bay Area Ridge Trail: Highway 17 Crossing	Continue CEQA/NEPA and Caltrans PAED (environmental review documents). Continue working with consultant (TBD) to develop CEQA documents in conjunction with Caltrans lead on NEPA documents. Continue public and partner outreach, and seek funding opportunities.	In Progress	All items completed with the exception of Caltrans leading NEPA. Although Caltrans agreed to lead NEPA in the Cooperative Agreement signed for the project, they have since indicated they cannot lead NEPA until federal funding is programmed. The project team is working to secure federal funding either directly through Caltrans, VTA, competitive grants, or an earmark to allow Caltrans to initiate NEPA oversight.
74	MAA21-004	Bear Creek Stables Site Plan Implementation	Complete construction documents for stables site plan and water system. Continue to coordinate with Santa Clara County Planning regarding permitting as necessary. Confirm adequacy of the environmental impact report for the modified project. Prepare and release request for bids. Secure project permits.	In Progress	Project was delayed due to prolonged process with County to identify best permitting approach. In FY21, Board confirmed staff recommendation to pursue a Use Permit for the site to then secure building permits. Construction documents have since been largely finalized and a use permit application is scheduled to be submitted in September.

**YEAR-END REVIEW OF FY21 ACTION PLAN KEY PROJECTS**

	<b>Project Number</b>	<b>Project Name</b>	<b>FY21 Adopted Project Scope</b>	<b>FY21 Scope Status</b>	<b>Reason for FY21 Scope Variances or Delays</b>
75	MAA21-006	Bear Creek Redwoods - Alma College Cultural Landscape Rehabilitation	Complete construction, including Upper Lake overflow and access.	In Progress	Construction of site improvements and structure rehabilitation was not completed due to a prolonged permitting phase and initial bid results that exceeding budget. New bid was received in summer 2021 and construction is now scheduled to begin in the fall.



## YEAR-END REVIEW OF FY21 ACTION PLAN KEY PROJECTS

Project Number	Project Name	FY21 Adopted Project Scope	FY21 Scope Status	Reason for FY21 Scope Variances or Delays	
<b>Public Access Education and Outreach</b>					
76	MAA21-011	Phase II Trail Improvements, Bear Creek Redwoods OSP	Complete the planning and permitting for trail infrastructure requiring permits, while beginning in-house construction of trail segments that do not require permits. Complete the necessary traffic studies for the trailheads of the multiuse trail and begin the trailhead design.	In Progress	Postponed submittal of Regional Water Quality Control Board permit application to receive feedback from Water Board staff on pre-application materials. Anticipate submitting permit application early in Q1 FY22.
77	VP05-002	La Honda Creek Parking and Trailhead Access Feasibility Study	PENDING BOARD DIRECTION anticipated July/August 2020 following Public Access Working Group input and PNR recommendations. Conduct feasibility study and technical analyses for public access alternative(s).	In Progress	Presentation of Public Access Working Group final report and recommendations to Committee and Board delayed due to pandemic. Committee review and Board approval eventually held virtually. Contract to initiate feasibility studies scheduled to go before the Board in Sept.
78	Coordination Purposes Only	Cooley Landing Park Business and Operation Plan	Continue to support the City of East Palo Alto's efforts to recruit and select an operator to provide environmental stewardship programing at Cooley Landing that is reflective of the community's culture. Midpen will provide funding for the development of a business and operating plan for the preferred operator.	Deferred	On hold until the City of East Palo Alto is able to dedicate resources to the project.
79	Coordination Purposes Only	Cooley Landing Site Use Agreements	Resolve informal and formal agreements for the operation and use of Cooley Landing not completed in FY20. Including patrol agreements, maintenance agreements, soil cap institutional controls and maintenance, Menlo Fire use agreement for airboat ramp, adjust EPA access easement to center of driveway, and Bay Trail designation of spur to Cooley Landing.	Deferred	Delayed due to COVID related impacts and unavailability of East Palo Alto staff.
80	Coordination Purposes Only	La Honda Elementary Path to Pond	As needed: refine curriculum, (re)train La Honda Elementary School staff using the curriculum to avoid impacts to California red-legged frog and cattle, and mow pathway to maintain safe access. Assess impacts to California red-legged frog and cattle after the first year of implementation and renew, revise or suspend annual use permit accordingly.	Deferred	Due to COVID shutdown, school was not able to work on this project.
81	MAA22-004	Beatty Parking Area and Trail Connections	Project on hold. Pending newt study results, initiate discussion in FY2021-22 re: time extension for 2008 conservation easement agreement, which will be led by Real Property and supported by other depts.	Deferred	Project placed on hold to allow newt study to be completed. Newt study findings will inform scope and timeline of the public access project.
82	MAA22-005	Beatty House Removal and Site Restoration	N/A	Cancelled	Cancelled project in response to Board direction provided on March 24, 2021.

YEAR-END REVIEW OF FY21 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY21 Adopted Project Scope	FY21 Scope Status	Reason for FY21 Scope Variances or Delays
<b>Assets and Organizational Support</b>					
83	10001	Records Management	Select and implement an electronic document management system. Perform records inventory and disposition of records in accordance with board-adopted records retention schedule. Begin document scanning, digitization and input of digital records into EDMS.	Complete	
84	31202	New Administrative Office (AO) Facility	Finalize design and begin construction.	Complete	
85	31601	New South Area Field Office Facility	Complete construction and receive building occupancy. Purchase, setup and install technology.	Complete	
86	51701	Work Order and Asset Management System	Conduct phase II for Natural Resources. Migrate SharePoint request form to Cityworks. All NR requests will go through Cityworks thereafter.	Complete	
87	51703	Real Property Database	Migrate legacy content into new database, develop web applications, provide user training, go live with new system and retire old database.	Complete	
88	61019	Repaint Red Barn	Repaint red barn at La Honda Creek Open Space Preserve.	Complete	
89	Coordination Purposes Only	Citation Management System	Finalize business requirements and select software solution.	Complete	
90	Coordination Purposes Only	SharePoint - Document Management System	Continue effort to migrate files from network drives to SharePoint. Implement additional workflows to move toward paperless routing.	Complete	
91	Coordination Purposes Only	Customer Relationship Management	Investigate a customer relationship management solution to replace the legacy contact's database. A CRM provides the ability to manage, track and communicate with customers (the public), contacts, organizations and partners. Business requirements will be assessed and CRM solutions will be evaluated.	Complete	
92	Coordination Purposes Only	Coastside Lands Management Plan	Work with various departments to assess operational needs and capacity, and develop a management plan for existing and future Coastal preserves. Pursue opportunities for new centralized field office in vicinity of Highway 1. Integrate into Field Office Infrastructure Assessments.	Complete	

YEAR-END REVIEW OF FY21 ACTION PLAN KEY PROJECTS

Project Number	Project Name	FY21 Adopted Project Scope	FY21 Scope Status	Reason for FY21 Scope Variances or Delays
<b>Assets and Organizational Support</b>				
93	None	Vehicle and Machinery/Equipment Purchases	Vehicles: Replace two Patrol vehicles and one maintenance vehicle that have reached their mileage and/or years in service limit. New patrol vehicles are planned to be Ford F-350 or similar to accommodate the additional load for water tanks and pumps to support the fire suppression program. In anticipation of ongoing social distancing requirements staff will evaluate all viable alternatives for transporting crews to safely perform planned field work. This will include exploring all green and fuel efficient modes of transportation, identifying vehicles that need to be replaced in the near future (beyond FY21), and vehicles that can be kept in service longer than anticipated. Machinery: Replace one mini excavator that has reached its end of life and isn't cost effective to repair.	Complete
94	VP06-001	Hawthorns Historic Complex Partnership and Lease	Evaluate and implement short term measures to prevent deterioration of the Hawthorns house.	Complete
95	50005	Tyler Munis ERP Migration	N/A	Complete (Added Mid-Year) Added Mid-year to replace the Human Resources Information System project. The migration from New World Systems ERP to Munis ERP results in more robust functionality and introduce numerous efficiencies, including expanded HRIS capabilities, and allow for the replacement of multiple legacy Access databases.
96	51702	District Wide Fiber Optics	N/A	Complete (Added Mid-Year) Added mid-year because the SFO part of the project was not completed in prior year due to delays in getting pole permits and a signed easement with a private property owner.
97	10002	San Mateo County Master Permit	Complete zoning and subdivision ordinance amendments with the County of San Mateo to streamline land divisions. Complete master permit application; begin stakeholders engagement.	In Progress Zoning and subdivision ordinance amendments process delayed due to Farm Bureau lawsuit. Master permit application delayed due to County staff turnover.
98	35004	Sierra Azul Ranger Residence	Continue design and begin construction. Complete the structural assessment and receive direction on future uses. Continue to work closely with County of Santa Clara Planning Department to address and resolve violation and updated Conditional Use Permit.	In Progress Construction has not begun on this project. Design services to complete the basis of design document will continue into fiscal year 2022. Staff will continue to coordinate with the County of Santa Clara to resolve the violation notice. Delays due to Midpen and County staff availability during pandemic.

YEAR-END REVIEW OF FY21 ACTION PLAN KEY PROJECTS

Project Number	Project Name	FY21 Adopted Project Scope	FY21 Scope Status	Reason for FY21 Scope Variances or Delays
<b>Assets and Organizational Support</b>				
99	51704	Ward Boundary Redistricting Plan	Host board study sessions to introduce the redistricting process, review relevant federal laws and state guidelines, and finalize redistricting criteria. Begin analyzing census and demographic data and develop potential boundary realignment scenarios. Develop communication plan and web page for public information.	In Progress The Board study session and redistricting analyses will start in upcoming fiscal year due to a 5-month U.S. Census Bureau delay in releasing population data.
100	61009	Russian Ridge - Bergman Residences Reconstruction	Demolish grandma house, stable building and small shed. Natural Resources to provide biomonitoring.	In Progress No response to the initial Request for Bids. Required additional contractor outreach to secure successful bid.
101	61010	Toto Ranch Well Drilling and Construction, Tunitas Creek	Finalize permitting and construction of well. Planning to assist with permitting as needed.	In Progress No response to the initial Request for Bids. Direct phone calls to C57 licensed contractors from San Jose to Sonoma County yielded one contractor who can start work in late summer 2021.
102	61011	Install Solar Panels at Skyline Field Office	Solar panel installation slated for completion in FY20; may continue into FY21 to complete work.	In Progress Negotiating details of Design-Build contract took longer than expected. Bats found in the attic of the Skyline Office delayed work until September 2021 to avoid disturbing maternity colony.
103	61015	Bear Creek Stables Operator RFP/Lease	Issue RFP for new tenant and negotiate lease.	In Progress The Request for Proposals (RFP) has been drafted and under legal review. Board presentation to solicit feedback on objectives and selection criteria of the RFP occurred on July 14.
104	61016	Burkhart Spring Construction	Permitting and construction.	In Progress Currently negotiating with Mr. Burkhart to finalize construction details in order to release the Request for Bids.
105	61020	Thornewood Residence Evaluation	Complete historic evaluation and structural evaluation of the Thornewood residence.	In Progress Historical evaluation is in progress with on-call historical evaluation contractor. Delay due to need to first conduct Request for Proposals to establish an on-call consultant list to support this type of work.
106	31902 (formerly Coordination Purposes Only)	Historic Resources Procedural Guide/Inventory	Research and centralize policy information, procedures and processes and begin development of historic resources procedural guide. Research and develop selection criteria for a historic resources consultant to support the development of a historic resource database framework that is consistent with the National Park Service Secretary of Interior standards. Retain historic resources consultant if funding allows.	In Progress Prepared Historic Resources Administrative Procedural Manual to centralize policy information and provide guidance regarding the identification, evaluation, documentation, disposition, and management of historic resources. Prepared and released RFPQ with associated selection criteria and executed on-call contracts with four qualified historic resource consultants to assist with historic evaluations, GIS database design, and etc.

## YEAR-END REVIEW OF FY21 ACTION PLAN KEY PROJECTS

Project Number	Project Name	FY21 Adopted Project Scope	FY21 Scope Status	Reason for FY21 Scope Variances or Delays	
<b>Assets and Organizational Support</b>					
107	40013 (formerly 50th Anniversary Planning Coordination Purposes Only)	Develop consensus plan for signature event and celebrations to commemorate 1972 founding of Midpen.	In Progress	Delayed comprehensive plan development due to contracting issues and staff vacancy.	
108	Coordination Purposes Only	Emergency/Disaster Preparedness Response and Recovery Plan	Develop Business Continuity Plan for Administrative Office and IT infrastructure. Update Emergency/Disaster Preparedness Response and Recovery Plan and align with Business Continuity Plan.	In Progress	Pandemic response to COVID completed and will be added to Disaster Preparedness Plan and will be added to current emergency protocol. The Emergency Action Plan (EAP) is under review. The Business Continuity Plan (BCP) is in the drafting and research stage.
109	Coordination Purposes Only	Fire Suppression Program: Review Staffing, Equipment and Training	Form subcommittee of wildfire coordination team to review and make recommendations to update current program.	In Progress	Draft recommendations for Midpen's fire suppression program are in the review stage. Finalization expected by end of 2021.
110	Coordination Purposes Only	Volunteer and Docent Management System	Obtain business requirements, select software solution, configure system, and Go-Live.	In Progress	GetConnected will be going live in August 2021 in coordination with the website Go-live date.
111	Coordination Purposes Only	Digital Asset Management	Train other departments in the processes for submitting photos and important metadata for ingestion into the digital asset management system, for photos to be used for publication.	In Progress	Delayed due to staff vacancy.
112	Coordination Purposes Only	Basic Policy Update	Update Basic Policy to incorporate the Coastal Annexation Area, and conduct public engagement and study sessions as appropriate.	In Progress	Delayed due to COVID impacts; project deferred to after FY22.
113	Coordination Purposes Only	Interim Coastal Area Field Office	Finalize permitting and environmental review for the interim Coastal Area Field Office and equestrian uses of the Event Center property.	In Progress	Delayed due to permitting issues and reduced capacity of San Mateo County Planning staff due to the pandemic and staff vacancies.
114	VP07-002	Agricultural Workforce Housing - La Honda Creek	Begin and complete construction. Natural Resources to provide biomonitoring and begin revegetation/reseeding.	In Progress	COVID-related delays in San Mateo County staff availability to process permits and loan application. Recently received Board approval for construction contract. Construction will begin August 2021.
115	Coordination Purposes Only	Good Neighbor Policy Update	Review and update Good Neighbor Policy.	Deferred	Delayed due to COVID impacts; project deferred to after FY22.
116	Coordination Purposes Only	Human Resources Information System	Phase I: Select software and begin to implement high priority modules.	Cancelled	This project is now part of the Munis Migration project. Munis offers a robust HRIS that meets the District's business requirements.