



ACTION PLAN AND BUDGET COMMITTEE

April 28, 2022

The Action Plan & Budget Committee conducted this meeting in accordance with California Government Code section 54953(e) and Midpeninsula Regional Open Space District Resolution 21-33. All Committee members and staff participated via teleconference.

DRAFT MINUTES

ROLL CALL

Director Cyr called the meeting to order at 1:31 p.m.

Members Present: Jed Cyr, Karen Holman, and Curt Riffle

Members Absent: None

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Chief Financial Officer Stefan Jaskulak, Assistant General Manager Brian Malone, Assistant General Manager Susanna Chan, Controller Mike Foster, District Clerk/Assistant to the General Manager Jennifer Woodworth, Controller Mike Foster, Budget & Analysis Manager Rafaela Duran, Natural Resources Manager Kirk Lenington, Visitor Services Manager Matt Anderson, Planning Manager Jane Mark, Land & Facilities Manager Brandon Stewart, Engineering & Construction Manager Jay Lin, Information Systems & Technology Manager Casey Hiatt, Public Affairs Manager Kori Skinner, Real Property Manager Mike Williams, Budget Analyst I Lupe Hernandez, and Budget Analyst I Elissa Martinez

ADOPTION OF AGENDA

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

ROLL CALL VOTE: 3-0-0

ORAL COMMUNICATIONS

District Clerk Jennifer Woodworth read the submitted comments into the record.

Jeff Morgan stated the District's prohibition on e-bikes is contrary to the goals of providing wide access to open space for the public.

COMMITTEE BUSINESS

1. Select a Committee Chair for Calendar Year 2022

Director Holman nominated Director Riffle to serve as the Action Plan and Budget Committee Chair for Calendar Year 2022, and Director Cyr seconded the nomination.

Director Riffle accepted the nomination.

ROLL CALL VOTE: 3-0-0

2. Approve the May 4, 2021 Action Plan & Budget Committee Minutes

Motion: Director Cyr moved, and Director Riffle seconded the motion to approve the Action Plan and Budget Committee minutes for May 4, 2021.

ROLL CALL VOTE: 2-0-0 (Director Holman abstained)

3. Overview of the Proposed Fiscal Year 2022-23 Budget and Three-Year Capital Improvement and Action Plan (R-22-56)

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an overview of the proposed FY2022-23 budget and compared it to the adopted FY2021-22 budget. Mr. Jaskulak described the budget by funding source, including Measure AA, grants, and general fund.

Director Holman requested additional information regarding the amount of reserve funds budgeted, which may be used for a future coastal field office.

Mr. Jaskulak stated the reserve funds are not based on a specific property location and instead is building a reserve to provide the opportunity for a future property acquisition, remodel, or new construction currently for a specific location or a specific expense to build or renovate an existing office. The amount of reserve funding is based on the revenue remaining after the remaining funds are allocated in the budget. Mr. Jaskulak reviewed the proposed FY2022-23 budget by fund and the five-year trend for expenses by fund, including Measure AA expenses.

Controller Mike Foster described the cash projections and funding revenues forecast for the upcoming budget year as compared to previous budget years.

Mr. Jaskulak reported on the proposed FY2022-23 expenses by fund and category, including expenses associated with Measure AA implementation, debt service, etc. Mr. Jaskulak described the long-range financial plan, which is based on the Controller's revenue projections, includes future capital expenditures, and assumes four new full time equivalent positions per year.

Director Holman commented the Fremont Older home needs maintenance, and inquired if this is included in the project to address weatherstripping, energy efficiency measures, etc.

Land & Facilities Manager Brandon Stewart reported home inspections are forthcoming for several District residences, including the Fremont Older home. The cost for the estimated repairs

may increase as a result of the inspections, but the budgeted amount is for currently know repairs.

Director Riffle requested additional details be added to the budget documents regarding the number of planned intern positions.

The Committee recessed at 3:20 p.m. and reconvened at 3:30 p.m. with all Committee members present.

Mr. Jaskulak described the eight requested full time equivalent (FTE) positions and reviewed the proposed budget for the District's departments.

The Committee members provided suggestions to staff for edits to the budget documents and meeting materials to be made in preparation for the budget hearing on May 25, 2022.

The Committee continued the item to the following Action Plan and Budget Committee meeting on May 3, 2022.

ADJOURNMENT

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

Jennifer Woodworth, MMC
District Clerk