



## **ACTION PLAN AND BUDGET COMMITTEE**

**May 3, 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 Riffle called the meeting to order at 12:00 noon.

**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, 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, Senior Capital Project Manager Scott Reeves, 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 Cyr moved, and Director Holman seconded the motion to adopt the agenda.

**ROLL CALL VOTE: 3-0-0**

#### **ORAL COMMUNICATIONS**

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

#### **COMMITTEE BUSINESS**

- 1. Approve the April 28, 2022 Action Plan & Budget Committee Minutes**

Director Holman stated her comments recorded in the April 28, 2022 minutes regarding the need for the District to have a budget for ongoing maintenance of its buildings, such as weatherstripping, roofing repairs and replacement, appliance replacement, etc., was not specific to the Fremont Older house.

Ms. Woodworth stated she will listen to the meeting recording and update the minutes to reflect Director Holman's broader comments.

**Motion:** Director Cyr moved, and Director Holman seconded the motion to approve the Action Plan and Budget Committee minutes for April 28, 2022, with the requested amendment.

**ROLL CALL VOTE: 3-0-0**

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

Mr. Jaskulak provided additional information regarding the proposed staff additions for FY2022-23, as requested by the Committee. Mr. Jaskulak described the role and purpose of each of the recommended positions and how the recommended positions fit within the Financial and Operational Sustainability Model (FOSM). Mr. Jaskulak reviewed the proposed internship positions and how these positions help support the various departments and their projects and often provide a pipeline for future permanent positions.

Director Holman requested additional information regarding the proposed new ranger "overfill" position.

Assistant General Manager Brian Malone reported the proposed position will help maintain minimum staffing requirements when there may be openings or shift vacancies due to retirements or other reasons. Due to the lengthy timeline for recruiting rangers, the overfill position will ensure adequate patrol coverage for District preserves.

Mr. Malone reviewed areas of interest for the Capital Improvement and Action Plan, including projects supporting agriculture, diversity, and fire prevention.

Assistant General Manager Susanna Chan presented the Land Acquisition and Preservation Program, including proposed acquisitions of the Johnston Ranch and Cloverdale Ranch properties, Mount Umunhum and Upper Alpine Creek land conservation, and creation of a land conservation guidance document.

Director Holman inquired the timing and how staff costs are assigned to a project, such as a for a policy update type of project.

General Manager Ana Ruiz stated the costs associated with updating the Basic Policy are related to public outreach, including the printing of materials and holding public meetings. Staffing costs related to Measure AA projects are tracked to allow for future reimbursement.

Mr. Malone presented the Natural Resource Protection and Restoration Program, including a drought response and resiliency plan, Highway 17 crossings, wildlife studies for badger/burrowing owl habitat assessment, mountain lion collaring effort, and Lone Madrone Ranch fence installation.

Director Riffle suggested staff provide an update on the District's efforts to combat climate change at the December Board retreat.

The Committee recessed at 1:42 p.m. and reconvened at 1:50 p.m. with all Committee members present.

Ms. Chan reviewed projects included in the Public Access, Education, and Outreach program, including numerous regional trails, such as the Purisima-to-the-Sea Trail, Alpine Road Regional Trail, and Highway 35 multi-use trail crossing and parking; continued District-wide ADA barrier removal; and expanding public access at District preserves, such as at La Honda Creek Redwoods, Bear Creek Redwoods, and Windy Hill Preserves.

Mr. Malone described projects included in the Assets and Organizational Support Program. Projects include the Sierra Azul ranger residence, Thornewood residence evaluation, Hawthorns Historic Complex assessment, FOSM update, and improvements to various business system and administrative processes.

Director Holman commented on the District's previous plan to assess the District's structures and requested additional information regarding the District's planned projects related to structure disposition.

Ms. Ruiz reported on staff's current phased assessments of District structures, which includes evaluating and assessing several structures each year, and staff will then return to the Board with the information for the Board to provide direction on the structures.

Director Holman commented a proactive plan would be helpful to identify which of the District's structures need more immediate attention.

Mr. Malone stated the three structures being considered for FY23 were identified in the La Honda Master Plan and are dilapidated and do not need in-depth evaluation. Separately, the District manages its residential structures and evaluates them annually, whether or not the structure has historical significance.

The Committee members requested and received additional information and clarification regarding specific projects.

Public comment opened at 2:29 p.m.

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

Public comment closed at 2:29 p.m.

The Committee members thanked staff for the thorough process and explanations provided regarding the proposed budget and action plan and commended staff for the excellent work.

Director Riffle suggested the budget presentation to the Board of Directors be shortened to allow for enough time for questions and discussion. Additionally, the presentation could be provided in advance of the meeting to allow for the Board members to review prior to the meeting.

Director Riffle spoke in support of completing the update to the FOSM sooner than in FY2023-24.

Ms. Ruiz stated the preliminary information to support the update can be used to create the FY2024-25 budget even if the final report is not complete until that fiscal year.

**Motion:** Director Holman moved, and Director Cyr seconded the motion to recommend Board adoption of the Fiscal Year 2022-23 Budget and Action Plan.

**ROLL CALL VOTE: 3-0-0**

**3. Annual Review of Finance Policies for Fiscal Year 2022 (R-22-57)**

Item 3 was heard before Item 2.

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak described the proposed change to Board Policy 3.07 (*Fund Balance Policy*) to rename the “Promissory Note Sinking Fund” to “Debt Sinking Fund.” The name will reflect the more general purpose of the fund and to allow for greater flexibility to reserve funds for repayment of debt principal.

**Motion:** Director Holman moved, and Director Cyr seconded the motion to confirm the Board Financial Policies, including a minor amendment to Board Policy 3.07 – *Fund Balance Policy*, for consideration by the full Board of Directors.

**ROLL CALL VOTE: 3-0-0**

**ADJOURNMENT**

Director Riffle adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 3:01 p.m.

Jennifer Woodworth, MMC  
District Clerk