



Midpeninsula Regional
Open Space District

R-22-106
Meeting 22-23
September 28, 2022

AGENDA ITEM 3

AGENDA ITEM

Fiscal Year ending June 30, 2022 Annual Year End Report

GENERAL MANAGER'S RECOMMENDATION *dem*

Informational item - 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 125 Action Plan Projects. Of this total, 117 projects were approved as part of the Fiscal Year 2021-22 (FY22) Capital Improvement and Action Plan (CIAP) by the Board of Directors (Board) in June 2021, and 8 were subsequently added and approved during the fiscal year. The District fully completed or made considerable progress on 117 Action Plan Projects, or 94% of the 125 total projects, many of which are also Vision Plan and Measure-AA funded projects. Despite ongoing COVID-19 pandemic disruptions to the supply chain, our adaptable and resilient staff remain committed to the mission. Two project highlights include the substantial completion of the Alma College Cultural Landscape Rehabilitation project at Bear Creek Redwoods Open Space Preserve and the completion of the Radar Tower repairs at Mt. Umunhum in Sierra Azul Open Space Preserve. The full list of notable accomplishments is captured in the FY22 Major Accomplishments Report (refer to Attachment 1). This Year-End Action Plan Review provides a status update for each CIAP project as of the end of FY22 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 FY22 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 FY22 Action Plan, as well as unanticipated projects initiated during the fiscal year. Highlights of the major accomplishments are provided below.

- ❖ Purchased the 41.76-acre Vielbaum property as an addition to Sierra Azul Open Space Preserve. This purchase permanently protects forested lands and wildlife habitat within the Upper Los Gatos Creek watershed and furthers the greenbelt connection of protected open space lands and wildlife corridors.
- ❖ Received Board approval for the purchase of the 644-acre Johnston Ranch Uplands property at Miramontes Ridge Open Space Preserve and entered into a Lease and Management Agreement with Peninsula Open Space Trust (POST). Additionally, a grazing lease was assigned to the District by POST.
- ❖ Collared six mountain lions for the Mountain Lion Collaring Effort - Rancho San Antonio/Foothills Area Preserves as part of a study to reduce mountain lion-human conflicts to protect mountain lions and improve public safety.
- ❖ Completed, continued or began numerous projects to restore and enhance the natural environment, including:
 - Began 5th year of targeted invasive species removal at Bear Creek Redwoods Open Space Preserve with partial funding from a 5-year Valley Water grant consistent with the District's Integrated Pest Management Program to restore native habitats.
 - Drafted the La Honda Forest Management Plan for the La Honda Creek Redwoods Open Space Preserve, met with stakeholders and held a public meeting with neighbors.
 - Completed designs for the Lower Turtle Pond Repair project at La Honda Creek Open Space Preserve and began permitting partnership discussions with the San Mateo Resource Conservation District.
 - Collaborated with outside researchers to perform botanical surveys at multiple preserves. These surveys help assess the health of District habitats and protect sensitive plants during maintenance and construction activities.
- ❖ Finished literature reviews and findings for all four topics selected by the Board as part of the first round of Science Advisory Panel (SAP) work. Information and learnings from the final reports is being integrated into other projects.
- ❖ Substantially completed construction of the Alma College Cultural Landscape Rehabilitation project at Bear Creek Redwoods Open Space Preserve. Opening public access to this area is anticipated in fall of 2022.
- ❖ Made significant progress on removing ADA barriers to improve access for people with different physical abilities:
 - Removed ~ 30% of total ADA barriers identified in the ADA Transition Plan.
 - Made significant progress on ADA easy access trails at Pulgas Ridge Open Space Preserve, and Horseshoe Lake and Alpine Pond at Skyline Ridge Open Space Preserve.
 - Completed geotechnical survey work for the ADA Path to Deer Hollow Farm project at Rancho San Antonio Open Space Preserve. Developed a task order for ADA consultant services.

- ❖ Completed construction of the 1.3 mile easy-access Grasshopper Loop Trail and opened the trail to the public, including seasonal on-leash dog access. This trail brings the District’s total trail milage that is open to the public to 250 miles.
- ❖ Completed the Radar Tower repairs at Mt. Umunhum in Sierra Azul Open Space Preserve and re-opened the east summit area to public access.
- ❖ The Diversity, Equity, and Inclusion (DEI) Staff Committees developed strategies and implementation action items that promote the District’s DEI goals and policy. The Board reviewed the items and provided feedback. The recommended first phase of DEI action items was included in the FY23 Budget and Action Plan.
- ❖ Opened the District’s 50th Anniversary Celebrations with proclamations, Open Stories, Love Letters, hashtag campaigns, pop-up tabling, paid media and publicity campaigns. Held the Bayside Family Festival at Ravenswood Preserve, attracting an estimated 800 participants.
- ❖ Opened the new Administrative Office facility for improved administrative functions and delivery of projects and services:
 - 99% completion of construction improvements, including major structural and mechanical renovations. Final punch-list items are underway.
 - Prepared the new building for occupancy. Procured equipment for and configured new workstations, coordinated with telecom vendors to install services at new building, installed wireless access throughout the building and parking areas, moved servers, assisted with installation of HVAC, Alarm, AV and security cameras.
 - Reconfigured workstations to support return-to-office and new hybrid work environment.

Year-End Action Plan Review:

The FY22 Action Plan, for the period July 1, 2021 to June 30, 2022, was adopted by the Board at its regular meeting on June 9, 2021 (R-21-72). Of the 125 Action Plan Projects, the District made considerable progress on 117 Key Action Plan Projects, or 94% of the total project list as shown in Table 1 below. Of these, the District completed the projected fiscal year scope of work for 58 Action Plan Projects (47%) as of June 30, 2022. A total of 59 Action Plan Projects (47%) remain in progress, and of the remaining 8 projects (6%), 6 were deferred to FY23 or beyond and two were determined as unnecessary due to changing circumstances and therefore cancelled (see Attachment 2, items 16 and 50 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 90% 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	FY22		FY21		FY20	
	Total	Total (%)	Total	Total	Total	Total (%)
Complete	58	47%	50	43%	41	36%
In Progress	59	47%	52	45%	60	53%
Deferred or Cancelled	8	6%	14	12%	12	11%
Total	125	100%	116	100%	113	100%

A total of 125 action plan projects were adopted by the Board last fiscal year; 117 at the time of Budget and Action Plan adoption and an additional 8 during the fiscal year. One of the projects added during the fiscal year was related to land acquisition due to an unanticipated purchase opportunity: the Vielbaum Property Acquisition. Others included the State Coastal Conservancy Forest Health & Wildfire Wildland Fire Resiliency project and the Burton Property Site Cleanup project. Attachment 2 includes details on these project additions.

FISCAL IMPACT

The Annual Accomplishments report and FY22 Action Plan Year-End review have no fiscal impact on the FY23 budget.

PRIOR BOARD AND COMMITTEE REVIEW

- **June 9, 2021:** Board adopted the FY22 Budget and Action Plan ([R-21-72](#), [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 2022 Major Accomplishments
2. Year-End Review of Fiscal Year 2022 Action Plan Key Projects

Responsible Department Head:

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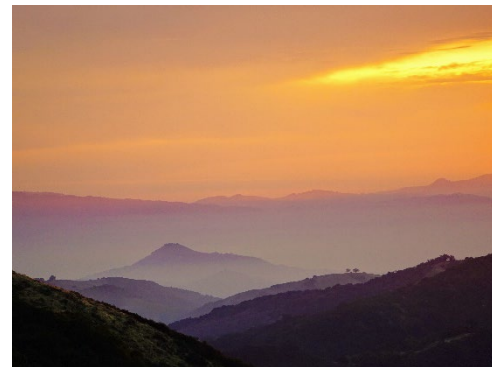
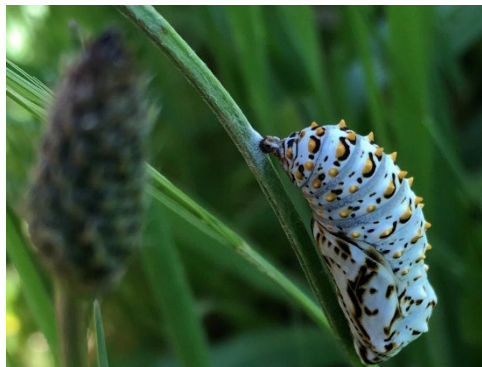
Contact person:

Ana María Ruiz, General Manager



Major Accomplishments Report

July 1, 2021- June 30, 2022



Above, left to right: Skyline Ridge Open Space Preserve (C. Lambert), Russian Ridge Open Space Preserve (Wing Yung), La Honda Creek Open Space Preserve (Leigh Ann Gessner), Purisima Creek Redwoods Open Space Preserve (Renate Elster), El Sereno Open Space Preserve (E. S. Mills), Sierra Azul Open Space Preserve (Tian Lin)

FY22 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 focus on a balanced mission: land acquisition and preservation; natural resources protection and restoration; public access and education; and for the Coastside, encouraging viable agricultural uses of land resources and preserving rural character.

These accomplishments encompass projects to expand public access, including the opening of the 250th mile of publicly accessible trail with the addition of Grasshopper Loop Trail in La Honda Creek Preserve, completion of the Mount Umunhum radar tower repairs in Sierra Azul Preserve, and substantial completion of the Alma College cultural landscape rehabilitation project in Bear Creek Redwoods Preserve. Progress was also made on various priorities and goals, including habitat restoration; wildlife corridors; reduction of wildland fire risk; land conservation partnerships; and the protection of more than 65,000 acres of public open space lands.

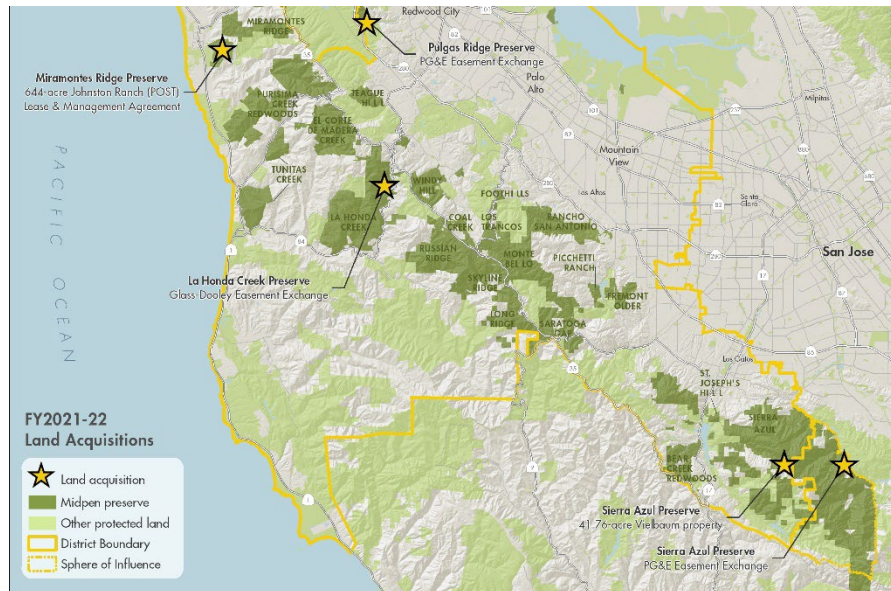
On the San Mateo County Coast, accomplishments include progress toward acquiring key agricultural lands to preserve natural resource and scenic open space values and improving agricultural infrastructure to support the conservation grazing program that helps protect the biodiversity of coastal grasslands. In addition to completing projects on the land, Midpen placed significant effort in strengthening the administrative and organizational systems that are necessary to support our mission, including substantial completion of and relocation to the new administrative office. In FY22, Midpen also began celebrating 50 years of public open space protection, restoration and connection through successful public events, organized activities, informational tablings, and social media posts.

COVID-19 continued to impact project and program delivery in FY22. Halfway into the year, Midpen office staff successfully transitioned to a hybrid remote work model. While some construction activities experienced delays due to supply chain disruptions, and costs escalated in most areas, our adaptable and resilient staff remain committed to the mission. All in all, FY22 was a busy, productive, and rewarding year. Much was accomplished and many projects were accelerated forward, ensuring the preservation of open space lands now and into the future.

LAND ACQUISITION AND PRESERVATION

- ❖ Purchased the 41.76-acre Vielbaum property as an addition to ***Sierra Azul Open Space Preserve***. This purchase permanently preserves forested lands and wildlife habitat within the Upper Los Gatos Creek watershed and furthers the goals for a continuous open space greenbelt and the protection of wildlife corridors.
 - ❖ Received Board approval for the purchase of the 644-acre Johnston Ranch Uplands property at ***Miramontes Ridge Open Space Preserve*** and entered into a Lease and Management Agreement with Peninsula Open Space Trust (POST). The purchase preserves coastal open space, protects grazing and agricultural lands, protects the Arroyo Leon Creek watershed and provides for future public trail opportunities in partnership with the City of Half Moon Bay and California State Parks. Additionally, a grazing lease was assigned to Midpen by POST.
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- ❖ Received a 60-foot-wide public access easement from PG&E over a portion of Mt. Umunhum Road in ***Sierra Azul Open Space Preserve*** to ensure ongoing general public use, including vehicular driving, hiking, bicycling, and equestrian uses along with the right to repair and maintain the roadway. PG&E also granted Midpen a 100-foot-wide public access easement over a portion of Woods Trail to ensure ongoing general public trail access and the right to repair and maintain the trail. In exchange for the public access easements, Midpen granted PG&E a 50-foot-wide gas line easement over a portion of ***Pulgas Ridge Open Space Preserve*** for an existing high-pressure PG&E gas line.
 - ❖ Received an access easement at ***La Honda Creek Open Space Preserve*** for operational use (no public access) over an existing road across neighboring private property. This access easement is important for crossing La Honda Creek bridge to access the Lone Madrone (central) area of the preserve. Also received a waterline easement across private property to allow for ongoing maintenance of an existing waterline. In exchange for the access and waterline easements, Midpen granted the neighboring property owner access and waterline easements over the preserve.
 - ❖ In preparation for the potential purchase of the approximately 6,500-acre ***Cloverdale Ranch*** property, held numerous community engagement meetings with individuals and attended ***Pescadero Municipal Advisory Council*** and ***Sustainable Pescadero*** meetings. Also held a site visit at Lower La Honda with the Pescadero community members to discuss the project. Completed a second year of botanical studies, drafted a road and trail inventory, and began the rangeland management plan. Worked with the Grants Program to prepare State and County grant agreements to help offset the purchase cost.

- ❖ Reviewed, identified, and catalogued prospective lands considered for future land conservation and worked with GIS to prepare maps of prospective lands. Completion of the Land Conservation Guidance Document is pending review by the Real Property Committee.



NATURAL RESOURCES PROTECTION AND RESTORATION

- ❖ Completed projects and actions that protect sensitive animal species and wildlife corridors:
 - Completed annual California red-legged frog and San Francisco garter snake monitoring to support the recovery of the species. Submitted annual report to California Department of Fish and Wildlife (CDFW) and US Fish and Wildlife. Applied for an extension of the current recovery permit with anticipated renewal in FY23.
 - Monitored sensitive species populations to assess the success of habitat restoration projects in **La Honda Creek** and **Russian Ridge Open Space Preserves**.
 - Completed final study analysis and report for the Badger/Burrowing Owl project. The study identified a core area of badger habitat in Skyline preserves, narrow and limited pathways for badger movement throughout the peninsula, and questionable genetic condition of badgers in the peninsula.



- Finalized and presented a report on newt mortality for the Alma Bridge Road Newt Mortality and Population Study project at **Sierra Azul Open Space Preserve**, demonstrating the need for developing a newt crossing across an existing county public road. Developed a cooperative agreement with Santa Clara County and solicited a request for proposals and qualifications (RFPQ) to begin the design of wildlife crossing safety infrastructure and outline the California Environmental Quality Act (CEQA) review process for a future capital project. The Cooperative Agreement with the County was approved in February 2022.



- Continued the Highway 17 Wildlife and Regional Trail Crossings project that will provide a safe wildlife corridor and a separate regional trail crossing of the highway:



- Completed environmental field surveys and technical studies that will inform environmental review documents.
 - Secured full funding for the Project through the design phase.
 - Completed the Accessibility Requirements report.
 - Identified trail alignments to connect adjacent open space preserves on the east and west side of the proposed crossings, and to connect further beyond into **El Sereno Open Space Preserve** and Sanborn County Park.
- Collaborated with outside researchers to perform bird counts and surveys at multiple preserves to assess populations and protect sensitive resources during maintenance and construction activities.
 - Completed annual data collection (via in-person surveys and recording units) in murrelet habitat to inform general resource management and specific project planning for the Marbled Murrelet Recovery project. Murrelets are listed as endangered in California and as threatened by the US Fish and Wildlife Service. Annual monitoring of populations within preserves contribute to region and state-wide recovery goals and enable Midpen to comply with wildlife agency requirements.
- ❖ Collared six mountain lions within Midpen preserves for the Mountain Lion Collaring Effort - Rancho San Antonio/Foothills Area Preserves as part of a study to reduce mountain lion-human conflicts to protect mountain lions and enhance public safety. Provided an informational presentation to docents and volunteers to inform outreach efforts. Received approval from the California Department of Fish and Wildlife and the Institute of Animal Care and Use Committee to pursue behavioral modification methods. Implemented behavioral

modification with one individual mountain lion. Continued the Wildlife Picture Index project to understand how visitor use may influence wildlife movement and behavior.



- ❖ Collected and processed monthly wildlife camera data to submit special status species information in the in GIS database. Executed an agreement to utilize the Wildlife Insights platform with IST support. Continued the collection of image data and cataloging efforts with support from the UC Santa Cruz PUMA Project to integrate the image data with the Mountain Lion Collaring Study.
- ❖ Completed projects and actions that protect sensitive plant species and restore habitats:
 - Began 5th year of targeted invasive species removal at ***Bear Creek Redwoods Open Space Preserve*** with partial funding from a 5-year Valley Water grant that is guided by Midpen’s Integrated Pest Management Program to restore native habitats.
 - Removed mature, non-native, invasive French broom, cape ivy, and periwinkle as part of the Bear Creek Redwoods Invasive Weed Treatment and Restoration project at ***Bear Creek Redwoods Open Space Preserve***.
 - Accepted a final feasibility report for the Irish Ridge Restoration project at ***Purisima Creek Redwoods Open Space Preserve***. Began the development of the biomass removal and restoration plan.
 - Drafted the La Honda Forest Management Plan for ***La Honda Creek Open Space Preserve***, met with stakeholders and held a public meeting with neighbors to review the current project status and recent findings.
 - Completed the designs for the Lower Turtle Pond Repair at ***La Honda Creek Open Space Preserve***. Began permitting partnership discussions with the San Mateo Resource Conservation District.
 - Implemented annual Integrated Pest Management (IPM) program activities to improve native habitats by removing invasive plants that negatively impact native plant and animal communities.

- 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 removal of final bridge stream crossing at Hendry's Creek in **Sierra Azul Open Space Preserve**. This is the last piece of the Hendry's Creek Restoration project to remove unpermitted roads and structures to restore important creek habitat for wildlife and water quality. The bridge crossing was a poorly built, unpermitted structure that would eventually fail and cause stream channel issues.



❖ Completed projects and actions to rehabilitate lands:

- Received a fish passage assessment report from the San Mateo Resource Conservation District (RCD) for the Madonna Creek Fish, Water Supply and Bridge Replacement project at **Miramontes Ridge Open Space Preserve**. Completed geotechnical and hydrologic studies in support of dam stability, fish passage and bridge evaluations.
- Completed oil well investigations at **Purisima Creek Redwoods Open Space Preserve** and cleaned an above ground storage tank containing hazardous oil.
- Completed an analysis of potential water supply improvements and pond restoration priorities at **Purisima Creek Redwoods Open Space Preserve** and identified two springs to undergo future improvements in FY23.
- Contracted with historic and hazmat consultants to recover resources at **Bear Creek Redwoods Open Space Preserve**; recovery of historic materials will precede remediation activities to remove hazardous materials that were deposited prior to Midpen ownership of the property.
- Completed grading and drainage repairs to along legacy road located below Bear Creek Stables. Stabilized the site with temporary erosion control measures to minimize sedimentation to a tributary to Briggs Creek.
- Hired a consultant to evaluate sediment sources in **Skyline Ridge and Long Ridge Open Space Preserves** that may be affecting the larger Pescadero Watershed to understand whether there are locations on Midpen lands that need to be addressed.
- Decommissioned four unused wells as part of the Groundwater Well Decommissioning project to protect the water aquifer. Placed one well on 'stand by' for future use.



- Successfully completed the Billingsley Site Cleanup project at **Sierra Azul Open Space Preserve**. Removed site structures, metal shop, shipping containers and all associated debris from the site. Salvaged four existing water tanks and staged the tanks at an existing concrete pad site that will be retained as a future helicopter landing zone and/or as a wildfire response staging location. Completed hazardous materials abatement, performed site grading and installed final erosion control.
 - Successfully completed the Burton Property Site Cleanup project at **Sierra Azul Open Space Preserve**. Abated and removed two unpermitted structures, two horse corral structures and miscellaneous debris from across the site. Performed site grading and installed final erosion control.
- ❖ Protected the Lehigh Quarry Ridgeline Easement at **Rancho San Antonio Open Space Preserve** through a partnership with Santa Clara County, allowing Midpen to enforce violations of the easement. Partially completed the first annual monitoring of the Ridgeline Easement. Provided review and comment on a number of related topics to the Lehigh Quarry Reclamation Plan to protect public interests.
- ❖ Finished the literature review and synthesis for four topics selected by the Board as part of the first round of Science Advisory Panel (SAP) work. 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.
- ❖ Modeled carbon storage and carbon flux for soils and vegetation communities on Midpen preserves in the San Gregorio Watershed and produced recommendations for how to improve the resilience of carbon stocks as part of the Carbon Storage Study Pilot Project.
- ❖ Adopted an Initial Study/Mitigated Negative Declaration, submitted permit applications, and received a 401 Permit from the Regional Water Quality Control Board and 1602 permit from the California Department of Fish and Wildlife for the Programmatic State and Federal Environmental Permitting project, which allows Midpen to conduct open space maintenance activities in an environmentally sensitive manner.
- ❖ Board adopted the Mitigation Policy as a new chapter to the Resource Management Policies (RMPs) after receiving input from the public and environmental advocacy groups. Completed staff training and policy rollout.
- ❖ Worked with PG&E to reduce impacts from a road improvement and power-line clearance project at Woodruff Creek in **Russian Ridge Open Space Preserve**, then transferred mitigation funds from PG&E to support a partnership with the San Mateo Resource Conservation District (RCD) to conduct fisheries stream restoration at the Apple Orchard property in **La Honda Creek Open Space Preserve**.




- ❖ Completed projects that support Midpen’s conservation grazing program and grassland management, including:
 - Completed fence and water infrastructure at **Russian Ridge Open Space Preserve** to add 98 acres of grasslands to the conservation grazing program, including adding a watering trough for equestrian use.



- Held a Board study session and a workshop for the Agricultural Policy project. Distributed a survey to help gather feedback from stakeholders.

PUBLIC ACCESS, INTERPRETATION, EDUCATION AND OUTREACH

- ❖ Garnered regulatory and County permits for the Alpine Road Regional Trail in **Coal Creek Open Space Preserve**. Completed the construction documents and successfully bid the project. Entered into a funding agreement with Santa Clara County for Stanford Recreation Mitigation Funds. Retained the services of a bio-monitor and prepared for construction to commence.
- ❖ Completed 6th year of native planting at Cooley Landing and **Ravenswood Open Space Preserve**.
- ❖ Continued progress on public access projects at **Bear Creek Redwoods Open Space Preserve**:
 - Completed geotechnical investigations and 65% design drawings for the northeast trailhead as part of the Phase II Trail Improvements. Completed construction documents and a bid package for two slide repairs. Crew completed construction of the Briggs Creek Trail, rocking of the Public Stables Loop Trail, and improvements to the future all-season patrol access route.

- Substantially completed construction of the Alma College Cultural Landscape Rehabilitation project. Completed work includes a concrete overflow weir at Upper Lake and an overflow connection to the Webb Creek Culvert under the parking lot; site improvements at St. Joseph's shrine; construction of accessible walkways throughout the site; hazardous materials abatement; architectural rehabilitation of the remaining structures; site grading and masonry rehabilitation; and the demolition of building ruins.
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- Submitted a Use Permit application for the Bear Creek Stables Repair project and hosted an inter-departmental coordination meeting with Santa Clara County.
- ❖ Made significant progress on removing ADA accessibility barriers to improve access for people with different physical abilities:
 - Removed ~30% of total ADA barriers identified in the ADA Transition Plan.
 - Made significant progress on ADA easy access trails improvements at **Pulgas Ridge Open Space Preserve** and Horseshoe Lake and Alpine Pond at **Skyline Ridge Open Space Preserve**.
 - Completed geotechnical survey work for the Rancho San Antonio ADA Path to Deer Hollow Farm at **Rancho San Antonio Open Space Preserve**. Developed a task order for ADA consultant services to help design the improvements.
 - ❖ Continued efforts to open additional areas of **La Honda Creek Open Space Preserve** to the public:
 - Completed construction of and opened the 1.3 mile easy-access Grasshopper Loop Trail to the public; includes seasonal on-leash dog access. This trail brings Midpen's total trail mileage open to the public to 250 miles.



- Completed multiple technical studies (traffic, biological, botanical, arborist, wetlands delineation, cultural resources, topographical and geotechnical) for the La Honda Creek Parking and Trailhead Access project in preparation for an opportunity and constraints analysis report to be presented to the Planning and Natural Resources (PNR) Committee in FY23. Provided a project update for the community through tabling at the Grasshopper Loop Trail opening event and La Honda Fair.
 - Completed cultural and wildlife resource surveys and reports for the Phase II Trails project. Hired a consultant to evaluate proposed trail alignments. Initiated field investigations and protocol-level botanical surveys.
- ❖ Made significant progress on multimodal access projects to improve transit, bicycle and pedestrian access to preserves, including:
- Completed the installation of new bike racks and a bike repair station related to the Rancho San Antonio (RSA) Multimodal Access projects (VP and MAA) at **Rancho San Antonio Open Space Preserve**. Negotiated commitments with the City of Cupertino for road improvements to be implemented in FY23. Released a Request for Proposals for the development of subsidized ride hail and shuttle programs.



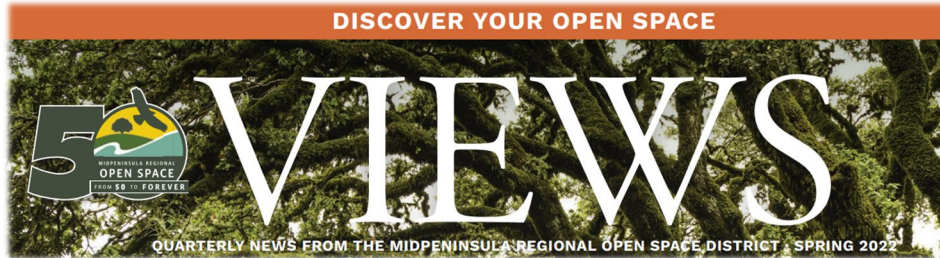
- Completed over 20 public and outreach engagement activities and events for the Purisima Preserve Multimodal Access Study project that aims to reduce single occupancy vehicle parking demands and improve the visitor experience at **Purisima Creek Redwoods Open Space Preserve**. Completed two rounds of visitor surveys and data collection activities. Presented to Sustainable Pescadero, Pescadero Municipal Advisory Committee and Midcoast Community Council. Conducted a hike with Spanish-speaker hiking group. Implemented short-term strategies, including a pilot to try out wayfinding signage, mapping improvements and website format changes to assist visitors with planning their trips. Presented the transportation demand management (TDM) strategies to the PNR Committee on March 15, 2022. Shared TDM strategies and a project update with the community at a joint open house on

- June 29, 2022 that included Purisima-to-the-Sea Trail and Parking Project and Purisima Multimodal Access Project.
- Completed intercept surveys, science panel benefits and impacts literature review, noise study, and agency surveys to evaluate potential e-bike use on Midpen lands. Presented findings to the Board. Received Board approval to allow Class 1 and Class 2 e-bikes on designated paved and improved bicycle trails in **Rancho San Antonio** and **Ravenswood Open Space Preserves** and continue the prohibition of e-bikes on all other Midpen (unpaved) trails to limit potential impacts to preserves.
- ❖ Completed numerous projects and actions to improve public access and safety at **Purisima Creek Redwoods Preserve**:
- Completed topographic survey and initiated traffic study for the Hwy 35 Multi-use Trail Crossing and Parking project. Conducted spur trail scouting with the SFPUC. Led a kick-off meeting with the SFPUC, Ridge Trail and POST funders/stakeholders. Completed biological resource surveys and assessments. Coordinated with the Purisima Preserve Multimodal Access Study project to incorporate TDM recommendations into design concepts. Presented to stakeholders from the Kings Mountain Association and Mid Coast Community Council.
 - For the Purisima-to-the-Sea Trail and Parking Area project:
 - Conducted virtual stakeholder meetings with neighbors, coastal interested parties, and trail users via Zoom in July 2021.
 - Completed technical studies: biological and cultural assessments, topographic/boundary surveys, culvert and drainage assessment and opportunities and constraints analyses.
 - Presented the vision, goals, opportunities and constraints to the Board and community at the December 1, 2021 Special Board meeting and virtual community open house.
 - Completed consultation with San Mateo County Farm Bureau, neighbors, grazing tenant, and equestrian and mountain bike stakeholders.
 - Developed and released a visitor survey in collaboration with the Purisima Multimodal Access Study.
 - Developed draft conceptual parking area design alternatives.
 - Presented a draft of the conceptual designs for trail and parking alternatives at the June 29, 2022 in-person open house in Half Moon Bay.
- ❖ Continued regional trail planning actions and efforts to connect the public to open spaces:
- Completed a report for the California Riding & Hiking Trails project and shared the findings with a State representative. Sent a request to the State to initiate the process of quitclaiming trail rights at **Russian Ridge** and Lower **La Honda Creek Open Space Preserves** that facilitate connections to Sam McDonald Park in San Mateo County.
 - Continued participation in the Peninsula Trails Team and Santa Cruz Mountains Stewardship Network Trails Committee. Coordinated and communicated with partner

- agencies on the Bay to Sea Trail, Bay Area Ridge Trail priorities, SFPUC South Skyline Ridge Trail Extension, Stevens Creek Trail, Unincorporated San Mateo County Active Transportation Plan and State of the Trails project in Santa Cruz Mountains.
- Designated the Stevens Creek Nature Trail, Skid Road Trail and White Oak Trail in **Monte Bello Open Space Preserve** as part of the regional Stevens Creek Trail.
 - Completed project scouting for the Long Ridge Trail Connection to Eagle Rock and Devils Canyon project at **Long Ridge Open Space Preserve** and documented opportunities and constraints for a trail connection.
- ❖ Completed numerous projects and actions to improve public access and safety at **various other preserves**:
- Initiated the CEQA process for the proposed La Honda Creek Redwood Cabin Removal and Site Restoration project at **La Honda Creek Redwoods Open Space Preserve**, which included release of a Notice of Preparation (NOP) for an Environmental Impact Report (EIR). Completed and published the Draft EIR for public review and comments.
 - Completed 95% design plans for the La Honda Creek White Barn Structural Rehabilitation project at **La Honda Creek Open Space Preserve**.
 - Procured security fencing materials for the Beatty House Site Security Improvements project at **Sierra Azul Open Space Preserve**.
 - Coordinated with the city of East Palo Alto on open space elements of their Parks Master Plan and Cooley Landing management agreement. East Palo Alto provided staffing to open existing restrooms for daily use that were previously only open for events to the general public at **Ravenswood Open Space Preserve** and Cooley Landing Park.
- ❖ Completed Radar Tower repairs at Mt. Umunhum in **Sierra Azul Open Space Preserve**, including abatement of all interior hazardous materials, installation of a new roof and roof hatch, exterior concrete and rebar repairs, guardrail installation, gutters and downspout installation, ventilation louvers and wildlife screening installation, installation of interior floor coverings and miscellaneous interior item demolition and disposal. Notice of completion was filed and the summit area was re-opened to the public.
- ❖ Presented the Vision and Goals for the Hawthorns Area Plan at **Windy Hill Open Space Preserve** to the PNR Committee in August and November; presented the Hawthorns Area Plan planning and public engagement process to the PNR Committee in March. Held successful project collaboration meetings with the Town of Portola Valley and community stakeholders. Received Board approval of the Project Vision and Goals on March 23, 2022. Released a Transportation Planning Services Request for Proposals. Initiated technical studies pertaining to property boundary delineations, wetland resources, wildlife resources, archeological resources, historic resources and hazardous materials at the Hawthorns Area. Conducted an in-person Neighborhood Meeting with Town residents in June.

❖ Completed multiple Districtwide actions in support of public outreach goals:

- Increased circulation of the quarterly newsletter by 59%, including two insertions in regional newspapers that increase the quarterly print newsletter circulation from approximately 13,000 to approximately 100,000.



- Pitched 14 ideas about Midpen projects and activities resulting in 11 of those pitches being reported via more than 40 stories and calendar listings published by diverse local television, print, digital and radio media outlets to inform the public about Midpen activities and reach new audiences.
 - Continued emphasis on incorporating social media into Midpen’s communications channels, increasing reach 11% to nearly 2.9 million and total followers 11% to 26,075.
- ❖ Returned the Interpretation & Education, Volunteer, and Community Outreach Programs to in-person activities:
- Docent Naturalists contributed approximately 1,450 volunteer hours and provided 85 guided activities to the public at the preserves and enriched the nature experiences for approximately 1,200 participants. These activities included horseback rides and night hikes. Special hikes were also provided by request to organizations and entities.
 - Student field trips facilitated by Outdoor Education Docents returned on a very limited school-request basis in late spring and served 75 fourth graders.
 - The *Wander & Wonder* family-focused activity series was established to engage children in the absence of school field trips due to the pandemic. These seasonal nature exploration hikes were facilitated by duos of Docent Naturalists and Outdoor Education Docents at a variety of preserves. Outdoor Education Docents contributed approximately 135 volunteer hours.
 - Offered three “Days on the Deck” at the Daniels Nature Center in fall 2021 to welcome visitors to stop by for topic-themed discovery days, all hosted outdoors by program staff and docents using displays and offering engaging activities.
 - Collaborative programming with the Santa Clara County Library District and their summer reading program “Off the Beaten Path” resulted in two docent-led outdoor activities and one virtual event offered to children and adults with over 60 people served.

- Two interpretation enrichments were conducted for Midpen rangers by in-house Certified Interpretive Trainers.
- Delayed since 2020, a comprehensive 14-week Docent Naturalist training course was provided from April to June 2022. Twenty-four trainees engaged with a professional ecology instructor, guest instructors, and staff presenters to complete over 80 hours of lectures and field sessions. These new docents began developing, leading and assisting with guided activities in the late summer. Midpen has a Memorandum Of Understanding with the University of California that confers California Naturalist certification status to these trainees.
- Daniels Nature Center at ***Skyline Ridge Preserve*** reopened April 2022 for weekend visitation hosted by Nature Center Docents who contributed approximately 160 volunteer hours reaching approximately 1,200 visitors. Rolo the gopher snake was re-established as a special reptile ambassador to meet and greet interested children and adults.
- Volunteer Trail Patrol contributed over 5,000 hours along the trails and submitted 2,261 online reports, which included 623 reports of trail conditions or violations, supporting Midpen’s land stewardship and public outreach goals.
- Provided 86 volunteer project opportunities for new and returning volunteers, special groups and partner agencies who perform crucial ongoing stewardship work in preserves.
- Advanced Resource Management Stewards (ARMS) volunteers contributed over 1,750 hours at their assigned resource management project sites, helping to restore native habitat across Midpen preserves by removing nonnative vegetation.



- Went live with the District's new Volunteer Management System, GetConnected. This cost-effective software, provides an integrated approach to recruit, organize, track and report on volunteers.
- ❖ Issued 7,743 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.

GENERAL/MIDPEN-WIDE SUPPORT OF MISSION

- ❖ The Diversity, Equity, and Inclusion staff committees developed strategies and implementation action items that promote Midpen’s Diversity, Equity and Inclusion goals and policy. The Board reviewed the items and provided feedback. The recommended first phase of DEI action items were included in the FY23 Budget and Action Plan.
- ❖ 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 after the COVID-19 pandemic. Emissions were calculated to be 24% 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:
 - Completed fuel reduction projects in ***Pulgas Ridge*** and ***Rancho San Antonio Open Space Preserves***. Supported work of other agencies applying for grants to work on Midpen properties by mapping and initiating botanical surveys. Negotiated a contract to allow the San Mateo FireSafe Council/Woodside Fire to perform work in ***Thornewood Open Space Preserve*** using their grant funding. Gathered fire agency input for future fuel reduction priorities as part of annual cycle of project planning.
 - Completed forest health work and fuel reduction for the Santa Clara County Forest Health and Wildfire Wildland Fire Resiliency grant project in ***Pulgas Ridge, Los Trancos, Montebello, Skyline Ridge*** and ***Windy Hill Open Space Preserves***.
 - Finalized a Memorandum of Understanding with the Santa Clara County Fire Safe Council for the Los Gatos Creek Watershed Forest Health Grant project. Completed resource surveys and started invasive species pre-treatment work at priority sites at ***Sierra Azul Open Space Preserve***.
 - Finalized Fire Suppression Program recommendations for Midpen consideration.
 - The California Special Districts Association (CSDA) wrote an article entitled “Midpen uses web mapping to answer your burning questions about wildfires” that showcases the Interactive Wildland Fire Map developed internally by GIS staff.
 - Improved Vegetation Management mapping applications to be able to edit enhanced fire management and ecosystem resiliency data layers, develop annual work plans, track work progress and report year-end metrics to support the Wildland Fire Resiliency Program.
 - Completed five stakeholder meetings with fire agencies, local Native American tribes, partner agencies, regulatory agencies and advocacy groups for the Wildland Fire Resiliency Program. Communicated 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.
- Received final deliverables for San Mateo County, including the fine scale vegetation map and canopy mortality GIS dataset. Continued to provide technical support to Santa Clara and Santa Cruz counties as part of the Santa Clara and Santa Cruz Vegetation mapping project.
 - Completed wildland fire pre-plan maps at eight preserves to support emergency response and planning. Completed field data collection on the remaining four preserves.
 - Mowed and maintained approximately 561 acres of vegetation for fire safety and public access. Maintained defensible space around Midpen-owned structures.
 - Procured one maintenance truck to be assigned for fuel management work in Skyline Area and one mini excavator for Foothills Area.
- ❖ Procured, configured, and implemented Laserfiche Vault to act as the Midpen’s trusted records management system in conjunction with Board-approved records policies and procedures. Converted over 150,000 pages files into digital files.
 - ❖ Launched online public records portal for the public to be able to easily access historic records, including meeting packets, resolutions, previous budgets, etc.
 - ❖ Opened Midpen’s 50th Anniversary Celebrations with proclamations, Open Stories, Love Letters, hashtag campaigns, pop-up tabling, paid media and publicity campaigns. Held the Bayside Family Festival at Ravenswood Preserve, which attracted an estimated 800 participants.
 - ❖ Continued systems implementation of critical Financial and Operational Sustainability Model Study recommendations to enhance Midpen’s delivery of Measure AA and Vision Plan projects:
 - Published the new 2021 Patrol Map geoPDF to Avenza Maps store for staff and partner organizations to easily download maps of Midpen lands.
 - Developed a Rental Property Dashboard web app for property management staff to get a snapshot of active and proposed leases and quickly access tenant contact information.
 - Configured Tyler Munis Enterprise Resource Planning system and migrated three years of financial data. Munis will result in a more robust functionality, introduce numerous efficiencies, expand capabilities and replace multiple legacy Access databases.




- Completed migration and redesign of Midpen website to the updated Drupal 8 platform. New graphic design components were added to the site that allow for the visual display of information and integration of stories across multiple pages on the site.
 - Continued to migrate files to SharePoint from network servers. Deployed and trained staff on a new digital signature solution, which greatly improves the signature routing process of electronic documents.
 - Selected new Customer Relationship Management software to create a seamless management system for public notification. Finalized the implementation plan for development of forms, workflows, and lists.
 - Procured, configured, and implemented a new modern phone system that is more secure, provides increased functionality, and allows for seamless telecommuting and enables desk sharing. Staff can make and receive calls from their District computer, personal cell phone or physical phone all using their original District phone numbers.
- ❖ Opened the new Midpen administrative office facility for improved administrative functions and delivery of projects and services:
- Completed 99% of the construction improvements, including major structural and mechanical renovations.
 - Prepared the new building for occupancy. Procured equipment and refurbished workstations, coordinated with telecom vendors to install services at new building, installed wireless access throughout the building and parking areas, moved servers, assisted with the installation of the HVAC, Alarm, AV and security cameras.
- ❖ Completed transparent ward redistricting process with the public and Board. Coordinated voter assignment updates with county election offices and ensured all web content reflects newly adopted ward boundaries for the upcoming November election.
- ❖ Completed Historic Resources Procedural Manual to provide guidance regarding the identification, evaluation, documentation, disposition and management of historic resources on properties managed by Midpen. Established the Historic Resources Database framework in the enterprise GIS system for cataloging historic status and details across twelve datasets, including building footprints. Conducted historic resource coordination with consultant review and preparation of Historic Resources Evaluations for several Midpen-owned structures and sites.



- ❖ Initiated the Hawthorns Historic Complex Structural Assessment. Hired a consultant to provide a structural assessment of all buildings and structures. The consultant reviewed the historical and existing information, performed site reconnaissance and structural assessment, and prepared a draft memorandum of findings and recommendations, regulatory requirements and project constraints.
- ❖ Completed structural site improvements for the Agricultural Workforce Housing project in **La Honda Creek Open Space Preserve**.
- ❖ Obtained initial County staff support to pursue a San Mateo County master permit for maintenance and small-scale restoration projects. Started preparing master permit application and initiated stakeholder outreach.
- ❖ Completed the Coastal Management Plan, which evaluates potential new land purchase opportunities, management, restoration and future public access priorities and identifies staffing and facilities needs on the San Mateo Coast. Presented the plan to the Board on April 27, 2022.
- ❖ In response to COVID-19 and return to office:
 - 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.
 - Reconfigured workstations to support return to office and new hybrid work environment.

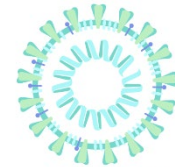


Image credit: Unsplash Pro for the innovative Ceramica Institute

Midpen COVID-19 Health Check

AWARDS/GRANTS/RECOGNITION

- ❖ Secured twelve new grant awards totaling \$16,760,493 for District projects:
 - \$8,000,000 from the California Department of Parks and Recreation for the potential purchase of the **Cloverdale Ranch** property from the Specified Grants Program, at the request of Assemblymember Marc Berman.
 - \$2,000,000 from the California Department of Parks and Recreation for the **Highway 17 Crossings Project** to support planning and studies to complete final plans, specifications and estimates for wildlife undercrossing, directional wildlife fencing, trail overcrossing and regional trail connections from the Specified Grants Program, at the request of Senator Cortese.
 - \$1,590,000 from the Los Gatos Creek Watershed Collaborative Forest Health Grant for implementation of the Wildland Fire Resiliency Program on District land in **Bear Creek Redwoods, Sierra Azul, and Long Ridge Open Space Preserves**. This award was the result of a collaborative effort led by the Santa Clara County FireSafe Council



for a larger multi-agency project totaling over \$7,000,000 for work to be completed on lands also owned by Santa Clara County Parks, San Jose Water and private landowners.

- \$1,500,000 from the Wildlife Conservation Board for the Los Gatos Creek Watershed Wildland Fire Resiliency Project for coordinated work on District land in ***Bear Creek Redwoods, Sierra Azul, and Long Ridge Open Space Preserves***.
- \$1,428,000 from the California Department of Parks and Recreation in Proposition 68 Recreational Infrastructure Revenue Enhancement Program for the potential acquisition of the ***Cloverdale Ranch property***.
- \$1,000,000 from the Gordon and Betty Moore Foundation to support the final environmental documents and plans, specifications and estimates for the ***Highway 17 Wildlife and Trail Crossings Project***.
- \$400,000 from the State Coastal Conservancy in **Wildfire Resiliency Program** funding for the Wildland Fire Resiliency Implementation project in eleven preserves in San Mateo County.
- \$295,000 from the Wildlife Conservation Board for the Santa Cruz Kangaroo Rat: Habitat and Population Management Plan in ***Sierra Azul Open Space Preserve***.
- \$272,211 from Santa Clara County for Stanford Mitigation funding for the Alpine Road Trail, ***Coal Creek Open Space Preserve***.
- \$200,000 from California Department of Parks and Recreation in Habitat Conservation Fund funding for the Johnston Ranch Acquisition as an addition to the ***Miramontes Ridge Open Space Preserve***.
- \$50,000 from the Windward Fund for the Highway 17 Mitigation Credit Agreement.
- \$25,000 from the Orange County Community Foundation for general operating support (invited to apply and award received).

Managing seven pending grant proposals for up to an additional \$3,253,000 in awards, if fully funded, from federal, state, local and private foundation sources:

- \$1,600,000 in Community Project Funding Program funding requested by Senator Alex Padilla for the Wildland Fire Resiliency Program Implementation and Capacity Project through the United States Forest Service.
- \$748,000 in Community Project Funding Program funding requested by Congresswoman Jackie Speier for the Wildland Fire Resiliency Program Implementation and Capacity Project through the United State Department of Homeland Security.
- \$400,000 in Community Project Funding Program funding requested by Congresswoman Anna Eshoo for the Highway 17 Spooky Knoll Trial Project in ***El Sereno Open Space Preserve***.

- \$1,080,000 from the State Coastal Conservancy in Wildfire Resiliency Program funding for the Wildland Fire Resiliency Implementation and Capacity Project.
 - \$500,000 from the State Coastal Conservancy in Proposition 1 funding for the Johnston Ranch Acquisition Project as an addition to the ***Miramontes Ridge Open Space Preserve***.
 - \$500,000 from San Mateo County for the potential purchase of the ***Cloverdale Ranch*** property; Measure K funding award pending Board of Supervisors approval.
 - \$25,000 from the Orange County Community Foundation for general operating support (invited to apply for a new two-year funding opportunity).
- ❖ Held a successful solicitation for the Grantmaking Program resulting in 10 new funding awards totaling \$341,977 to support nonprofit, academic and other partners in projects aligned with the District’s mission and highlighting support for science, youth connection with nature and Diversity, Equity and Inclusion.
 - ❖ Disbursed \$109,000 in reimbursements to 8 Grantmaking Program FY2018 grantees in support of environmental networks, access to Midpen lands with environmental education for youth and adults, and applied science projects that support the protection and restoration of natural resources on Midpen lands.
 - ❖ Managed over \$28M in secured funding for 23 active grants supporting acquisitions, public access improvements, environmental restoration, planning, and implementation of the Wildland Fire Resiliency Program.
 - ❖ Received the Operating Budget Excellence Award from the California Society of Municipal Finance Officers for the fourth time in a row.
 - ❖ Received a special Triple Crown medallion for receiving all three Government Finance Officers Association (GFOA) awards:
 - Received the Distinguished Budget Presentation Award (sixth year).
 - Received the Outstanding Financial Reporting Award for the Consolidated Annual Financial Report (fourth year).
 - Received the Popular Annual Financial Report Award (third year).
 - ❖ Received both the Award of Merit and Award of Excellence for Public Outreach for La Honda Public Access Working Group from the American Planning Association.
 - ❖ Received the Technology Innovation Award in the Citizens category from Government Technology News’ Special Districts Award Program for the publicly accessible Wildland Fire Web Map tool.
 - ❖ Recognized as a 2022 Idea Worth Sharing in the Technology Innovation Citizens category from Government Technology for the use of mapping applications in its redistricting process.



- ❖ Received the Best Overall Performance award in the Workers Comp Program from CalJPIA. The Risk Management Awards highlight dedicated efforts and accomplishments in risk management, recognizing Authority members that have demonstrated the best overall performance in the Workers' Compensation Program.
- ❖ The Ravenswood Bay Trail Project received the following awards:
 - The Silicon Valley Bicycle Coalition Project of the Year Award.
 - American Public Works Association Silicon Valley Chapter Project of the Year Award in transportation category.



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YEAR-END REVIEW OF FY22 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY22 Adopted Project Scope	FY22 Scope Status	Reason for FY22 Scope Variances or Delays
Land Acquisition and Preservation					
1	None	Districtwide purchase options and low-value land fund	As low-value purchase opportunities become available, move to complete deals under general manager's authority.	Complete	
2	MAA23-009	Vielbaum Property Acquisition	N/A	Complete (Added Mid-Year)	Seller approached the District with an unanticipated purchase opportunity and the District proceeded with the acquisition.
3	20125	Cal-Water Land Exchange, Teague Hill Preserve	Negotiate and execute letter of intent, exchange agreement and easements.	In Progress	Delayed pending receipt of the letter of intent from Cal Water to finalize exchange agreement documents.
4	MAA01-005	Johnston Ranch Land Acquisition	In partnership with Peninsula Open Space Trust, complete land division application with San Mateo County. Upon approval of application by county, purchase Johnston upland property; assign grazing lease. Enter into Memorandum of Agreement with City of Half Moon Bay for future shared parking and trails at city's Johnston House property.	In Progress	County approval of the lot line adjustment application delayed pending Farm Bureau appeal.
5	MAA03-006	South Cowell Upland Land Conservation	Upon approval of a land division application by San Mateo County, complete fee transfer of upland property to Midpen.	In Progress	Pending San Mateo County review of the minor subdivision application.
6	Supporting	Land Conservation Guidance Document	Real Property will complete review of existing policies and procedures, incorporate changes and updates, keep what is relevant and identify modifications such as lands acquired under the Coastal Service Plan.	In Progress	Delayed to focus efforts on land purchase projects.
7	VP08-001	Upper San Gregorio Land Conservation	For Woodruff Redwoods property, negotiate alternative access easement with adjoining private property owner, survey alternative easement and record new easement.	In Progress	Additional time needed to draft and negotiate an alternative access easement with the property owner.
8	VP13-001	Cloverdale Ranch Land Opportunity	Prepare a preliminary use and management plan, develop a staffing plan, continue community outreach, and further develop the communications plan. In partnership with POST, prepare land division application for the Cloverdale Ranch property, with agricultural parcels to be retained by POST.	In Progress	Geophysical surveys were delayed to FY23.
9	VP19-002	El Sereno Land Conservation	Recontact property owner to negotiate and execute a trail easement.	In Progress	Pending property owner reponse.
10	VP23-004	Mt. Umunhum Land Conservation	Negotiate and enter into a purchase and sale agreement with property owner and close transaction.	In Progress	Pending completion of the property appraisal.
11	VP25-001	Sierra Azul Loma Prieta Land Conservation	Negotiate and close potential land transactions needed to complete Midpen ownership of Loma Prieta Road as a future regional trail corridor.	In Progress	Unable to reach agreement on property value with property owner.
12	VP39-001	Lower San Gregorio Creek Watershed Land Conservation	Pursue opportunity to protect watershed and farmland in the lower San Gregorio watershed.	In Progress	Delays in completing surveys, legal drafting, and flood plane modeling. Pending also completion of the property appraisal.
13	VP08-002	Upper Alpine Creek Land Conservation	Negotiate and execute purchase of property.	Deferred	Unable to reach agreement on property value with owner's trustee.
14	VP15-001	Redwood Forest Land Opportunity	Focus on opportunities to purchase redwood forest lands in the Oil Creek watershed.	Deferred	Staff contacted two property owners. One owner is not interested at this time, and other was unresponsive.

YEAR-END REVIEW OF FY22 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY22 Adopted Project Scope	FY22 Scope Status	Reason for FY22 Scope Variances or Delays
15	VP24-002	Valley Water Exchange Agreement at Rancho de Guadalupe Area of Sierra Azul Preserve	Project on hold pending Valley Water reinitiating Guadalupe Reservoir Dam Repairs Project.	Deferred	Pending a response from Valley Water.
16	VP25-003	Forest of Nisene Marks Connection	Negotiate and purchase right-of way from Highland Way into the Soquel Demonstration Forest.	Cancelled	The purchase of the right-of-way is no longer needed to achieve a regional trail connection.
Natural Resource Protection and Restoration					
17	61014	Bear Creek Stables Road Drainage Repairs	Complete any outstanding road abandonment and erosion control tasks under the California Department of Fish and Wildlife routine maintenance agreement to improve drainage and stabilize lands. Monitor temporary erosion control best management practices during wet season to ensure site stability.	Complete	
18	61017	Fuel Reduction Implementation	Implement first year of fuel reduction work outlined in vegetation management plan to reduce fuels and lessen wildfire risk.	Complete	
19	80063	Districtwide Vegetation Mapping	Provide technical project support and coordination; review GIS deliverables; and provide feedback on project.	Complete	
20	80069	Mountain Lion Collaring Effort - Rancho San Antonio/Foothills Area Preserve	Receive first year status report, refine methods and ongoing research.	Complete	
21	80070	Carbon Storage Study - Pilot Project, San Gregorio Watershed	Hire a consultant to use existing data, gather data in representative ecosystem types, and extrapolate using remote sensing data.	Complete	
22	80072	Irish Ridge Restoration	Begin development of a habitat restoration plan.	Complete	
23	80074	Science Advisory Panel	Continue Science Advisory Panel process. Present findings on landscape-level monitoring and recreation benefits and impacts topics. Integrate findings from previous reports into operating and action plan projects.	Complete	
24	80003-10	Wildland Fire Resiliency Program	Continue implementation of priority Fire Fuels Management Projects and associated grant funding support and partnership management. Continue development of Wildland Fire Pre-Plans/Resource Advisor Maps for Open Space Preserves. Begin phase 2 of the Wildland Fire Resiliency Program development (Prescribed Fire) with Stakeholder Outreach Meetings.	Complete	
25	MAA01-004	Remediation Plan and Ranch Debris Clean Up, Madonna Creek Ranch	Conduct monitoring and plant maintenance for first year of three-year project.	Complete	
26	MAA03-007	Purissima-to-the-Sea Habitat Enhancement and Water Supply Improvement Plan	Prepare analysis of preferred water supply for Elkus. Feed information into and release a RFPQ for consultant to develop a plan that identifies high-priority habitat restoration and water supply actions.	Complete	
27	MAA07-008	Lower Turtle Pond Repair	Begin engineering and permitting work to repair and maintain Lower Turtle Pond in La Honda Creek Open Space Preserve.	Complete	

YEAR-END REVIEW OF FY22 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY22 Adopted Project Scope	FY22 Scope Status	Reason for FY22 Scope Variances or Delays
28	MAA21-007	Bear Creek Redwoods Preserve Plan: Invasive Weed Treatment and Restoration	Implement third year of targeted weed treatments at Bear Creek Redwoods Preserve to restore native habitats along roads and trails. Project is expected to require five years of treatment before habitats are restored to maintenance levels.	Complete	
29	MAA21-010	Bear Creek Redwoods Landfill Characterization and Remediation	Hire historic resources firm to survey the cleanup area with additional services for health and safety plan.	Complete	
30	MAA22-001	Hendrys Creek Property Land Restoration	Per the Long Term Management Plan, Conservation Easement, and in accordance with resource agency permits, remove final bridge stream crossing in Hendrys Creek. Implement improvements as outlined in the adaptive management and monitoring plan for the project.	Complete	
31	Supporting	Districtwide Wildlife Camera Program	Continue to manage and monitor existing Midpen wildlife cameras and implement additional cameras. Contribute data to and incorporate findings from regionwide efforts to improve wildlife and habitat management.	Complete	
32	Supporting	Mitigation Policy	Complete policy development work and bring to the full board for consideration of adoption.	Complete	
33	VP22-001	Alma Bridge Road Newt Mortality and Population Study	FY22 scope will be based on recommendations developed from the newt study that is completed in FY21. May include design and CEQA services for a future capital project to install one or more wildlife crossing structures and associated directional fencing.	Complete	
34	MAA09-006	Mindego Ranch South Pasture	N/A	Complete (Added Mid-Year)	Added mid-year given outside delays in project approvals.
35	61023	Los Gatos Creek Watershed - Wildland Fire Resiliency	If funding is successful, implement first year of fuel treatments, which includes both mechanical and manual treatment options.	In Progress	Additional time needed to reach agreement with the Santa Clara Firesafe Council. The council had staffing shortages and only recently hired a project manager.
36	80054	Badger/Burrowing Owl Habitat Assessment	Finalize data collection and analysis, management recommendations, and identify next steps. Present recommendations to the full board to confirm next steps.	In Progress	Additional time required to analyze and complete the draft report.
37	80059	Groundwater Well Decommissioning	Obtains permits and hire a contractor to decommission approximately 10 abandoned domestic wells in Sierra Azul Open Space Preserve.	In Progress	A complex decommissioning process increased the scope and cost per well, therefore fewer wells were completed this fiscal year.
38	80065	IPM Implementation of Santa Clara Valley Water District Grant	Oversee contractor to implement IPM to address high-priority weeds in riparian areas within Bear Creek Redwoods, Rancho San Antonio and Picchetti Ranch preserves.	In Progress	Delays in obtaining a signed task order from Valley water significantly reduced the amount of work that would be performed during the window of treatment for various invasive species. Completed 15% of the scope for the year. Staff are working with Valley Water to extend the grant time line to retain the budget for work in FY23.
39	80073	Lehigh Quarry Reclamation Plan Review	Work with partners, stakeholder, county and Lehigh to maximize protection of District interests during the review and approval process for the Lehigh Quarry Reclamation Plan Amendment.	In Progress	Reclamation Plan Amendment was withdrawn in fall 2021. Awaiting County action on several permit and compliance issues.

YEAR-END REVIEW OF FY22 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY22 Adopted Project Scope	FY22 Scope Status	Reason for FY22 Scope Variances or Delays
40	80034-44-100000	Programmatic State and Federal Environmental Permitting	Finalize steps to secure State and Federal environmental permits. Complete CEQA. Begin annual permitting once obtained.	In Progress	Delay in receiving 404 permit from the Army Corps of Engineers.
41	MAA01-006	Madonna Creek Fish, Water Supply and Bridge Replacement	Contract with the San Mateo Resource Conservation District to develop fish passage study and water supply evaluation. Contract with engineer to evaluate vehicle bridge replacement.	In Progress	A full regulatory review of the fish-passage feasibility on site is scheduled for July 25th. The water supply study was delayed to accelerate engineering studies of the dams, but is scheduled with the RCD to begin in July.
42	MAA03-002	Purisima Upland Site Clean up and Soil Remediation	Continue oil well investigation & assessment, evaluate level of site cleanup, conduct CEQA review, permitting, and coordinate with internal partners.	In Progress	County ordered the emergency cleanup of a tank with hazardous materials that took priority. The evaluation of the hazardous materials on site continues and a cleanup plan still needs to be developed before starting CEQA and local permitting.
43	MAA05-010	Restoration Forestry Demonstration Project	Hire a consultant to begin implementing restoration forestry and fuels management actions in select areas. Hire separate consultant to initiate design work to reduce sedimentation from former logging roads.	In Progress	The review, approval, and implementation of the Forest Health and Management Plan was deferred, pending further public input as directed by the Board.
44	MAA05-011	Lone Madrone Ranch Fence Installation	Scope, plan, design and determine location of riparian protection fencing for pasture 4.	In Progress	Delayed the project schedule to combine the solicitation with the Elkus/Lobitos Fencing project to increase contractor interest.
45	MAA20-001	Wildlife Corridor: Highway 17 Crossing	Finalize environmental review, continue public and partner outreach, and seek funding opportunities.	In Progress	Preparation of the CEQA project description and document was delayed by unanticipated need for engineered designs for trails in the Caltrans right-of-way and refined connecting trail alignments as part of MAA20-002; which is being completed in parallel.
46	Supporting	Agricultural Policy	Compile and review existing agricultural policies, guidelines and current practices. Evaluate gaps and areas requiring greater clarification. Develop comprehensive board-approved agricultural policy.	In Progress	Schedule delayed to expand outreach and engagement with stakeholders and partners regarding scope of the District's agricultural conservation actions.
47	Supporting	Marbled Murrelet Recovery	Work with other departments to determine need for surveys prior to future projects to comply with multiyear survey requirements where murrelet habitat is present. Continue participation in multiagency Santa Cruz Mountains murrelet recovery efforts.	In Progress	Habitat Suitability Assessment (led by California State Parks) delayed due to contracting and COVID impacted work loads.
48	Supporting	Pescadero Sediment TMDL Implementation	Hire consultant to evaluate all Midpen road and trail sites within the Pescadero watershed (Skyline Ridge and Long Ridge preserves). Develop prioritization plan to address high and medium sediment producing sites.	In Progress	Schedule delay due to complex road agreements and long-term planning needs (e.g. road or trail).
49	61028	SCC Forest Health & Wildfire - Wildland Fire Resiliency	N/A	In Progress (Added Mid-Year)	Project was added mid-year because a new grant was received to allow for this work to take place.
50	Supporting	Kennedy Trail Re-route	Scope, plan, design and permit.	Cancelled	Alternative alignment was not feasible.
Public Access Education and Outreach					
51	31901	ADA Barrier Removal	Complete year three of priority barrier removals.	Complete	
52	31903	Hwy 35 Multi-use Trail Crossing and Parking - Feasibility Study	Continue feasibility studies for the trail crossing and parking area expansion. Initiate multiyear biological surveys.	Complete	

YEAR-END REVIEW OF FY22 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY22 Adopted Project Scope	FY22 Scope Status	Reason for FY22 Scope Variances or Delays
53	31904	Purisima Preserve Multimodal Access Study	Continue working with selected consultant to advance study. Flesh out transportation demand strategies relevant to Purisima Creek, based on strategies developed for Rancho, to better manage and address parking and access issues.	Complete	
54	MAA02-001	Cooley Landing Interpretative Facilities Design and Implementation	Complete habitat restoration work (final year of three-year contract).	Complete	
55	MAA03-005	Purisima-to-the-Sea Trail and Parking Area - Feasibility Study	Continue feasibility studies of trail extension, parking area, connector trails and roadway crossings. Submit grant deliverables as due by February 2022. Conduct stakeholder and public outreach.	Complete	
56	MAA05-007	La Honda Creek Phase II Trail Connections	Initiate technical studies including biological assessments, wetland delineations, and cultural resource evaluations and develop permitting approach.	Complete	
57	MAA06-002	Hawthorns Area Plan	Continue visioning and goal setting process with board; implement the public engagement process; hold public workshop; continue permitting discussions with the Town of Portola Valley; conduct biological surveys and wetland delineation.	Complete	
58	MAA07-011	Phase II Loop Trails, Lower La Honda Creek OSP	Complete construction and close out building and grading permits. Evaluate suitability for on-leash dog access.	Complete	
59	MAA10-001	Alpine Road Regional Trail, Coal Creek	Finalize the construction documents and local/regulatory permitting. Complete the bid phase. Enter into funding agreement with Santa Clara County for Stanford Recreation Mitigation Funds.	Complete	
60	MAA16-001	Long Ridge Trail Connection to Eagle Rock and Devils Canyon	Scope and conduct field investigations for conceptual trail connection to Eagle Rock and Devil's Canyon waterfall. Evaluate opportunities and constraints at site and document findings.	Complete	
61	MAA21-006	Bear Creek Redwoods - Alma College Cultural Landscape Rehabilitation	Complete the architectural rehabilitation and demolition work, begin the site construction work.	Complete	
62	MAA25-002	Billingsley Property Acquisition and Site Cleanup	Secure permits. Develop the demolition bid package, solicit bids and award the contract. Complete the demolition and site restoration work and closeout project.	Complete	
63	Supporting	E-Bike Policy Evaluation (Paved Trails)	Continue collecting data until December 31, 2021. When data collection is complete, organize and report findings to inform board consideration of e-bike use on paved trails.	Complete	
64	Supporting	E-Bike Policy Evaluation (Unpaved Trails)	Develop a partnership with a local parks agency(ies) and begin conducting surveys, collecting data on their unpaved trails where bikes/e-bikes are already permitted in summer and fall of 2021. Present findings to committee/board in March 2022 to inform next steps.	Complete	

YEAR-END REVIEW OF FY22 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY22 Adopted Project Scope	FY22 Scope Status	Reason for FY22 Scope Variances or Delays
65	Supporting	Regional Trails Planning and Coordination	Continue participation in regional trails planning and active transportation planning efforts that include Bay-to-Sea Trail, Bay Area Ridge Trail priorities, SFPUC South Skyline Ridge Trail Extension, Stevens Creek Trail, Caltrans D4 Pedestrian Plan, Unincorporated San Mateo County Active Transportation Plan, etc.	Complete	
66	Supporting	Stevens Creek Trail Signage	Continue regional trail signage pilot program at Monte Bello Preserve. Coordinate with regional trail partners, Santa Clara County Parks and other jurisdictions. Present proposed regional trail designation to committee and board for consideration pending coordination with regional partners.	Complete	
67	VP05-002	La Honda Creek Parking and Trailhead Access - Feasibility Study	Work with selected consultant to conduct feasibility studies of board-directed suite of options. Conduct public and stakeholder outreach.	Complete	
68	VP23-003	Mt. Umunhum - Radar Tower Repair	Complete the repairs, which include: abatement of all interior hazardous materials, installation of new roofing, exterior concrete and rebar repairs, fall protection and site safety improvements, drainage improvements, installation of new window ventilation louvers, and wildlife screening.	Complete	
69	40011	Website Redesign	N/A	Complete (Added Mid-Year)	Carryover work not completed in FY21 was completed in FY22.
70	MAA25-003	Burton Property Site Cleanup	N/A	Complete (Added Mid-Year)	This work was added and combined with the Billingsley demolition project contract mid-year due to the similar nature of the work and close proximity of the sites.
71	35008	Kennedy Trail Retaining Wall	Conduct property line survey and fence line adjustment. If large vehicle emergency access can't be provided through a fence line adjustment, the full retaining wall scope will be reinitiated in FY23.	In Progress	Additional time needed for negotiations with the neighboring property owner.
72	61025	FFO Trail Bridge Replacements	Scope, plan, develop design documents and initiate local/regulatory permitting.	In Progress	Delay due to higher priority projects.
73	61027	Rancho San Antonio ADA Path to Deer Hollow Farm	Develop a scope of work for the feasibility analysis of improvements to the RSA ADA pedestrian path to Deer Hollow Farm.	In Progress	Scope development is pending preliminary site assessment by engineering consultant.
74	MAA05-008	La Honda Creek White Barn Structural Rehabilitation	Complete environmental review and permitting, and solicit design-build bids for the structural rehabilitation project.	In Progress	Delay due to unanticipated staff vacancy.
75	MAA05-009	La Honda Creek Redwood Cabin Removal and Site Restoration	Complete environmental review, permitting and solicit bids for the demolition work.	In Progress	Delayed to provide additional time to prepare the DEIR and adequately respond to DEIR comments.

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	Project Number	Project Name	FY22 Adopted Project Scope	FY22 Scope Status	Reason for FY22 Scope Variances or Delays
76	MAA20-002	Bay Area Ridge Trail: Highway 17 Crossing	Finalize technical field studies, continue collaboration with Caltrans to develop CEQA/NEPA, hire ADA/ABA consultant to assist with basis of design for trails crossings, initiate and complete three use and management plan amendments for extension of the Ridge Trail connection at El Sereno, St. Joseph's Hill and Sierra Azul Preserves; obtain committee concurrence and board approval for the CEQA project description for the UMP amendments, complete environmental analysis, initiate and finalize MOUs with at least five partner agencies, and continue seeking funding opportunities. Confirm location of the connecting trail alignments, specifically El Sereno to Sanborn connection. Continue design, initial permit development and field studies to support CEQA.	In Progress	Completion of the U&M plans were delayed while staff determined whether to consolidate U&M Plan amendments into a single U&M Plan for clarity and efficiency and whether to bring the U&M Plan Amendments to the Board at the same time as the CEQA adoption. Preparation of the CEQA project description and environmental analysis was delayed by unanticipated need for engineered designs for trails in the Caltrans right-of-way and refined connecting trail alignments.
77	MAA21-004	Bear Creek Stables Project	Complete Use Permit and Construction Documents.	In Progress	Use Permit delayed due to extensive negotiations with the County. Construction Documents are not able to begin until the Use Permit nears approval.
78	MAA21-011	Phase II Trail Improvements, Bear Creek Redwoods OSP	Finalize design work. Secure regulatory permits, including Caltrans/County right-of-way permit.	In Progress	Regulatory permits are still in progress. Some permitting delays due to an error made on the permitting agency's part. Final design documents were still pending feedback from USACE, SHPO, and RWQCB.
79	MAA22-005	Beatty House Site Security Improvements	Install site fencing, tree trimming and site cleanup.	In Progress	Fencing installation re-scheduled for fall 2022 due to presence of bats.
80	Supporting	Cooley Landing Site Use Agreements	Finalize and complete site use agreements.	In Progress	Expanded project to include coordination on East Palo Alto's Parks Master Plan, community access from University Ave neighborhood, and coordination with San Fransiquito JPA on the shoreline levee. Discussions ongoing on EPA easement over Midpen access road alignment correction.
81	Supporting	Parking Area Naming Conventions	Continue working with counties to designate new addresses/resolve incorrect addresses for 11 existing parking areas. Finalize name selections. Update the official names and addresses in the enterprise GIS database. Schedule dependent upon county response time.	In Progress	Delayed due to slow outside agency response and prior project manager's departure.
82	Supporting	Preserve Use Survey Implementation	Report to board on status of implementing Preserve Use Survey recommendations. Future implementation projects will be incorporated into core operating work or individual action plan projects. Report out on implementation and transition to ongoing operational work.	In Progress	Report out to the Board was delayed to FY23 given othe project priorities.
83	VP11-001	Rancho San Antonio (RSA) Multimodal Access - Implementation	Initiate scoping for priority/tier 1 recommendations and discussions with potential implementation partners; retain consulting support as necessary; begin implementing strategies primarily utilizing in-house support, e.g., installation of bike amenities at trailheads and parking areas and deployment of variable message signs.	In Progress	Installation of dynamic sign delayed due to industry-wide supply chain issues.

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	Project Number	Project Name	FY22 Adopted Project Scope	FY22 Scope Status	Reason for FY22 Scope Variances or Delays
84	VP14-001	California Riding & Hiking Trails	Evaluate alignment and viability of existing California Riding and Hiking Trail easements held by the State of California. Work with State Parks on obtaining quitclaim deeds for easements to be transferred to Midpen and potentially San Mateo County Parks.	In Progress	Additional time needed to engage and work with State Parks.
85	MAA11-003	Rancho San Antonio (RSA) Multimodal Access - Implementation	N/A	In Progress (Added Mid-Year)	When the Board considered the FY22 Budget, only a placeholder for implementation of the Rancho San Antonio (RSA) Multimodal Access Project was included. Since then, the Board has approved moving forward with the recommended multi-modal strategies, some of which were MAA eligible. Installation of dynamic sign delayed due to industry-wide supply chain issues.
86	35006	Kennedy Restroom Replacements	Complete design work and conduct CEQA. Conduct public outreach and engagement. Secure permits.	Deferred	Public comment from neighbors prompted the District to re-evaluate the feasibility of a larger parking lot.
Assets and Organizational Support					
87	10001	Records Management	Complete records inventory. Continue document digitization. Continue implementation of Trusted Records Management System in compliance with CA Government Code 12168.7(c). Begin proper disposition of paper documents per the board-approved retention schedule once documents are inputted into the trusted electronic system.	Complete	
88	10002	San Mateo County Master Permit	Prepare master permit application and initiate stakeholder engagement.	Complete	
89	31902	Historic Resources Procedural Guide/Library	With assistance of a historic resources consultant, develop historic resource database framework. Design/modify systems to support the framework, including the electronic document management system, geographic information system, and work order and asset management system. Update historic resources procedural guide with any new practices and inventory management processes.	Complete	
90	35009	Red Barn Roof Repair	Scope roof repair and biological, historical and materials requirements. Contract with historic architect.	Complete	
91	35010	Structure Disposition	Conduct research and assess conditions of two to three structures. Develop disposition recommendations for board consideration. Based on board direction, develop plans, pursue permits, conduct environmental review for board certification and project approval.	Complete	
92	40013	50th Anniversary Public Events and Activities	Finalize plans for series of events and activities that kick off in January 2022.	Complete	
93	51704	Ward Boundary Redistricting	Finalize analysis, produce maps and written descriptions, and present findings to board for consideration of final adoption. Submit final ward boundary maps and data to county offices.	Complete	
94	61009	Russian Ridge - Bergman Residences Reconstruction	Complete board-approved demolition of the grandma house, original horse stable building and outbuilding.	Complete	

YEAR-END REVIEW OF FY22 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY22 Adopted Project Scope	FY22 Scope Status	Reason for FY22 Scope Variances or Delays
95	Supporting	Coastside Lands Management Plan	Collate information to compare alignment with acquisition, public access and land management targets established in the Coastal Service Plan. Evaluate existing management practices, trends and projections within the Service Plan area. Identify possible options for updating the coastal management targets.	Complete	
96	Supporting	Environmentally Preferable Purchasing Policy	Complete research work, draft policy, and present to Legislative, Funding and Public Affairs Committee for concurrence and to the full board for approval. Begin implementing policy.	Complete	
97	Supporting	Nuisance Abatement Legislation	Work with delegation to pursue legislation that enables independent special districts defined in Public Resources Code Section 5500 to define and administer their own nuisance abatement policies.	Complete	
98	Supporting	Phone System	Investigate, select, procure and implement new phone system.	Complete	
99	Supporting	Public GIS Hub	Gather requirements and prioritize data service and application needs. Author data extract, transform and load procedures, publish services to ArcGIS Online, create views, and build open data library. Develop beta ArcGIS Hub site. Begin developing high-priority beta applications.	Complete	
100	Supporting	Real Property Database	Facilitate additional training, support user adoption and implement system refinements as needed.	Complete	
101	Supporting	SharePoint - Document Management System	Begin designing a comprehensive paperless workflow approach. Investigate integration between SharePoint, Laserfiche, Munis ERP, electronic signature and final records repository. Continue network drive departmental migrations to electronic document management systems.	Complete	
102	Supporting	Trail Information System	Develop web mapping application and pilot data collection, processing and representation for two preserves: Skyline Ridge and Rancho San Antonio preserves. Solicit public feedback on public facing products.	Complete	
103	Supporting	Volunteer and Docent Management System	Make refinements to the new Volunteer and Docent Management System (that is planned to go-live in FY21) as necessary.	Complete	
104	VP07-002	Agricultural Workforce Housing - La Honda Creek	Finish construction. Conduct biomonitoring and begin revegetation/reseeding.	Complete	
105	31905	Basic Policy Update	Compile and review current districtwide policies, guidelines and practices. Evaluate gaps, inconsistencies and/or areas requiring greater clarification. Develop a framework for the Basic Policy update. Develop public and stakeholder engagement strategy.	In Progress	Proposed project scope and workplan required additional departmental review and input before commencing GMO review. Compilation of Districtwide policies, guidelines, and practices and evaluation of inconsistencies will begin upon GMO approval of scope and workplan
106	35004	Sierra Azul Ranger Residence	Complete structural assessment and complete repair plans. Secure/resolve permits.	In Progress	Structural assessment identified several previously unknown code violations. Proposed repair plans are being evaluated ahead of completion of the structural assessment. Repair plans were not completed due to slow County response and internal staff shortage.

YEAR-END REVIEW OF FY22 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY22 Adopted Project Scope	FY22 Scope Status	Reason for FY22 Scope Variances or Delays
107	35007	Hawthorn Roof Replacement	Work with historic architect on reroof alternatives and design. Coordinate with Town of Portola Valley on permits. Begin environmental review.	In Progress	Design for the reroofing and the construction documents are in progress by the design team. Design, permits, and environmental review were delayed to align scope with a larger area wide structural assessment.
108	50005	Tyler Munis Enterprise Resource Planning (ERP) Migration	Migrate data from New World System to Munis. Go live in Q3.	In Progress	Go-live delayed to due to constraints on staff resources related to the move and District auditors recommending delaying go-live until fiscal year closeout completed.
109	61010	Toto Ranch Well Drilling and Construction, Tunitas Creek	Pending receipt of permits, drill well and connect to residential water system.	In Progress	Water delivery system not fully complete due to additional time needed to get a contractor on board given the receipt of no bids after initial RFB.
110	61016	Burkhart Spring Construction	Complete waterline construction.	In Progress	Construction was delayed due to the contractor's schedule. Work will be completed early FY23 to complete the water line installation.
111	61020	Thornewood Residence Evaluation	Complete structure evaluation and implement board direction for structure disposition.	In Progress	Structural and conditional assessment stalled due to contract agreement issues that required the District to issue a new RFB.
112	61026	Quam Residence Road Repair	If driveway repair approved, install road base along 4,300 feet of road. Replace five culverts and repair/clean two 16" culverts. Alternately limit driveway repair extent to former Bergman residences.	In Progress	Repair work delayed to first obtain a Board decision on future of the Quam Residence.
113	65407	Radio System Assessment and Upgrade	Develop request for bid for new equipment purchase and installation based on board-approved scope. Select vendor, purchase equipment, pursue new tower space and begin installation of new system.	In Progress	Delayed pending receipt of a master equipment list from Motorola. The equipment list delay is due to Motorola staff turnover and supply chain issues.
114	31202-11-100000	New Administrative Office (AO) Facility	Finish construction. Install new interpretive exhibits and elements. Install owner-furnished items. Train key staff on new systems management/trouble-shoot as necessary. Hire move company and address logistics for moving into the building. Hold public open house.	In Progress	Delay in part due to supply chain issues.
115	None	Vehicle and Machinery/Equipment Purchases	Replace three patrol vehicles that have reached their life expectancy. Purchase an additional vehicle for the field resource specialist position. Replace a 10-wheel dump truck which does not currently meet California emission regulations. Replace a water tender that does not currently meet California emission regulations with a fire-certified tender. Replace a mini excavator and purchase an additional tractor.	In Progress	Manufacturing delays due to global supply chain issues have impacted the receipt of three vehicles. Relocation and relaunch of the John Deere factory prevented the manufacture of an additional tractor.
116	Supporting	Bear Creek Stables Operator RFP/Lease	Issue RFP, review/rank/interview proposers and prepare recommendation for board approval. Enter into a long-term lease with a stables operator.	In Progress	Additional time needed to prepare a two phase approach for the RFP to help attract more applicants.
117	Supporting	Customer Relationship Management (CRM)	Select, configure and go-live with new CRM solution. The focus will be on creating a seamless list management system for public notification. Train departments in data integrity and management.	In Progress	Launch of new HubSpot CRM delayed by two months due to need for staff to cover 50th Anniversary project.
118	Supporting	Design-Build Legislation	Conduct background research on utilization and efficiencies. Refine existing legislation based on lessons learned. Conduct outreach to stakeholders and introduce legislation January 2022.	In Progress	Waiting for the Senate floor vote and consideration by the Governor.

YEAR-END REVIEW OF FY22 ACTION PLAN KEY PROJECTS

	Project Number	Project Name	FY22 Adopted Project Scope	FY22 Scope Status	Reason for FY22 Scope Variances or Delays
119	Supporting	Emergency/Disaster Preparedness Response and Recovery Plan	Develop business continuity plan for the administrative office and IT infrastructure. Update the emergency/disaster preparedness response and recovery plan and align with the business continuity plan.	In Progress	First draft completed and reviewed. Delay in project due to management of ongoing emergency response to Covid pandemic.
120	Supporting	Fire Suppression Program: Review Staffing, Equipment and Training	Present findings and recommendations to the board for review and approval and begin implementation as appropriate.	In Progress	General Manager's implementation recommendations were not complete in time to make recommendations for FY23 budget. Recommendations will be finalized in time for the FY24 budget.
121	Supporting	Fleet Transition Plan	Release an RFPQ, hire a consultant, and manage the production of a fleet transition plan to inform future fleet management decisions, including replacements and purchases.	In Progress	The RFPQ process and project start date were deferred due to staff capacity limitations and project manager vacancy.
122	35011	Hawthorns Historic Complex Structural Assessment	N/A	In Progress (Added Mid-Year)	To explore a possible new partnership to rehabilitate areas of the historic complex, staff initiated scoping and retained consultants to conduct structural assessments of buildings in Hawthorns Historic Complex. Board directed staff to proceed with structural assessments on March 23, 2022 when they awarded a contract to consultant.
123	61011	Install Solar Panels at Skyline Field Office	N/A	In Progress (Added Mid-Year)	Added mid-year, project originally projected to be complete in FY21. Permitting was more complex than anticipated due to non-permitted backup generator so work continued into FY22.
124	None	New Servers for Administrative Office	Gather requirements and investigate new server infrastructure options.	Deferred	Deferred due to workload constraints given the building move and Munis implementation.
125	Supporting	Good Neighbor Policy Update	Solicit public input on Good Neighbor Policy revisions. Prepare draft recommendations and policy revisions for Board consideration of approval. Post updated policy online and publish revised Good Neighbor brochure.	Deferred	Deferred due to staff capacity and COVID restrictions.