



Midpeninsula Regional
Open Space District

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

ACTION PLAN AND BUDGET COMMITTEE

Administrative Office
5050 El Camino Real
Los Altos, CA 94022

Wednesday, May 3, 2023

DRAFT MINUTES

CALL TO ORDER

Director Riffle called the meeting of the Action Plan and Budget Committee to order at 1:00 p.m.

ROLL CALL

Members present: Craig Gleason, Karen Holman, Curt Riffle

Members absent: None

Staff present: General Manager Ana M. Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk Maria Soria, Executive Assistant/Legal Secretary Irma Mora, Controller Mike Foster, Budget & Finance Manager Rafaela Ocegüera, Natural Resources Manager Kirk Lenington, Visitor Services Manager Matt Anderson, Planning Manager Jane Mark, Land & Facilities Manager Brandon Stewart, Engineering & Construction Manager Jay Lin, Information Systems & Technology Manager Casey Hiatt, Public Affairs Manager Kori Skinner, Real Property Manager Mike Williams, Management Analyst II Lupe Hernandez, Management Analyst II Elissa Martinez, and Management Analyst I Jordan McDaniel

ADOPTION OF AGENDA

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

ROLL CALL VOTE: 3-0-0

ORAL COMMUNICATIONS

Acting Deputy District Clerk Irma Mora reported there were no public speakers for this item.

COMMITTEE BUSINESS

1. Select Committee Chair for 2023 Calendar Year

Director Riffle volunteered to continue being Chair for calendar year 2023 and Directors Holman and Gleason both agreed with his proposal.

Public comment opened at 1:03 p.m.

Ms. Mora reported there were no public speakers for this item.

Public comment closed at 1:03 p.m.

Motion: Director Holman moved, and Director Gleason seconded the motion to select Director Riffle as Committee Chair for Calendar Year 2023.

ROLL CALL VOTE: 3-0-0

2. Approve the May 3, 2022 Action Plan and Budget Committee Meeting Minutes

Director Holman commented that the minutes under review are for the last meeting of the Action Plan and Budget Committee (ABC) that occurred in May 2022 and requested that the current Committee review the minutes before calling of next year's ABC meeting, so the current members have an opportunity to review them.

Public comment opened at 1:04 p.m.

Ms. Mora reported there were no public speakers for this item.

Public comment closed at 1:04 p.m.

Motion: Director Holman moved, and Director Gleason seconded the motion to approve the May 3, 2022 Action Plan and Budget Committee meeting minutes.

ROLL CALL VOTE: 3-0-0

3. Overview of the Proposed Fiscal Year 2023-24 Budget and Three-Year Capital Improvement and Action Plan (R-23-45)

General Manager Ana Ruiz provided opening comments of the Proposed Fiscal Year 2023-24 Budget (FY24) and Three-Year Capital Improvement and Action Plan (CIAP) and noted that due to the severe storms in late 2022 and early 2023, the FY24 budget and CIAP underwent a number of recent adjustments and modifications. Ms. Ruiz recognized staff and stated that the budget development process is an iterative process. Staff conducted an additional review this year to re-evaluate and assess the workplan and budget within a short time period given the

extent and scale of unanticipated damage in District preserves that require the redeployment of staff and funding resources.

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an overview of the budget planning process, the timeline for the FY24 budget, and the FY24 priorities, which include four capital action plan programs that support the four strategic goals of land conservation, natural resource protection, public access, and operations. Mr. Jaskulak stated that at the March 2023 Board retreat, there were 101 CIAP projects and 17 supporting projects. With the recent adjustments to the workplan, there are now 109 CIAP projects and 15 supporting projects identified, with 11 newly added storm damage repair projects. Mr. Jaskulak also reviewed the proposed FY24 budget, the changes from the year prior and stated the overall budget is 1% decreased from the FY23 adopted budget. He continued to review the District budget summary, and the proposed FY24 expenses by fund.

Director Holman commended staff on the great progress in securing grants and how the total amount of grant funds has risen. She inquired about how much money the District has awarded in grants itself and if that information was included in the report.

Mr. Jaskulak stated that the grant information is within the report and that in 2018, the District awarded \$250,000 and in 2021, awarded \$342,000 in grant funds.

Mr. Jaskulak continued his presentation and reviewed the revenue trends.

Director Holman commented that under the section of rental income, “other” is referenced and suggested that an asterisk be added to “other” along with a list of items that are included in that category.

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

Mr. Jaskulak reported on the proposed FY24 expenses by budget fund and category, including expenses associated with Measure AA implementation and the debt service. He also described the long-range financial plan, which is based on the Controller’s revenue projections and includes future capital expenditures.

Chair Riffle requested that the Committee receive a copy of the PowerPoint presentation and mentioned his preference of attaining a copy ahead of future meetings.

Mr. Jaskulak continued to review the change in the general fund balance that includes non-spendable, restricted, committed, assigned, and unassigned funds.

Director Holman requested that the Committee receive updated page inserts for the budget binder by the next Committee meeting once the unassigned fund balance is updated.

Mr. Jaskulak reviewed the Measure AA 2018 Series and reviewed the proposed department budgets, the personnel budget in the context of growth projections based on the original Financial and Operational Sustainability Model (FOSM) and reviewed the three proposed new full-time equivalent positions for FY24.

Chair Riffle suggested differentiating between the grants received and the outgoing grants on page 24 of Attachment 2.

Director Holman suggested tracking the time for both grant subprograms separately to know how much time is spent on the grantmaking program as opposed to the grant-request program to determine if additional staff is needed in the future.

Mr. Jaskulak stated that he would discuss the suggestion with the Grants Manager to see how most effectively it could be done.

Chair Riffle agreed with Director Holman's suggestion but prefers a yearly time tracking system over an hour-by-hour analysis.

Director Gleason concurred with Chair Riffle and added that he would like to learn more about the strategy involving the outgoing grants.

General Manager Ruiz asked the District Clerk to provide the Committee with a copy of the Board Report that provides the details of the grant making program, the application process, selection criteria, grantee requirements, and a summary of the selected applications.

The Committee recessed at 2:56 p.m. and reconvened at 3:01 p.m. with all Committee members present.

Assistant General Manager Brian Malone presented on the FY24-26 CIAP, providing an update on the action plan trends by total projects by program, an overview of the proposed FY24 projects, and the program areas of interest.

Assistant General Manager Susanna Chan presented the Land Acquisition and Preservation Program and stated that for the most part this program was not impacted by the storm damage repair projects and the program is close to what was presented at the March Board retreat. The biggest change is the funding request. Typically, staff does not include property acquisition costs in the budget because acquisitions are often speculative. The acquisition of the Eberhard Property was Board-approved early in FY23, and staff is confident that the acquisition will close in FY24. Ms. Chan reviewed the new proposed land and property rights projects.

Mr. Malone continued the presentation and reviewed the natural resources protection and restoration projects that include policy development, wildlife program work, and storm damage restoration projects.

Director Holman inquired if there was a way to expedite the review process for the HWY 17 crossing project.

Mr. Malone stated the project is progressing and is quite complex. It has a federal nexus, requires extensive evaluation and coordination with other agencies, and ties to other projects like filling a gap in the regional Bay Area Ridge Trail corridor.

Natural Resources Manager Kirk Lenington stated that work had advanced on this project and one of the most significant steps is involving the VTA to assist in the project. VTA has expertise when it comes to managing infrastructure projects on state roads and federal highways. In

addition, he mentioned that the project is almost of the stage of bidding for construction. Furthermore, he mentioned that in San Luis Obispo, Caltrans District 5 has a Wildlife Corridor Specialist who works in their office on these types of projects and has helped advocate for the Laurel Curve wildlife corridor. Having a similar position within Caltrans District 4 may help expedite the Hwy 17 wildlife corridor.

Director Holman commented that she would be in support of a short-term position or a consultant to assist in expediting the HWY 17 crossing project.

Chair Riffle asked staff to give the Committee an opportunity to raise any other questions or feedback from the May 3 discussion at the opening of the Committee meeting on May 16.

Mr. Malone stated that if the Committee had any questions on the two programs presented at today's meeting, to please email staff so they could prepare an answer and present the information at the beginning of the next Committee meeting.

Director Holman commented that the information presented was very well organized and easy to follow along with the budget binder. She inquired if there is an opportunity to discuss the possibility of creating a temporary position to help expedite the HWY 17 project, similar to the Wildlife Corridor Specialist at Caltrans District 5, or a consultant, and consider adding funds to the budget.

Mr. Malone stated that there is value in having an internal Caltrans employee who can provide an internal focus but was unsure if hiring a consultant would provide the same value. Mr. Malone reported that staff is advocating on a statewide basis for Caltrans to add more positions with expertise in wildlife corridors.

Chair Riffle commented he was impressed with the great work that staff has put into the proposed budget and CIAP.

Chair Riffle proposed that the Committee advise staff on the best approach to present the budget and CIAP to the full Board as part of the next meeting.

Chair Riffle suggested staff provide information on the storm damage and list of criteria that was used to determine why some projects are being delayed.

Mr. Malone stated that when the presentation is given to the Board, a slide will be added with information on how those changes were made.

Public comment opened at 4:10 p.m.

Ms. Mora reported there were no public speakers for this item.

Public comment closed at 4:10 p.m.

The Committee continued the item to the following Action Plan and Budget Committee meeting on May 16, 2023.

ADJOURNMENT

Chair Riffle adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 4:10 p.m.

Maria Soria, MMC
District Clerk