



Midpeninsula Regional
Open Space District

R-23-99
Meeting 23-26
September 13, 2023

AGENDA ITEM 3

AGENDA ITEM

Annual Year-End Report for Fiscal Year ending June 30, 2023

GENERAL MANAGER’S RECOMMENDATION *den*

Informational item only. No Board action required.

SUMMARY

This report describes the progress toward achieving the goals in the Fiscal Year 2022-23 (FY23) Budget and Action Plan (Action Plan). The Midpeninsula Regional Open Space District (District) completed or made progress on 95% of the project scopes in the FY23 Action Plan. The FY23 Major Accomplishments Report (Attachment 1) includes project highlights, programmatic achievements, grants received and special recognitions. The Year-End Action Plan Report (Attachment 2) provides details on each Action Plan project, including the FY23 scope of work, status (e.g., complete, in progress or deferred), and, if applicable, the reason(s) for scope deferral or variance from the anticipated project schedule.

DISCUSSION

On June 8, 2022, the Board of Directors (Board) adopted the FY23 Action Plan, with 95 Capital Improvement and Action Plan (CIAP) projects and 16 supporting projects (which do not meet the expenditure threshold for CIAP criteria). The District added seven projects (six CIAP projects and one supporting project) to the FY23 Action Plan mid-year, resulting in 118 total projects.

In FY23, the District completed or made progress on 95% of all project scopes included in the FY23 Action Plan, as shown in the table below. The FY23 Major Accomplishments Report (Attachment 1) includes project highlights, programmatic achievements, grants applied for and received, and special recognitions. This year, the Major Accomplishments Report has been revamped to provide greater contextual narrative of the work completed and produce a more public friendly document with visual graphics and photos to help better convey the information.

FY23 Action Plan Projects: Project Scope Status		Count
Completed		53
Deferred		5
In Progress		59
Cancelled		1
Grand Total		118

FY23 Measure AA and Vision Plan Project Scopes

In FY23, the District completed or made progress on 95% of the 29 Measure AA and 11 Vision Plan project scopes included in the FY23 Action Plan, as shown in the tables below.

FY23 Measure AA Projects: Project Scope Status		Count
Completed		13
Deferred		1
In Progress		15
Grand Total		29

FY23 Vision Plan Projects: Project Scope Status		Count
Completed		1
Deferred		1
In Progress		9
Grand Total		11

FY23 In-Progress Project Scopes and Project Scope Deferrals

The Year-End Action Plan Report (Attachment 2) provides details on each Action Plan project, including the FY23 scope of work, status (e.g., completed, in progress or deferred), and, if applicable, the reason(s) for scope deferral or variance from the anticipated project schedule.

A total of 59 FY23 project scopes, or 50% of all Action Plan projects, remain in progress as of June 30, 2023. During FY23, the District deferred five Action Plan projects and cancelled one (see Attachment 2 for details).

Three-Year Trend

The District is in line with the percentage of completed or in-progress Action Plan projects over the past three fiscal years, as shown in the table below. On average, the District completes or makes progress on 94% of Action Plan projects.

Project Scope Status	FY23		FY22		FY21		3-Year Avg
	(#)	(%)	(#)	(%)	(#)	(%)	(%)
Completed	53	45%	58	47%	50	43%	45%
Deferred/Cancelled	6	5%	8	6%	14	12%	8%
In Progress	59	50%	59	47%	52	45%	47%
Total	118	100%	125	100%	116	100%	100%

FISCAL IMPACT

None

PRIOR BOARD AND COMMITTEE REVIEW

- **June 8, 2022:** Board adoption of the FY23 Budget and Action Plan ([R-22-106](#), [minutes](#))

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

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

Attachments:

1. Fiscal Year 2023 Major Accomplishments Report
2. Fiscal Year 2023 Year-End Action Plan Report

Responsible Department Head:

Ana María Ruiz, General Manager

Prepared by:

Rafaela Ocegüera, Budget & Finance Manager

Elissa Martinez, Management Analyst II

Lupe Hernandez, Management Analyst II

Jordan McDaniel, Management Analyst I

Contact person:

Ana María Ruiz, General Manager



Major Accomplishments Report

JULY 1, 2022-JUNE 30, 2023



Headquarters in Los Altos, California



MISSION The mission of the Midpeninsula Regional Open Space District is 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.



PHOTO CREDITS

Cover, top: Cloverdale Ranch Open Space Preserve (Teddy Miller, POST)

Cover, lower left: Skyline Ridge Open Space Preserve (Duane Carbon)

Cover, lower middle: Vida Verde Nature Education

Cover, lower right: Coal Creek Open Space Preserve (Kyle Putnum)

This page: Cloverdale Ranch Open Space Preserve (Leigh Ann Gessner, Midpen)



Fiscal Year 2022-23 Major Accomplishments

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

This report highlights major accomplishments in Midpeninsula Regional Open Space District's (Midpen's) priority projects and programs during Fiscal Year 2022-2023 (FY23), which spans from July 1, 2022 to June 30, 2023. Accomplishments are organized by program, preserve (when applicable) then project. Midpen's four programs are described below:



Land Acquisition and Preservation: Midpen seeks to purchase or otherwise acquire interest in the maximum feasible area of strategic open space land within the District, including baylands, foothills and ridgelines, and link its open space lands with federal, state, county and city parklands and watershed lands.



Natural Resource Protection and Restoration: Midpen protects and restores the natural diversity and integrity of its resources for their value to the environment and the public.



Public Access, Education and Outreach: Midpen provides public access to the open space lands for low-intensity recreational uses to everyone, regardless of physical abilities or economic status.



Assets and Organizational Support: Midpen employs a highly capable and professional staff and provides them with the facilities and resources needed to run an efficient and responsible organization on behalf of the public.

This report also highlights accomplishments that support Midpen's areas of interest. To improve readability, icons are included next to pertinent accomplishments. Areas of interest are described below:



Agriculture: Supporting agriculture and sustaining conservation grazing programs on Midpen lands furthers both the mission and Board-adopted Strategic Goals and Objectives (Goal 1, Objective 4 and Goal 2, Objective 5).



Diversity, Equity and Inclusion: Connecting diverse communities to their public open space preserves through the support of regional partnerships and expanded outreach to youth and underserved communities (Goal 3, Objectives 2, 3, and 4).



Wildland Fire Resiliency: Working with local fire agencies and surrounding communities to enhance Midpen's wildland fire preparedness and responsiveness (Goal 2, Objective 4).



Land Acquisition and Preservation



CLOVERDALE RANCH PRESERVE

In the early summer of 2023, Midpen closed escrow on the purchase of approximately 5,100-acres of the Cloverdale Ranch property located south of Pescadero from our nonprofit partner Peninsula Open Space Trust (POST), creating Midpen's 27th open space preserve. This property is comprised of coastal terraces near the ocean shore that rise eastward toward the upper forested slopes of the Santa Cruz mountains.

This land includes large tracts of biologically rich coastal grassland and coastal scrub habitats and an abundance of water sources that support many rare, grassland-dependent and aquatic species. Like much of the San Mateo County Coast, Cloverdale has a rich agricultural heritage, which continues today. The public-private partnership between Midpen and POST is helping preserve the Coastside's ranching and farming heritage, and a source of locally grown food for the surrounding communities.

Approximately 2,700-acres of the recently purchased uplands area is actively grazed and will be incorporated into Midpen's conservation grazing program.

The existing Wilbur's Watch Trail remains open to the public, traversing coastal grasslands from Highway 1 to a lookout point for viewing the coastline and Pigeon Point Lighthouse. The public process to create new trails at Cloverdale Ranch Open Space Preserve will take time to balance environmental protection, agriculture and community needs. In the interim, Midpen is providing limited access via guided walks and other programming through our guided activities program.

Midpen is exploring the possibility of purchasing a remaining 1,200-acre portion of the property.





PURISIMA CREEK REDWOODS PRESERVE

As an addition to Purisima Creek Redwoods Open Space Preserve, Midpen purchased POST's remaining undivided 33% interest in the 611-acre South Cowell Property, bringing Midpen's undivided ownership interest to 87%. The purchase improves management and access to surrounding Midpen lands, preserves grazing lands, protects the Lobitos Creek watershed and offers compatible trail use opportunities for planning the Purisima-to-the-Sea Trail.

SIERRA AZUL PRESERVE

Within the upper Los Gatos Creek watershed, Midpen purchased a 102-acre property from San Jose Water Company. This purchase fills an inholding, connects protected open space and wildlife corridors, and may provide future public access opportunities to the Cathedral Oaks portion of Sierra Azul Open Space Preserve.



Natural Resource Protection and Restoration

SIERRA AZUL PRESERVE

Many creatures of primary importance for biodiversity conservation and management call Sierra Azul Open Space Preserve home.



The elusive, nearly extinct Santa Cruz kangaroo rat (*Dipodomys venustus venustus*, top left) is a sandy soil dweller whose habitat is threatened by woody plant encroachment. Habitat assessments, rare plant surveys, live-trapping and genetic sampling were conducted during FY23 to inform the development of a habitat and population management plan for the rare species. The plan will also identify site-specific enhancements to increase the resilience of the species to support population health on Midpen lands.



The California newt (*Taricha torosa*, center left), one of our most charismatic local salamanders, is known for its sometimes treacherous mass migrations to and from bodies of water to reproduce. One such movement corridor lies across Alma Bridge Road, a public county road that follows the eastern and northern edges of Lexington Reservoir. Midpen partnered with Santa Clara County Roads to hire wildlife crossing experts who prepared conceptual roadway structures design options during FY23. The structures aim to increase safety for newts as they migrate across the road annually. During FY23, Midpen also applied for Wildlife Conservation Board funding to support the work.



Midpen has been working to provide nesting habitat for purple martins (*Progne subis arboricola*, bottom left), a bird species of special concern and a locally significant population that exists in Santa Clara County. In FY23, Midpen installed three artificial nest cavities and livestream cameras atop Mount Thayer. The wooden pole bird boxes, which differ from standard bird boxes, are a remarkable success and now serve as a model for purple martin nest box construction. Midpen continues to monitor breeding efforts and nest development and share footage on social media with curated ecological information to better inform the public on nest progress as an egg gives way to a chick and eventually a fully-fledged bird.

Top: Skyline Ridge Open Space Preserve (Duane Carbon)

Center: (Karine Tokatlian)

Bottom: (Midpen Staff)



STEVENS CREEK SHORELINE NATURE STUDY AREA

This area of the San Francisco Bay shoreline functions as a part of a larger stormwater retention basin for upland developed areas of the Peninsula, to prevent upland flooding impacts. The land also offers critically important habitat for breeding western snowy plovers (*Charadrius alexandrinus nivosus*). This bird species is listed as threatened under the federal Endangered Species Act, with an estimated breeding population of only 2,500. In FY23, Midpen staff and volunteers enhanced the available breeding habitat by distributing oyster shells and ‘mud stomping’ the otherwise unnaturally flat, uniform mudflat surface. The indentations create opportunities for the plovers to camouflage their nests and hide from predators. Midpen is working in partnership with the San Francisco Bay Bird Observatory to monitor and manage breeding plovers at this site.

OTHER ACTIONS IN SUPPORT OF NATURAL RESOURCE PROTECTION AND RESTORATION



Coastal grasslands are one of the most biodiverse and threatened ecosystems in North America. To prevent the encroachment of non-native grasses, shrubs and forest, these grasslands require regular disturbance. Historically, disturbance was provided by native grazing animals and Native American burning practices. Today, the use of conservation grazing is utilized to manage invasive vegetation encroachment, reduce wildland fire fuels, protect biodiversity and enhance habitat. With the purchase of Cloverdale Ranch, Midpen added 4 new lease areas to its conservation grazing program.



Our Wildland Fire Resiliency Program contains four main elements to reduce wildland fire severity and risk within our region: vegetation management, preserve maps to assist responding fire agency personnel, landscape monitoring and prescribed fire. Midpen has developed and implemented priority projects focused on improving habitat resilience, which also serves to protect neighboring communities in the wildland urban interface. In FY23, the prescribed fire plan was finalized in partnership with Cal Fire. Midpen’s Board certified the Environmental Impact Report addendum and adopted the program in its entirety. Staff are now working on conducting prescribed burns to implement the program to promote healthy, resilient, fire-adapted ecosystems.

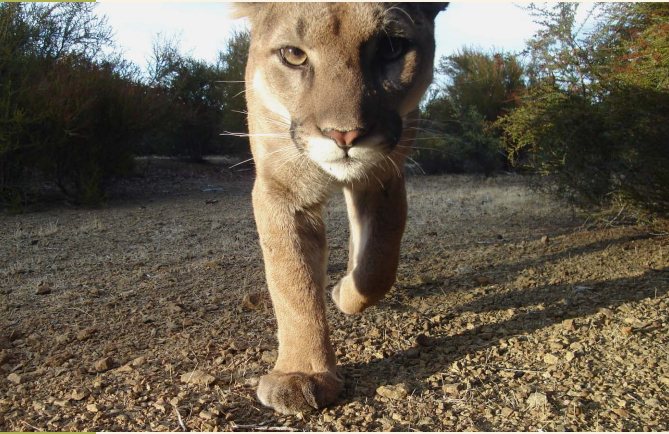


Top: Rancho San Antonio Open Space Preserve (Chris Barresi)

ATTACHMENT 1



Along the peninsula, American badger (*Taxidea taxus*) habitat, population and movement data are limited. For the past three years, Midpen has conducted field research on this rare species with the goal of informing the scientific community's baseline understanding of the population and future management decisions. Results suggest most badger activity within Midpen properties is concentrated within six preserves along Skyline Boulevard/Highway 35, where they may be experiencing physical isolation. Linkages throughout the peninsula are limited to three narrow corridors, resulting in a loss of genetic diversity. In FY23, Midpen prepared the draft manuscript of the research work and findings for broad publication in a peer-reviewed journal to promote the findings to other land managers.



In the densely populated Bay Area, Midpen preserves provide critical remaining habitat for native wildlife such as mountain lions (*Puma concolor*). Midpen is actively improving our understanding of lion populations, ecology and behavior throughout our region through research. To date, the Santa Cruz Puma Project has collared and tracked 24 individual mountain lions, with a target goal of tracking 30 individuals throughout the Santa Cruz Mountains. In FY23, behavioral modification protocols were successfully used on five individuals, nearing the goal of 10 or more to get a significant sample size for data validity. In the coming fiscal years, the Puma Project will analyze the effectiveness of the behavioral modifications on reducing human-mountain lion conflicts. The results will inform management strategies to reduce human-mountain lion conflicts for the protection of the lions and people.



Bats provide many ecosystem benefits through the consumption of insect populations. The nitrogen in their guano adds nutrients to soils and they provide a food source to hawks, falcons and owls. Bats also provide direct benefits to people by reducing harmful insects like mosquitoes and crop pests. Where we find healthy diverse bat populations, we are likely to find highly productive ecosystems. Midpen was added as a partner agency to the U.S. Geological Survey North American Bat Monitoring Program, or NABat, which monitors changes in bat populations throughout the continent. In FY23, detectors were deployed at four locations to determine species composition and activity levels; three of those locations are associated with future, large-scale restoration projects.

Top: Sierra Azul Open Space Preserve (Ken Hickman, overseeing trail-cam)

Middle: (Matt-Sharp Chaney)

Bottom: (Ken Hickman)



Public Access, Interpretation, Education & Outreach

Midpen preserves were greatly impacted by this year's destructive winter storms with many preserves and trails sustaining significant damage. Cleanup and repair efforts to safely reopen trails in many locations will continue through the summer and, in the hardest-hit areas, proceed into the fall and spring/summer of 2024.

Overall, the winter storms caused more than \$7.5 million in damages to Midpen preserves. In FY23, Midpen applied for FEMA funding to cover a large portion of the costs.

In the meantime, throughout the year, Midpen crews were hard at work replacing culverts, clearing mudslides, and repairing ruts, gullies and washouts to make trails and roads passable. Crews cleared more than 1,200 downed trees and major limbs that were blocking pathways throughout Midpen preserves.

COAL CREEK PRESERVE

The regional Alpine (Road) Trail is an existing dirt pathway that lies between the end of the paved Alpine Road in the north and Page Mill Road near Skyline Boulevard in the south. Alpine Trail extends approximately 2.3 miles through Coal Creek Open Space Preserve and is an important regional connection between Midpen's South Skyline trail network down to Portola Valley and Woodside.

In FY23, Midpen kicked off onsite construction on the Alpine Regional Trail Improvement Project to correct localized erosion and slope stabilization issues and repurpose the former road alignment into a multiuse regional trail connection.

Phase 1 of the Project was completed in the fall of 2022. The work involved repairing the southern portion of the dirt road from Page Mill Road to Meadow Trail for recreation, maintenance, patrol and private driveway access. From the Meadow Trail to the Crazy Pete's junction in Portola Valley, repairs were made to a minimum 6-foot-width trail standard.

To prepare the former road for trail use, major earth moving work was required to address culvert and slope failures and prevent future sediment impacts to the nearby Corte Madera Creek. A new, narrow and more sustainable bypass trail was also constructed to replace the informal bypass trail. After the new bypass trail settles over the 2023-24 winter season and is ready to be used, the old informal bypass trail will be decommissioned and allowed to naturalize.

Top Left: Coal Creek Open Space Preserve (Kyle Putnum)

Left: Coal Creek Open Space Preserve (Ivana Yeung)



LA HONDA CREEK PRESERVE

After numerous meetings to consider the ongoing deterioration and vandalism of a redwood cabin located at La Honda Creek Open Space Preserve and various long-term disposition options for the structure, the Board approved the removal of the cabin and naturalization of the building footprint. to return the natural ecological forest values of the site. In FY23, Midpen successfully removed the cabin and documented the history of the site for future interpretation.

PURISIMA CREEK REDWOODS PRESERVE

The vision of a public trail encircling Bay Area ridgetops is being realized piece by piece. Midpen is partnering with San Francisco Public Utilities Commission to plan a new Bay Area Ridge Trail segment on their watershed lands that would terminate near Purisima Creek Redwoods Preserve. In FY23, Midpen engaged stakeholder groups and completed feasibility and technical studies that identified a feasible highway crossing location and future parking expansion at the North Ridge parking area.

In FY23, Midpen also completed a multimodal access study for the preserve. The Board approved the implementation of transportation demand management strategies to address parking and traffic issues, manage visitation and increase greener modes of transit to the preserve. The study's recommendations are informing the conceptual designs for trail and parking expansion projects planned for the preserve.

In FY23, Midpen also completed feasibility studies for the Purisima-to-the-Sea Regional Trail and Verde Road Parking Area project. The Board approved a preferred trail alignment and the parking area design, connector trails and roadway pedestrian crossings.



RANCHO SAN ANTONIO PRESERVE

Rancho San Antonio Preserve is Midpen's most visited preserve—welcoming over 1 million visitors a year. Midpen has begun implementing the first set of the multimodal access recommendations to improve traffic and parking conditions and promote greener modes of travel to the preserve. In FY23, Midpen installed new bike facilities and dynamic parking signage at the preserve, published a parking status webpage, partnered with the City of Cupertino to pursue future bicycle improvements on Cristo Rey Drive and initiated a carpool lot pilot program.





WINDY HILL PRESERVE

The Hawthorns Area of Windy Hill Open Space Preserve is a 79-acre former estate within Portola Valley named for a hawthorn hedge that once lined its boundary. A public process to explore the feasibility of introducing ecologically sensitive public access to the property is underway. In FY23, the Board approved the vision and goals for the plan. Midpen also completed the data collection, technical studies and existing conditions, opportunities and constraints report needed to inform land management, including natural resource protection and public access recommendations. At the end of FY23, Midpen formed the Hawthorns Public Access Working Group. The working group is comprised of 13 public members who will work with staff to develop public access recommendations that are protective of the natural, cultural, and historic resources of the site.

OTHER ACTIONS IN SUPPORT OF PUBLIC ACCESS, INTERPRETATION AND EDUCATION

Highways connect us, but also divide the land and create barriers to safe passage for both wildlife and people. Midpen continues to work with Caltrans and other partners on a multi-year project to develop, engineer, and implement wildlife and recreational trail crossing improvements at Highway 17. An underground wildlife crossing will reduce vehicle-wildlife collisions and connect over 30,000 acres of protected public lands located on either side of the highway. A separate overcrossing to link numerous regional trails is envisioned for public trail use. Throughout FY23, Midpen made progress toward achieving the goals of the Highway 17 Wildlife and Trail Crossings project by securing new partnerships, holding in-person and virtual public meetings to inform the public of progress, preparing technical reports to inform the final design, and seeking additional funding to augment Measure AA bond funds.



Throughout 2022, Midpen celebrated 50 years of open space and agricultural land preservation, natural resource protection and ecologically sensitive public access through a series of in-person and virtual events and activities. Staff also produced an hour-long documentary special that aired twice in December 2023 on NBC Bay Area showcasing the work and accomplishments of Midpen. Approximately 2,600 people attended the in-person events, including over 1,200 people who participated at the September 2022 Coastside Community Celebration in Half Moon Bay. Overall, the yearlong 50th Anniversary Celebration garnered a total audience/points of participation of nearly 80 million.



In FY23, Midpen expanded its internship program to support our growing open space acreage, public access facilities and visitation levels, as well as advance the Board's goals for diversity, equity and inclusion (DEI). Interns provide great support in advancing several special projects. For example, in Summer 2022, two Planning interns collected over 100 miles of qualitative trail data from Midpen preserves. The data will be used to inform visitor's wayfinding, recreation and accessibility decisions. A public-facing web-based tool, *Trail Explorer*, was also developed and released for internal beta testing where this information will be made publicly available to our preserve visitors.

VOLUNTEER AND DOCENT PROGRAMS

Midpen volunteers and docents are vital to furthering the mission and amplifying Midpen’s impact. Listed below are just some of the many accomplishments volunteers and docents have contributed this past fiscal year.

Interpretation and Education Programs

Midpen docents are long-term volunteers who engage directly with the public. They educate and inspire through interpretive hikes and bicycle/horseback rides on the trails, hosting visitors on weekends at a scenic nature center, and conducting field trips for elementary school students.



Trail and Stewardship Programs

Trails & Stewardship Program volunteers contribute to meaningful projects to further Midpen’s larger strategic goals. Volunteers in these programs deliver hands-on landscape restoration, assist visitors along the trails, contribute to community science, and increase community awareness through both short- and long-term programs.





Assets and Organizational Support

BEAR CREEK REDWOODS PRESERVE

Located within Bear Creek Redwoods Open Space Preserve, Bear Creek Stables is a public boarding and training facility housing up to 72 horses that has been in operation since the 1930s. Midpen is keeping the century-old horse stable operational by pursuing capital maintenance and repairs that allow existing uses and public programs to continue. In FY23, Chaparral Country Corporation (Chaparral) was selected as the concessionaire to operate the stables and implement Board-approved operational goals for the site. Chaparral officially took on management responsibilities in June 2023.



LA HONDA CREEK PRESERVE

The historic Red Barn, originally built around 1900 by the Weeks family in what is now La Honda Creek Open Space Preserve, has greeted travelers on Highway 84 for more than a century. The barn hosts the only known pallid bat maternity roost on the Peninsula as well as individual Townsend's big-eared bats—both species of special concern. In FY23, Midpen replaced the roof to keep the structure stable and weather-proof.

RUSSIAN RIDGE PRESERVE

Midpen continues to assess the condition of vacant structures located within preserves and determine recommendations for disposition. Removing non-historic, deteriorated structures and returning sites to a natural condition enhances habitat by eliminating potential wildlife entrapment hazards and restoring a disturbed area to natural habitat. In FY23, Midpen removed two inherited and deteriorated structures and assessed the conditions and options for two additional structures.

OTHER ACTIONS IN SUPPORT OF ASSETS AND ORGANIZATIONAL SUPPORT

The Board adopted a Climate Action Plan and Climate Change Policy in October 2018 to chart a course for reducing greenhouse gas (GHG) emissions from agency operations. As part of Midpen's Climate Action Plan, FY23 saw a 30% reduction of GHG emissions from the 2016 baseline levels, exceeding the 2022 goal of 20% reductions. Actions taken in FY23 to reduce GHG emissions included the replacement of older vehicles with energy efficient vehicles, travel-to-work commute options and development of a fleet action plan to transition away from fossil fuel reliant vehicles. Energy efficient improvements at Midpen-owned residences and the newly refurbished administrative office also contributed to the overall reduction.



At Midpen, we believe open space is for all. Public lands are shared spaces provided for the community by the community. Consistent with these values, Midpen hired a Diversity, Equity, and Inclusion Specialist in FY23 to help support our DEI goals internally and externally. One of the first major efforts initiated in FY23 is to conduct an organization-wide assessment of our strengths, weaknesses and gaps. This assessment will inform recommendations to further our DEI work in the coming years.

TECHNOLOGY AND INNOVATION MEET CONSERVATION

Midpen has seamlessly transitioned into the digital era with a stellar suite of tools developed and implemented by talented staff. Below is a list of accomplishments from FY23 related to technology and innovation that drive our mission forward.

Historic Resources Procedural Guide and Library—The framework for this application was completed in June 2023 and is populated with historic resource data. The application provides staff with an authoritative overview of listed, eligible, potentially eligible and ineligible historic resources on Midpen lands to inform future land management decisions.

Districtwide Vegetation Mapping—A fine-scale vegetation map for San Mateo, Santa Clara and Santa Cruz counties was completed and integrated into Midpen’s Enterprise GIS database. This tool will help inform management of Midpen preserves and support regional efforts by quantifying vegetation changes and fuels at a landscape scale.

Tyler Munis Enterprise Resource Planning System—Midpen went live with a modern cloud enterprise resource planning system that provides substantially more functionality than the current on-premises solution and enables paperless workflows.

Omnigo Mobile Application—This application allows rangers to enter activity logs and citations when there is no service, moving Midpen toward more paperless processes.

HubSpot—A customer relationship management system streamlines our public communication efforts by consolidating 23,000 postal addresses, 30,000 email contacts and 900 partner contacts. This system also consolidates social media management from six different software applications into a single service.

Disadvantaged Communities Explorer and CA Demographics Data Explorer Dashboards—Compares four common definitions of disadvantaged communities through an interactive map and intuitive infographics. This application is intended to demonstrate to state policymakers the strength of a more inclusive definition of a disadvantaged community to support broader inclusion for state funding programs, including inclusion of under sourced communities that lie within Midpen’s jurisdiction. The interactive and content-rich CA Demographics Data Explorer, still in beta, distills and summarizes myriad demographic variables and is an effective outreach tool for policymakers.

Calflora geoPDF Printer—Allows staff to quickly print custom georeferenced PDF maps of plant observations to support invasive plant removal projects.

Purisima-to-the-Sea 3D—Allows staff to visualize potential trail alignment options in a three-dimensional scene to understand opportunities and constraints for the planned Purisima-to-the-Sea Regional Trail Project.

Top 25 StoryMap—Provides a spatial tour of the top 25 Measure AA portfolio projects to support public outreach and understanding.

Trail Explorer Dashboard—Captures trails information to provide to visitors so they can make decisions on which trails to hike, bike and/or ride their horse.

AWARDS & RECOGNITION

In FY23, Midpen received 15 notable awards and special recognition for its projects, programs and efforts.

Recognized as a 2022 GovTech Idea Worth Sharing in the Technology Innovation Category for four (4) IST projects: digital contract process, volunteer engagement, phone system modernization, and new land acquisition system.

Awarded the 2022 Excellence in Technology Award from the California Special Districts Association (CSDA) for the Ward Boundary Redistricting Project.

Awarded the Top 10 Innovation Award from Government Technology Magazine for two (2) projects: Contract Routing Dashboard in DocuSign and Modernized Land Acquisition System.

Received the 2022 Award of Excellence for Transportation Planning from the California Chapter of the American Planning Association for the Rancho San Antonio Multimodal Access Study.

Received the 2023 Preservation Design Award from the California Preservation Foundation for the Alma College Cultural Landscape Plan.

Received the 2023 Award of Excellence for Public Outreach from the American Planning Association—Northern Section for the Purisima Multimodal Access Study.

Received the Project of the Year Award from the International Concrete Repair Institute for the Mount Umunhum Radar Tower Rehabilitation Project.

Received the 2022/23 Liability Risk Management Award from the California Joint Powers Insurance Authority for employing excellent professional risk management practices.

Received the 2022/23 Workers Compensation Risk Management Award from the California Joint Powers Insurance Authority for the quality and care in maintaining worker safety that has led to low worker's compensation claims.

Received the Government Finance Officers Association (GFOA) special Triple Crown medallion for receiving all three (3) GFOA awards in the same year:

Distinguished Budget Presentation Award (seventh year).

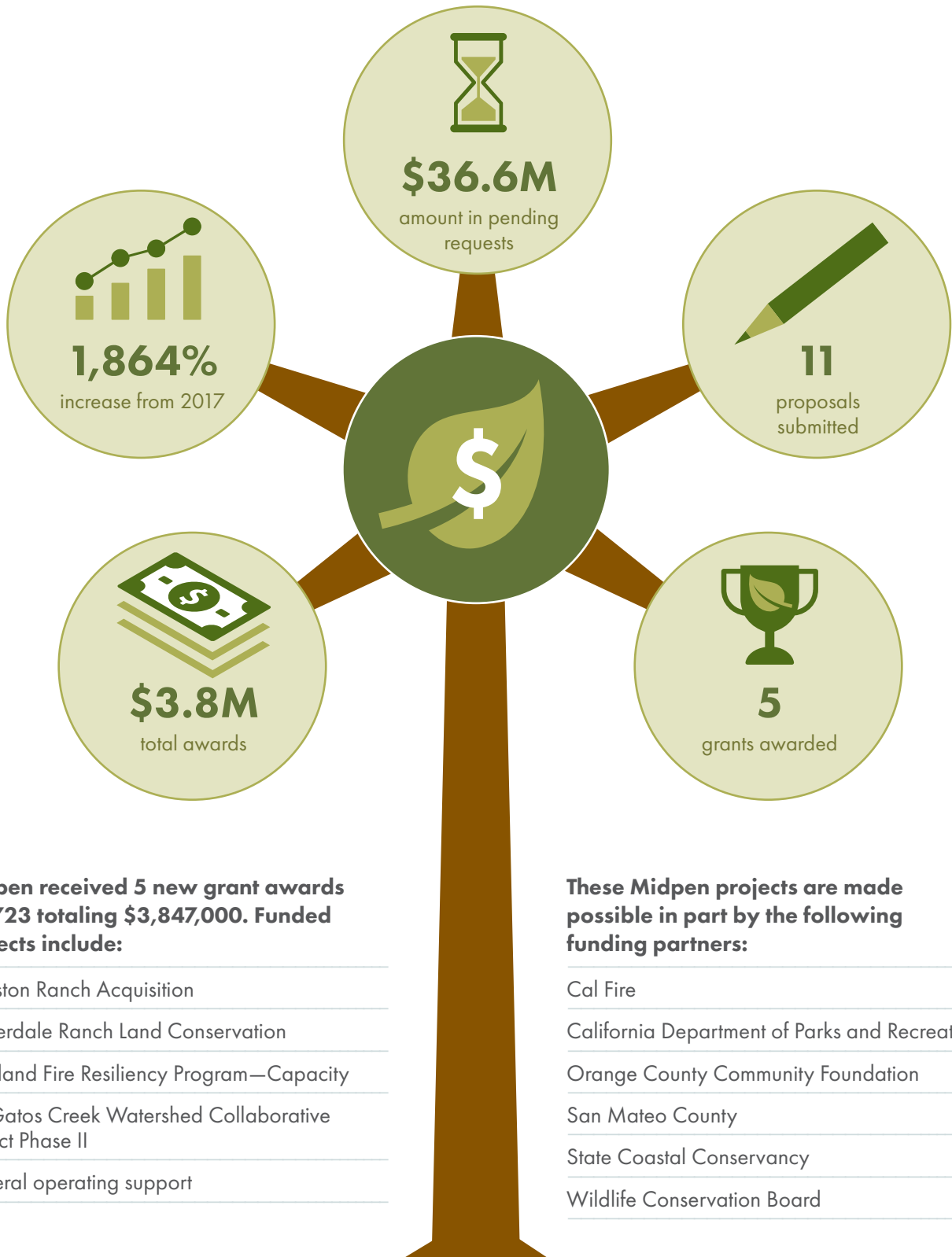
Annual Comprehensive Financial Report Award (fifth year)

Popular Annual Financial Report Award (fourth year)

Received the California Society of Municipal Finance Officers Budget Award for the fifth straight year.

Published an article in the CSDA Magazine: "Equal Representation: Midpen Uses GIS Technology to Conduct Transparent Redistricting."

Presented the Real Property Database Project at the 2022 Esri User Conference, an international GIS industry event attended by 15,000+ professionals.



Midpen disbursed \$225,499 in FY23 to grantees through Midpen’s Grantmaking Program, building and strengthening the environmental community through partnerships.

YEAR-END REVIEW OF FY23 ACTION PLAN PROJECTS

#	Project #	Project Name	FY23 Adopted Project Scope	FY23 Adopted Scope Status	FY23 Status Reason
Land Acquisition and Preservation					
1	20125	Cal-Water Land Exchange, Teague Hill Preserve	Complete Easement Exchange and Easement Documents. Secure Board approval and OGALS approval for the easement exchange.	In Progress	Slow response from Cal-Water; awaiting their review of easement documents to proceed with next steps.
2	MAA01-005	Johnston Ranch Land Acquisition	Complete lot line adjustment application and 100% fee transfer of Uplands property to Midpen. Secure trail easement rights to connect to Burleigh Murray State Park. Enter into MOU with City of Half Moon Bay for partnering on shared parking and trailhead at the City's Johnston House property.	In Progress	Lot line adjustment and fee transfer delayed while resolving legal matters and to allow for additional review time by City of Half Moon Bay. Continuing to work on securing trail easement from private property owner. Close of escrow anticipated in FY24.
3	MAA03-006	South Cowell Upland Land Conservation	Complete minor land division application to San Mateo County and fee transfer of South Cowell Uplands property to Midpen.	Completed	N/A
4	MAA05-015	Upper La Honda Creek Land Acquisition (Eberhard)	Added mid-year	In Progress (Added Mid-Year)	Land opportunity arose mid-year. Waiting on lot line approval from County of San Mateo. Anticipate approval in FY24.
5	MAA15-005	Upper La Honda Creek Land Acquisition (Eberhard)	Added mid-year	In Progress (Added Mid-Year)	Land opportunity arose mid-year. Waiting on lot line approval from County of San Mateo. Anticipate approval in FY24.
6	MAA22-006 (VP22-003)	San Jose Water Company Lands	Draft and execute all purchase related documents, secure Board approval and close escrow.	Completed	N/A
7	None	Districtwide purchase options and low-value land fund	As low-value purchase opportunities become available, move to complete deals under the general manager's authority.	Completed	N/A
8	Supporting Project	Land Conservation Guidance Document	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	Continuing to review existing policies; internal delays in review of draft due to other unanticipated pressing needs. Guidance document anticipated to go to the Real Property Committee for review in the fall/winter 2023.
9	VP08-001	Upper San Gregorio Land Conservation	Continue to pursue land opportunities. Complete access rights to Woodruff Redwoods property.	In Progress	No land opportunities became available. Continuing to work on realigning easement through private property to access Woodruff Redwoods property.
10	VP08-002	Upper Alpine Creek Land Conservation	Continue to pursue land opportunities.	Deferred	Owners not interested in selling at this time.

YEAR-END REVIEW OF FY23 ACTION PLAN PROJECTS

#	Project #	Project Name	FY23 Adopted Project Scope	FY23 Adopted Scope Status	FY23 Status Reason
11	VP13-001 (MAA13-003)	Cloverdale Ranch Land Opportunity	Complete lot line adjustment applications and pursue Board purchase approval of the Cloverdale Ranch property.	In Progress	Received Board approval for the purchase. Transfer of the 1,804-acre fee Phase 1 property and the Phase 2 - 1,161-acre fee and 2,139-acre partial interest properties transferred to the District. Lot line adjustment or exempt conveyance will be used to transfer 100% fee title of Cloverdale Ranch partial interest ownership. Survey work to begin in fall 2023. This work and any required County applications may take several years.
12	VP23-004	Mt. Umunhum Land Conservation	Purchase land from willing sellers as opportunities present themselves.	In Progress	Working to secure a 40-acre property near Mt. Thayer; requires additional time to confirm a willing seller and complete the potential purchase.
13	VP25-001	Sierra Azul Loma Prieta Land Conservation	Continue to pursue land opportunities.	In Progress	Waiting on willing sellers.
14	VP39-001	Lower San Gregorio Creek Watershed Land Conservation	In partnership with Peninsula Open Space Trust, monitor riparian conservation easement and support future creek restoration planning.	In Progress	Deal terms require revisions by POST, which has pushed out the timeline to FY24.
Natural Resource Protection and Restoration					
15	35012	Driscoll Ranch New Agricultural Well	Determine the feasibility and construction process of drilling new agricultural well. Prepare design and begin permitting and environment review.	In Progress	Feasibility assessment report recommended using existing well on La Honda Elementary School property. RP property met with the School Superintendent, which added time to the project. The School still uses the well, and a recent cost estimate for using this existing well is higher than expected. As a result, the District is now looking at the option of drilling a new well closer to existing distribution lines.
16	35016	Toto Ranch New Agricultural Well(s)	Determine the feasibility and construction process of drilling two new agricultural wells. Prepare design plans and begin permitting and complete environment review.	In Progress	Project area was too wet for consultant access in the winter and spring. Contract for feasibility and design work was recently executed and the work is scheduled to start in September.
17	61014	Bear Creek Stables Road Drainage Repairs	Monitor plant revegetation work.	Completed	N/A
18	61017	Fuel Reduction Implementation	Implement second year of fuel reduction work outlined in vegetation management plan to reduce fuels and lessen wildfire risk.	Completed	N/A

YEAR-END REVIEW OF FY23 ACTION PLAN PROJECTS

#	Project #	Project Name	FY23 Adopted Project Scope	FY23 Adopted Scope Status	FY23 Status Reason
19	61023	Los Gatos Creek Watershed Wildland Fire Resiliency	If funding is successful, implement second year of fuel treatments, which includes both mechanical and manual treatment options. Implement first year of the fuel treatments/ habitat restoration plan at Bear Creek Redwoods OSP. Complete the fuel treatments/habitat restoration plan and permitting at Cathedral Oaks.	Completed	N/A
20	61024	Lobitos Creek Fencing	Scope, plan and design the fencing improvement; begin local/regulatory permitting.	Completed	N/A
21	61028	SCC Forest Health & Wildfire - Wildland Fire Resiliency	Continue to implement fuel treatments, which includes both mechanical and manual treatment options. Final field work needs to be completed in September 2022. Final grant paperwork submitted by December 2022. Potential to secure additional grants.	Completed	N/A
22	61030	Toto Ranch Agricultural Plan	Prepare a RFP to solicit and hire an agricultural consultant to inform the agricultural plan and lease.	Completed	N/A
23	61031	SCC Wildland Fire Capacity grant	Added mid-year	Completed (Added Mid-Year)	Grant obtained after start of the fiscal year.
24	80054	Badger/Burrowing Owl Habitat Assessment	Prepare a manuscript and submit for review and publication in scientific journal(s). Engage with neighboring partners to build regional management and conservation goals.	Completed	N/A
25	80058	Districtwide Aquatic Habitat Assessment and eDNA Collection	Complete first year surveys and preliminary report.	In Progress	Scope switched from Districtwide surveys to focused surveys at Cloverdale this fiscal year to fill data gaps for Conservation Management Unit development for special status species at the Preserve. Preliminary report due in Q1 FY24.
26	80059	Groundwater Well Decommissioning	Obtains permits and hire a contractor to assess and decommission wells in the Skyline Region.	Completed	N/A
27	80063	Districtwide Vegetation Mapping	Integrate final deliverables into Midpen's Enterprise GIS database.	Completed	N/A
28	80065	IPM Implementation of Santa Clara Valley Water District Grant	Continue to expand the scope to implement IPM on high priority weeds in riparian areas within Bear Creek Redwoods, Rancho San Antonio, Picchetti Ranch and other preserves in Santa Clara County.	In Progress	MOU and Task Order for FY23 was delayed because it took some time getting these items approved by the grantee agency. Therefore the work started later than anticipated.
29	80066	Amah Mutsun Land Trust Native Garden	Collaborate with Amah Mutsun Land Trust staff to create site plans, obtain permits, and conduct CEQA analysis for the native habitat garden.	Deferred	Land Trust did not have capacity this year.

YEAR-END REVIEW OF FY23 ACTION PLAN PROJECTS

#	Project #	Project Name	FY23 Adopted Project Scope	FY23 Adopted Scope Status	FY23 Status Reason
30	80069	Mountain Lion Collaring Effort - Rancho San Antonio/Foothills Area Preserve	Receive second year status report and prepare findings, continue ongoing research. Develop framework for, and implement, behavioral modification research.	Completed	N/A
31	80070	Carbon Storage Study - Pilot Project, San Gregorio Watershed	Using data and reports, identify carbon resilience enhancement opportunities and implementation timelines.	In Progress	Opportunities have been identified and scopes and implementation timelines for those opportunities are in progress. Completion of these items are pending further information on permitting needs, public process, and other considerations.
32	80072	Irish Ridge Restoration	Complete the habitat restoration plan and permitting.	In Progress	The permitting of this project will be combined with the Purisima-to-the-Sea Project, resulting in timing delays to the restoration but a more streamlined permitting and implementation process that will reduce overall costs to the District.
33	80073	Oversight of Lehigh Quarry Activities	As needed, continue to work with partners, stakeholders, county and Lehigh to maximize protection of District interests. Monitor Ridgeline Easement and report results to Santa Clara County.	Complete	N/A
34	80074	Science Advisory Panel	Collaborate with Stanford University/Jasper Ridge Biological Preserve to develop a scope of work for a shared post-doc to implement landscape monitoring recommendations. SAP recommendations for Grazing topic are incorporated into other projects. Other recommendations to be further considered and folded into best practices, as appropriate, by District staff.	In Progress	Stanford collaborators did not have capacity to proceed with creating a post-doc position in FY23.
35	80075	Aquatic Habitats Climate Resiliency Plan	Refine the project scope and gather a limited subset of required data to validate approach and methodologies.	Cancelled	This item was removed from the action plan and absorbed into the Natural Resources department's operational workload due to the small budget.
36	80077	Ethnobotanical Inventory for Tribal Partnerships	Conduct outreach to local Native American descendants and tribes on potential ethnobotanical partnership. Identify tribal capacity and contract with ethnobotanists to assist with partnership development.	In Progress	Scoping was extended to allow for a more meaningful collaborative development process with Tribal members.
37	80081	Pescadero Watershed Sediment Reduction Implementation	Begin conceptual designs for several of the highest priority sites.	In Progress	Assessment of sites delayed due to need to shift focus of engineers and consultants on winter storm damage priorities.
38	80082	San Gregorio Water Quality Improvement Plan	Conduct a study to identify high priority sites.	In Progress	Pause in survey work due to inaccessibility of preserves during and following storm events. Consultants have re-initiated field work as of May 2023.

YEAR-END REVIEW OF FY23 ACTION PLAN PROJECTS

#	Project #	Project Name	FY23 Adopted Project Scope	FY23 Adopted Scope Status	FY23 Status Reason
39	80083	Santa Cruz Kangaroo Rat Habitat and Population Management Project	Conduct a habitat assessment and rare plant surveys in Sierra Azul. Support genetic research and development of a range-wide monitoring program. Incorporate findings into an RPFQ for the creation of a Habitat and Population Management Plan.	In Progress	The California Department of Fish and Wildlife may require an additional year of rare plant surveys. Additional live trapping is required due to low capture rates.
40	80084	Remediation of Planting Sites	Hire consultant to assist with development of District Phytophthora Remediation Plan.	Deferred	Project Manager was on leave in FY23. Project has resumed in FY24.
41	80003-10	Wildland Fire Resiliency Program	Continue and complete phase 2 of the Wildland Fire Resiliency Program (prescribed burn element), including all CEQA requirements.	Completed	N/A
42	80034-44	Programmatic State and Federal Environmental Permitting	Added mid-year	In Progress (Added Mid-Year)	The FY22 scope was not completed and was carried over into FY23. In FY23, the final US Army Corps Regional General Permit could not be issued until the final Coastal Development Permit is issued by San Mateo County.
43	MAA01-006	Madonna Creek Fish, Water Supply and Bridge Replacement	Develop alternative water supply concepts, concept designs for habitat improvements, and designs for any structural improvements to spillways.	In Progress	Flooding in January 2023 damaged the onsite infrastructure and delayed the concept designs for habitat and structural improvements.
44	MAA02-004	Stevens Creek Shoreline Nature Area Restoration	Distribute material on dry pond bottom, thin vegetation, explore predator activity onsite and options to control, and coordinate ongoing monitoring with local partners. Establish education and outreach opportunities. Continue communication and coordination toward phase 2: water control infrastructure changes.	Completed	N/A
45	MAA03-002	Purisima Upland Site Clean up and Soil Remediation	Finalize the Remediation Plan, complete CEQA, and obtain County permits for the project.	In Progress	The Water Board is still reviewing the Remediation Plan. When it is approved the project will move to CEQA and permitting.
46	MAA03-007	Purisima-to-the-Sea Habitat Enhancement and Water Supply Improvement Plan	Complete design and begin permitting.	Completed	N/A
47	MAA03-011	Lobitos Creek Fisheries Restoration	Hire a consultant to collect topographic, habitat, and other data to inform a high level conceptual design and rough cost estimate for fish passage improvements across Highway 1.	Deferred	The FY23 scope was deferred due to budget reprioritization and staffing limitations.
48	MAA05-010	Restoration Forestry Demonstration Project	Begin design work for road/sediment work and initiate permitting. Initiate forest plan development.	In Progress	Forest plan development was initiated, but design work for road/sediment work and permitting were delayed due to Board direction for increased public outreach and staffing changes.

YEAR-END REVIEW OF FY23 ACTION PLAN PROJECTS

#	Project #	Project Name	FY23 Adopted Project Scope	FY23 Adopted Scope Status	FY23 Status Reason
49	MAA05-011	Lone Madrone Ranch Fence Installation	Scope the proper location for the fence placement. Prepare fencing bid package.	Completed	N/A
50	MAA07-008	Lower Turtle Pond Repair	Finalize design and continue permitting process.	Completed	N/A
51	MAA20-001	Wildlife Corridor: Highway 17 Crossing	Begin transitioning project to Engineering & Construction (E&C) for permitting and design. Continue public and partner outreach, and seeking funding opportunities. Continue work on Mitigation Credit Agreement.	In Progress	Project remains in CEQA/NEPA phase. Transition to E&C for Permitting and Design will begin in FY24, led by VTA as the project delivery partner. Completion of CEQA/NEPA and project delivery partner agreement took longer than originally scoped due to need for multiple revisions and reviews by both parties.
52	MAA21-007	Bear Creek Redwoods Preserve Plan: Invasive Weed Treatment and Restoration	Implement year four 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.	In Progress	Staff vacancy of IPM Coordinator position and winter storm impacts at Bear Creek Redwoods curtailed some work.
53	MAA21-010	Bear Creek Redwoods Landfill Characterization and Remediation	Hire a design-build firm to obtain permits and develop a remedial action plan for the dump.	In Progress	Project delivery process was shifted from design-build to a traditional design-bid-build process. Extra time was also needed to allow more time for curation of artifacts.
54	Supporting Project	Agricultural Policy	Finalize Board approval of the Agricultural Policy.	In Progress	Board requested broader and more intensive outreach than originally planned, which occurred alongside the creation a new Ad Hoc committee. Also received request from stakeholders for additional consultation.
55	Supporting Project	Drought Response and Resiliency Plan	Conduct outreach to internal and external stakeholders, identify action thresholds and implementation measures.	Completed	N/A
56	Supporting Project	Water Quality Monitoring Program	Conduct outreach to internal and external stakeholders, hire consultant to assist with collection priorities and procedures, and finalize the Water Quality Monitoring manual.	In Progress	Hiring of a consultant and completing the Water Quality Monitoring manual were not completed due to reduced staffing capacity within the department.

YEAR-END REVIEW OF FY23 ACTION PLAN PROJECTS

#	Project #	Project Name	FY23 Adopted Project Scope	FY23 Adopted Scope Status	FY23 Status Reason
57	VP22-001	Alma Bridge Road Newt Passage	Finalize design, CEQA and permitting of wildlife crossing structures. Possibly move into implementation of capital project to install one or more wildlife crossing structures and associated directional fencing (dependent on support and funding from partners and grantors).	In Progress	Continued to move project through conceptual design, alternatives analysis, and stakeholder review in FY23. Project will move into final design, CEQA and permitting in FY24. Scope, budget and scale of project changed to adequately address that roadkill is much larger and more complex than anticipated.
Public Access, Interpretation and Education					
58	31901	ADA Barrier Removal	Complete year four of priority barrier removals.	In Progress	Field and engineering progress slowed this year as staff evaluated storm damage recovery, and shifted focus on repairing and re-opening trails and facilities. Additionally, construction for the Easy Access Improvement Project will take place after possible grant award decision from the Wildlife Conservation Board. The grant pre-application was submitted March 2023 and selection is anticipated August 2023.
59	31903	Hwy 35 Multi-use Trail Crossing and Parking - Phase I Feasibility Study and Phase II Concept Design	Continue feasibility studies and conceptual design work for the trail crossing and parking area expansion, including biological surveys and habitat assessments. Engage key stakeholder groups for input on parking area programming. Present the conceptual design alternatives to the Planning and Natural Resources Committee for feedback before taking the project to the Board.	In Progress	Conceptual design alternatives were slightly delayed and presented to the Planning and Natural Resources Committee in July 2023.
60	31904	Purisima Preserve Multimodal Access Study	Based on data collection, visitor survey responses, and stakeholder engagement, complete transportation demand management study. Present recommendations to the Planning and Natural Resources Committee for discussion and next steps, and subsequently to the full Board for concurrence on the recommended strategies to pursue.	Completed	N/A
61	35008	Kennedy Trail Retaining Wall	Complete geotechnical investigation, design and permitting.	Deferred	The project was deferred to FY25 due to ongoing negotiations with neighbor on property line adjustment.

YEAR-END REVIEW OF FY23 ACTION PLAN PROJECTS

#	Project #	Project Name	FY23 Adopted Project Scope	FY23 Adopted Scope Status	FY23 Status Reason
62	35015	Rancho San Antonio Road Repair	Complete assessment, design documents, permits, and environmental review. Bid project for construction and begin construction.	In Progress	Completed the geotechnical investigations and technical memorandum for the RSA service road work in FY23. The remaining tasks were shifted to FY24 to coordinate more closely with the Rancho San Antonio ADA Path planning efforts. Awaiting alignment recommendations by the ADA consultant to confirm scope and solicit the design services of a civil engineer.
63	61025	FFO Trail Bridge Replacements	Secure permits.	In Progress	Geological investigation determined existing bridge is located on unstable land mass. The consultant recommended replacing the bridge with a large culvert. Reports have been modified to change scope of work and instead pursue regulatory permitting for a culvert.
64	61027	Rancho San Antonio ADA Path to Deer Hollow Farm	Conduct site investigations and assessments and early resource agency coordination. Complete initial review by ADA consultant. As needed, hire consultant to conduct biological and cultural resource surveys. Adjust trail scope and/or planned alignment to avoid impacts as needed.	In Progress	Additional site investigation and assessments will occur in FY24 now that preferred trail segments have been identified.
65	61029	Monte Bello Black Mountain Trail Extension	Project scoping and scouting.	In Progress	Significant storm damage impacted crew's ability to conduct sufficient trail scouting of the Black Mountain Trail Extension.
66	MAA03-005	Purisima-to-the-Sea Trail and Parking Area - Phase I Feasibility Study	Finalize feasibility studies for the trail extension, parking area, connector trails and roadway crossings and present results to the Board to confirm next steps.	Completed	N/A
67	MAA05-007	La Honda Creek Phase II Trail Connections	Develop design documents for trail improvements. Prepare and submit county and regulatory permit applications.	In Progress	Regulatory permit application submittals are still pending due to minor adjustments in the project design.
68	MAA05-008	La Honda Creek White Barn Structural Rehabilitation	Begin and complete the repairs.	In Progress	Permitting and limited work windows due to bat habitation have pushed construction into Fall 2023 (FY24).
69	MAA05-009	La Honda Creek Redwood Cabin Removal and Site Restoration	Complete CEQA review and submit permit applications. Prepare bid package, solicit bids and award contract.	Completed	N/A
70	MAA05-012	Paulin Culvert/Bridge Improvements	Assess culvert/bridge conditions. Prepare design plans based on assessment recommendations. Conduct environmental review and prepare permit applications.	In Progress	Most of the work has been delayed due to a shift in priorities to address Winter 2022-23 storm damage repairs and FEMA grant submittals.
71	MAA06-002	Hawthorns Area Plan	Continue data collection, surveys, technical studies, and stakeholder engagement to further characterize resources at the Hawthorns Area and identify site opportunities and constraints.	Completed	N/A
72	MAA10-001	Alpine Road Regional Trail, Coal Creek	Complete contractor construction (phase 1). Finalize permitting and design for the bypass trail reroute (phase 2).	Completed	N/A

YEAR-END REVIEW OF FY23 ACTION PLAN PROJECTS

#	Project #	Project Name	FY23 Adopted Project Scope	FY23 Adopted Scope Status	FY23 Status Reason
73	MAA11-003	Rancho San Antonio (RSA) Multimodal Access - Implementation (MAA Eligible)	Continue implementation of tier 1 strategies to install bicycle facilities, dynamic signage, and bike access improvements.	Completed	N/A
74	MAA16-001	Long Ridge Trail Connection to Eagle Rock and Devils Canyon	Assess project goals. Continue trail scouting and identify site opportunities and constraints.	Completed	N/A
75	MAA20-002	Bay Area Ridge Trail: Highway 17 Crossing	Continue Caltrans PA&ED phase, including CEQA/NEPA review. Continue the Use & Management planning process for the crossings, regional trail connections, and other improvements associated with the Project. Continue public and partner outreach, and seek funding opportunities.	Completed	N/A
76	MAA21-004	Bear Creek Stables Project	Secure Building Permits, prepare Bid Package, Solicit a Request for Bids, Award Contract, and Initiate Construction.	In Progress	The Use Permit is on-hold until a fire suppression system and other permit conditions are negotiated with the County Fire Marshal.
77	MAA21-006	Bear Creek Redwoods - Alma College Cultural Landscape Rehabilitation	Complete the site construction work. Purchase and install year 1 of native nursery plants, seed, plant protections (to protect from animal browsing), and fencing.	In Progress	After construction, the soils in the planting sites were deemed unsuitable for the installation of year 1 native nursery plants. Staff have applied amendments and incorporated them into the soil, delaying the installation of native plants until December 2023.
78	MAA21-011	Phase II Trail Improvements, Bear Creek Redwoods OSP	Solicit bids for construction work. Initiate bridge and culvert construction. Conduct biomonitoring and revegetation/reseeding as needed. Begin construction of trail, including new connecting trail and trailhead to the BCR/Hwy 17 junction.	In Progress	All of the FY23 scope, excluding the Caltrans permitting of the Northeast Trailhead, was completed in FY23. Caltrans required the permitting of the Northeast Trailhead to go through a more significant encroachment permitting process.
79	Supporting Project	Cooley Landing Site Use Agreements	Finalize and approve agreements.	In Progress	Land Use Covenant to protect the soil cap was not finalized. The Regional Water Quality Control Board (RWQCB) added a requirement to provide a sea level rise assessment before final approval. The Management Agreement is on hold until completion of other agreements. Utility easement still pending East Palo Alto approval.
80	Supporting Project	Middle Stevens Creek Trail Connection	Added mid-year	In Progress (Added Mid-Year)	Added mid-year due to outreach to the District by the Friends of Stevens Creek Trail seeking technical support on the evaluation of potential trail alignment easements.

YEAR-END REVIEW OF FY23 ACTION PLAN PROJECTS

#	Project #	Project Name	FY23 Adopted Project Scope	FY23 Adopted Scope Status	FY23 Status Reason
81	Supporting Project	Regional Trails and Active Transportation/Access to Open Space Planning and Coordination	Continue participation in regional trails planning and active transportation planning efforts that include Bay-to-Sea Trail Feasibility Study, Coastal Trail Gaps Analysis and Feasibility Study, Bay Area Ridge Trail priorities, SFPUC South Skyline Ridge Trail Extension, Stevens Creek Trail, etc. Continue participation in ReImagine SamTrans, Dumbarton Rail Corridor Bike/Ped Trail, and other active transportation plans.	Completed	N/A
82	Supporting Project	Trail Information System	Hire and train Planning interns in data collection protocols. Continue data collection at Midpen preserves and updating public-facing materials as additional data is collected.	Completed	N/A
83	VP05-002	La Honda Creek Parking and Trailhead Access - Phase I Feasibility Study	Complete technical analysis and present findings to PNR for review, input, and direction on next steps toward developing conceptual site plan alternatives. Respond to feedback from public and stakeholder engagement.	Completed	N/A
84	VP11-001	Rancho San Antonio (RSA) Multimodal Access - Implementation (Non-MAA Funded)	Continue coordinating with implementation partners on timing, funding and implementation of tier 1 partnership elements. Complete feasibility studies for the shuttle program and ride hail program. Initiate pilot programs if deemed feasible.	In Progress	Slight delay in completing the feasibility studies for the shuttle program and ride hail program. Item went to the PNR in July 2023 and is scheduled to go to the full Board in September 2023.
85	VP14-001	California Riding & Hiking Trails	Complete transfer of California Riding and Hiking Trail (CRHT) from State of California to the District. Acquire additional private trail easements as needed. Initiate outreach and negotiation with private property owners subject to existing CRHT easements.	In Progress	Delay from California State Parks in reviewing documents needed for proceeding with transfer process.
86	VP21-005	Bear Creek Redwoods North Parking Area	Conduct planning and technical studies for conceptual design alternatives.	In Progress	Completed all studies planned in FY23 except Traffic Study. This study could not be completed because Bear Creek Road was closed due to storm-related road failures.
Assets and Organizational Support					
87	10001	Records Management	Complete document digitization of paper files and proper disposition of paper documents. Complete input of digitized documents into the Electronic Document Management System from electronic files.	In Progress	Digitization of paper files is ongoing due to vendor delays and quality control issues with scanned files.
88	10002	San Mateo County Master Permit	Submit master permit application for county review. Conduct CEQA Review for covered activities. Continue stakeholder engagement. Work with county to advance master permit approval.	Completed	N/A

YEAR-END REVIEW OF FY23 ACTION PLAN PROJECTS

#	Project #	Project Name	FY23 Adopted Project Scope	FY23 Adopted Scope Status	FY23 Status Reason
89	10003	Diversity, Equity, and Inclusion Program Actions	Implement first year of actions items (two to four DEI initiatives), focusing on initiatives that are foundational to support ongoing DEI goals. Certain initiatives will be completed within the fiscal year and others may need multiple years to fully implement.	Completed	N/A
90	10004	FOSM Update	Hire consultant, conduct staff interviews, prepare scenarios for staffing and organizational change over the next 10 years. Analyze those scenarios for efficiency of service delivery and financial sustainability. Prepare draft report.	Completed	N/A
91	31202-11-100000	New Administrative Office (AO) Facility	Project closeout and address post-construction matters.	Completed	N/A
92	31905	Basic Policies for the Coastal Annexation Area	Obtain Board approval of workplan. Prepare a framework to develop basic policies for the Coastal Annexation Area based on interdepartmental review of current District policies, guidelines, and practices. Prepare a public and stakeholder engagement strategy.	In Progress	Slight delay, added LFPAC review to the process to allow more public input opportunity with Board approval of the workplan, including the public engagement strategy occurring in July 2023.
93	35004	Sierra Azul Ranger Residence	Develop bid package, solicit bids and award contract. Initiate construction.	In Progress	Limited staff resources to prioritize final elements of teh AO project resulted in postponing the consultant selection and construction document development for the ranger residence. Bid solicitation and construction have shifted into FY24.
94	35009	Red Barn Roof Repair	Begin implementation of roof repair recommendations.	Completed	N/A
95	35010	Structure Disposition	Complete implementation actions for structures evaluated in FY22. Conduct research and assess conditions of an additional two to three structures. Develop disposition recommendations for Board consideration and direction.	Completed	N/A
96	35011	Hawthorns Historic Complex Structural Assessment	Complete memo of the research findings and site visit. Complete structural assessments and provide options with cost estimates. Present information to Board and receive direction on next steps.	In Progress	Site visits, structural assessments and cost estimates are completed. Additional time was required to brainstorm potential options and present range of preliminary options to POST and Town of Portola Valley staff to confirm feasibility prior to bringing options to the Board for feedback. In September 2023, the GM is recommending formation of an Ad Hoc to assist staff with refining the options before bringing the item to the full Board in early 2024.

YEAR-END REVIEW OF FY23 ACTION PLAN PROJECTS

#	Project #	Project Name	FY23 Adopted Project Scope	FY23 Adopted Scope Status	FY23 Status Reason
97	40013	50th Anniversary Public Events and Activities	Hold series of anniversary events, activities and anniversary gatherings.	Completed	N/A
98	50005	Tyler Munis Enterprise Resource Planning (ERP) Migration	Investigate additional workflow automations for new Human Capital Management and Financial Management Modules. Retire associated Access databases.	Completed	N/A
99	51705	Cybersecurity Audit	Develop scope of work, release RFQP, select consultant, and enter into contract.	In Progress	Selection of consultant was delayed due to extensive troubleshooting and work needed for the new AO operational systems. Additionally, IST played a more significant role in the Munis migration than anticipated to ensure success.
100	51707	District-wide Firewall Upgrade	Conduct needs assessment to identify firewall needs over the next 3-5 years that take into account the growing security demands.	Completed	N/A
101	51708	Preserve Use Permit System	Gather business requirements and conduct permit systems needs assessment	Completed	N/A
102	61020	Thornewood Residence Evaluation	TBD, based on board-approved direction given in late FY22.	Completed	N/A
103	61026	Quam Residence Road Repair	Develop bid package, solicit bids and award contract if total costs are less than \$350,000. If costs are greater than \$350,000 seek further board approval.	In Progress	The US Army Corp permit review and approval process was delayed, and issuance of permit coverage through the OSMRP did not occur until mid summer 2023. Bid process occurred in August. Staff is preparing to return to the Board for additional direction based on bid results in late fall 2023.
104	65407	Radio System Assessment and Upgrade	Continue installation of new radio system. Replace all handheld and vehicle radios. Conduct testing of new system. Once testing is complete, conduct final cleanup, cutover and final acceptance.	In Progress	Project stalled for more than a year while awaiting a fee proposal from vendor who was source through use of a cooperative purchasing agreement with another public agency. Despite numerous conversations over the course of months, vendor provided an inadequate proposal in late May 2023. Given poor results, the District is preparing to solicit a Request for Proposals from vendors in FY24 to acquire and install the necessary radio equipment.
105	61010	Toto Ranch Well Drilling and Construction, Tunitas Creek	Added mid-year.	Completed (Added Mid-Year)	N/A
106	61016	Burkhart Spring Construction	Added mid-year.	Completed (Added Mid-Year)	N/A
107	None	District Office Server Refresh	Conduct server infrastructure needs assessment, research server infrastructure, and select servers hardware and software.	Completed	N/A

YEAR-END REVIEW OF FY23 ACTION PLAN PROJECTS

#	Project #	Project Name	FY23 Adopted Project Scope	FY23 Adopted Scope Status	FY23 Status Reason
108	None	Ranger Laptop Refresh	Assess ranger laptop needs. Begin procuring, configuring and issuing ranger laptops.	Completed	N/A
109	None	Vehicle and Machinery/Equipment Purchases	Possibly replacing two vehicles and purchasing two additional maintenance trucks. Will assess the need for two additional pieces of equipment, possibly mid-size excavator and a transport trailer.	In Progress	Due to supply chain issues, 4 remaining vehicle purchases will arrive in FY24.
110	Supporting Project	Bear Creek Stables Operator RFP/Lease	Finalize Concessionaire agreement and monitor new lease operation.	Completed	N/A
111	Supporting Project	Customer Relationship Management (CRM)	Train departments in new features. Research potential additional CRM functionality to track public and partner engagement across departments and implement as needed.	Completed	N/A
112	Supporting Project	Design-Build Legislation	Work with delegation to seek passage of legislation by August 31, 2022.	Completed	N/A
113	Supporting Project	Fire Suppression Program: Review Staffing, Equipment and Training	Continue implementation as necessary.	Completed	N/A
114	Supporting Project	Fleet Transition Plan	Manage the production of a fleet transition plan to inform future fleet management decisions, including replacements and purchases.	In Progress	The award of contract was delayed to allow time for staff to consider eligibility and fit of pursuing a potential grant opportunity through Peninsula Clean Energy (PCE). Unfortunately, after careful review and discussions with PCE, staff were unable to match the District's required fleet transition plan scope within the grant program limitations and requirements. The District moved forward with awarding the contract in February 2023.
115	Supporting Project	Good Neighbor Policy Update	Solicit public input on Good Neighbor Policy revisions. Prepare draft recommendations and policy revisions.	In Progress	Public input deferred to prioritize 50th anniversary events and projects due to staff capacity constraints. LFPAC reviewed the draft of the updated policy in August 2023. After which, public outreach is scheduled to begin in fall 2023. Project will run through FY24.
116	Supporting Project	Historic Resources Procedural Guide/Library	Finalize database framework and begin populating with existing historic resource data. Update historic resources procedural guide with new practices related to library, database, or historic resource management.	Completed	N/A
117	Supporting Project	Public GIS Hub	Go-live with ArcGIS Hub site and applications. Update webpages. Promote on social media.	In Progress	Launch delayed to address beta testing group feedback. Staff are implementing custom website features and improving content organization.
118	Supporting Project	SharePoint - Document Management System	Continue network drive departmental migrations to electronic document management systems.	Completed	N/A