



Midpeninsula Regional
Open Space District

R-14-59
Meeting 14-09
March 26, 2014

AGENDA ITEM 4B

AGENDA ITEM

Adoption of the Midpeninsula Regional Open Space District Fiscal Year 2014-15 Action Plan

GENERAL MANAGER'S RECOMMENDATION

A handwritten signature in dark ink, appearing to be "S. G. G.", is written over the text of the General Manager's Recommendation.

Adopt the Midpeninsula Regional Open Space District Fiscal Year 2014-15 Action Plan.

SUMMARY

The proposed Fiscal Year 2014-15 (FY2014-15) Action Plan was initially reviewed by the Board of Directors (Board) at its regular meeting on February 26, 2014 (R-14-38) with no substantive changes requested. The item is returning to the Board for a second reading and includes the General Manager's recommendation for final approval.

DISCUSSION

The District's annual action plan is initially reviewed by the Board each February and brought back to the Board with any requested changes for a second reading and final approval in March. The proposed FY2014-15 Action Plan was reviewed by the Board at its regular meeting on February 26, 2014 (R-14-38) with no substantive changes requested. The proposed FY2014-15 Action Plan is returning to the Board for a second reading and final approval.

FISCAL IMPACT

Fiscal impact is identified for each Key Project within the Action Plan document. The proposed annual District budget is linked to the Action Plan to reflect project costs. For more information on the FY2014-15 Budget, please refer to Board Agenda Item 4C.

BOARD COMMITTEE REVIEW

The Action Plan and Budget Committee reviewed the proposed FY2014-15 Action Plan on February 4, 6, and 11 and recommends approval by the full Board.

PUBLIC NOTICE

Notice was provided pursuant to the Brown Act. No additional notice is necessary.

CEQA COMPLIANCE

No compliance is required as this action is not a project under the California Environmental Quality Act (CEQA). The Action Plan contains anticipated projects that will require further Board review and approval, some of which may be subject to CEQA review. These projects will comply with all CEQA requirements prior to proceeding as a normal part of the implementation process.

NEXT STEP

Projects listed in the FY2014-15 Action Plan would be implemented according to the schedules described in the Action Plan.

Responsible Manager:

Ana Ruiz, Assistant General Manager, AICP

Prepared by:

Kate Drayson, Administrative Services Manager

Contact person:

Stephen E. Abbors, General Manager

Kate Drayson, Administrative Services Manager

**FY 2014-15 ACTION PLAN KEY PROJECTS:
DISTRICT-WIDE**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: STRATEGIC PLANNING

Priority 1 - NOTE: All District-Wide Projects are Priority 1 unless deferred

Vision Plan <i>Document Preparation</i>	Develop strategies and priorities consistent with the District's mission for the next generation of land conservation, resource stewardship, and recreational access informed by science and community input.	Prepare final paper and digital Vision Plan documentation as well as GIS Conservation Atlas.	Q2 FY14-15 - Complete Vision Plan	\$204,000	Q2 FY14-15 - Board Review Complete Vision Plan
Vision Plan Implementation Guide	Develop implementation guide for Vision Plan that details timeline, scope, and resource needs to implement Priority Actions.	Working with all Departments, develop plan for implementing Vision Plan Priority Actions. Implementation Plan will evaluate staffing and consultant resource needs, budgetary needs, major milestones, and timeline for implementing Priority Actions. Staffing evaluations will include Operations staffing needs	Q4 FY14-15 - Complete Vision Plan Implementation Guide	\$30,000	Q4 FY14-15 - Action Plan & Budget Committee
Capital Finance Program	To obtain long term funding for priority District capital projects as directed by the Vision Plan Process.	<u>Management</u> - Continue to work with consultants to research and lay the groundwork for a capital finance project. <u>Public Affairs</u> - Continue to inform the public about the District's Mission, Strategic direction, and Programs	Q2 FY14-15	\$131,000 - Consulting \$812,075 - Election Costs	
Evaluate Business Model	Evaluate organizational business model to optimize service delivery	Work with organizational consultant to evaluate organizational structure, staffing, processes and procedures to most effectively and efficiently implement the District's Vision Plan.	Q4 FY14-15	\$100,000	

**FY 2014-15 ACTION PLAN KEY PROJECTS:
DISTRICT-WIDE**

Key Project	Purpose	Project Description			Board Committee Review
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PROGRAM: PUBLIC RECREATION AND ACCESS

Mount Umunhum Public Access Implementation (Radar tower interim repairs) <i>(Element of the SA/BCR Master Plan project)</i>	Secure radar tower for interim "life safety" repairs as defined by SC Co., to allow public access to the exterior base for a five-year period following stabilization. Deadline is October 2017 for public to raise necessary funds to secure building permanently.	Complete final design detailing, Coordinate with County of Santa Clara and complete permitting. Advertise, go out to bid, award and construct repairs. Close out project in fall 2014.	Q1 FY14-15: Design, Permitting, & Bidding Q2 FY14-15: Construction Q3 FY14-15: Close Out	\$390,000	Q1 or Q2 FY14-15 PNR input in case unforeseen issues arise (low probability)
Mount Umunhum Public Access Implementation (Bald Mt parking area) <i>(Element of the SA/BCR Master Plan project)</i>	Provide public parking access to serve as trailhead for trail to summit.	Cost match for State Coastal Conservancy (SCC) grant, who will be asked for \$430k reimbursement of these funds for a total District cost match of \$230,000. Coordinate with County, resource agencies, and consultant team to obtain permits. Bid project competitively and complete construction. SCC Grant administration.	Q1 FY14-15: Permitting Q2 FY14-15: Bidding Q3-Q4 FY14-15: Construction	\$660,000	No Committees, Board Approval of Construction Contract Q1
Mount Umunhum Public Access Implementation (Purple martin restoration) <i>(Element of the SA/BCR Master Plan project)</i>	Restore populations of avian species thought to be extirpated from the area but found at Mt. Um. Make presence of Purple Martins a flagship species for the restoration of the summit as a whole.	Oversee consultant team. Coordinate with regional specialists, SFBBO. Develop design. Construction of trial nest box installation.	Q1-Q2 FY14-15: Nest box installation Ongoing: Monitoring	\$10,000	No Committees

**FY 2014-15 ACTION PLAN KEY PROJECTS:
DISTRICT-WIDE**

Key Project	Purpose	Project Description			Board Committee Review
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PROGRAM: PUBLIC RECREATION AND ACCESS (Cont'd)

Mindego Gateway Project - POST Funded (Ancient Oaks Connector Trail)	Complete design, permitting and construction of the Ancient Oaks Connector Trail.	Design 95% complete. Grading permit from County of San Mateo obtained. Need building permit for bridges. District crews to construct in Spring 2014.	Q1 FY14 -15: Permitting Bridges Q2 FY14-15: Trail and Bridge Construction Q3/4 FY14-15 Close Out	\$250,000	No Committees, Board Approval of Bridge Abutment contractor Q1 or Q2
Mindego Area (Mindego Hill Trail)	Provide access to Mindego Hill. Public's first introduction to cattle grazing operations on District lands.	Design and permitting complete. Construct trail to top of Mindego Hill. Initiate planning for demolition of structure(s) as required as a condition of the County grading permit to build the trail.	Q1-Q2 FY14-15: Construction	\$80,000	No Committees, Q4 FY13-14 Board approval for CCC contract or other trailbuilding contract
Mindego Area (Silva Driveway)	To receive final on the Mindego Gateway Project, all outstanding permit issues with the Silva driveway must be resolved.	Fire code-related driveway and turnaround upgrades, water tank system, and hydrant. Target completion date is September 2014 to comply with Mindego Gateway MOU. Refer to Real Property Action Plan for remaining house improvements.	Q1 FY14-15: Permitting & Bidding Q2 FY14-15: Construction	\$97,000 (budget carried by Real Property)	No Committees

PROGRAM: RESOURCE MANAGEMENT

Integrated Pest Management Program	Develop a formal Integrated Pest Management Program with documentation, procedures, and public input.	Develop an integrated pest management program and start the environmental review. Gather and address public input.	Q1 FY14-15 - IPM Guidance Manual Q2 FY14-15 - Draft CEQA Document Q3 FY14-15 - Final CEQA Document	\$200,000	Q1 FY14-15 - Board Review IPM Guidance Manual Q2 - Board Draft IPM CEQA Document Q3 - Board Certify IPM CEQA Document
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**FY 2014-15 ACTION PLAN KEY PROJECTS:
DISTRICT-WIDE**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: RESOURCE MANAGEMENT (Cont'd)

Endangered Species Act Take Permit: Safe Harbors Agreement	Permit streamlining for District projects that may impact protected species.	Develop agreement with US Fish and Wildlife Service to permit take of listed species when implementing projects.	Q2-Q4, FY14-15 - Develop Safe Harbors Agreement with USFWS.	\$27,500	Q3 FY14-15 - PNR Review Safe Harbors Agreement
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PROGRAM: AGRICULTURAL LAND MANAGEMENT

La Honda Creek Event Center/Apple Orchard	1. Management of the Event Center and Apple Orchard Properties as additions to the La Honda Creek Open Space Preserve. 2. Protection of San Gregorio Creek.	1. Develop Special Use Requirements for LGBT Rodeo. 2. Work with POST to obtain temporary use of adjoining 10 acres for interim LGBT Rodeo event in 2014 and possibly 2015. 3. Develop Facilities Use Agreement and associated protocols for special uses of the Event Center. 4. Implement stewardship projects with Resource Legacy grant funds with POST on the Event Center and Apple Orchard. 5. Initiate Planning Process to incorporate these properties in a La Honda Creek Master Plan amendment 6. Work with POST on riparian buffer protections on adjoining POST lands to the west.	FY14-15	\$10,000	
Mindego Grazing Infrastructure	Improve grazing infrastructure at Russian Ridge OSP (Mindego Ranch).	Install water system and new corrals to reintroduce grazing to Russian Ridge OSP.	Q4 FY14-15	\$150,000	

**FY 2014-15 ACTION PLAN KEY PROJECTS:
DISTRICT-WIDE**

Key Project	Purpose	Project Description			Board Committee Review
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PROGRAM: LONG RANGE PLANNING

Cooley Landing	Cooley Landing Adding new elements to existing Phase 2 park.	Coordinate with City and provide technical assistance during next phase of design (Phase 3 - Education Center). Wrap up outstanding easement/agreement/institutional control agreements with City and other agencies. If asked by City, evaluate the following uses: fishing, kayaking, canoeing. Assist City with other Phases of work, including amendments to U&M Plan and Partnership Agreement.	Dependent on City's schedule Tentatively: FY13-14: Planning and design of education center FY14-15 and FY15-16: Construction of education center FY15-16: Future phases	\$10,000	Q1 or Q2 FY14-15 PNR review of use agreement with Menlo Fire, City of EPA, and District
New SFPUC Bay Trail Easement (RP) and Bay Trail Design Implementation (PL)	Obtain new Bay Trail Easement through lands of SFPUC, and Bay Trail Implementation to complete critical gap in Bay Trail adjacent and partially in Ravenswood Open Space Preserve	Obtain concurrence on final trail alignment from SFPUC, complete environmental analysis of Bay Trail alignment, and complete trail easement conveyance by SFPUC. For grant, coordinate with the Cities of East Palo Alto and Menlo Park, and San Francisquito Joint Powers Authority to establish project lead. <u>Deferred:</u> Finalize \$400,000 Santa Clara County grant agreement and seek construction grant. Begin planning and design. Begin work on geotechnical surveys, construction documents, and additional public outreach.	FY14-15: Easement and CEQA <u>Deferred:</u> Planning, design, and permitting	Bay Trail Easement: \$60,000	Easement: Real Property <u>Deferred:</u> Trail Implementation: Planning & Nat Res Committee

PROGRAM: ADMINISTRATIVE SUPPORT

Organizational Health	To improve the organization's health and the health of its employees	Activities aimed at team building, recognition and appreciation, employee growth and development, employee health and morale, and maintenance of a realistic workload.	Ongoing	\$23,000	
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**FY 2014-15 ACTION PLAN KEY PROJECTS:
REAL PROPERTY**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: GREENBELT PRESERVATION

Priority 1

POST Hendrys Creek property, Land Purchase Partnership & Restoration	Continue to grow the District's contiguous greenbelt.	Land Conservation: 1. Property Purchase with partnership funds. 2. Conservation Easement & Management Plan with Santa Clara Valley Water District (SCVWD).	FY14-15	\$1,500,000 & \$100,000 (Planning & CEQA) In the event that SCVWD does not fund - District prepared to purchase.	
New Land Purchases (Core Function)	Continue to grow the District's contiguous greenbelt.	Pursue the purchase and gift of fee and conservation easement as new land additions to Purisima Creek Redwoods, La Honda Creek, Long Ridge, Sierra Azul	FY14-15	\$3,900,000	Real Property

Priority 2

Land Purchase Partnerships (Core Function)	Create connections within District lands and with other park and open space lands.	Cooperatively work with local land preservation organizations on the following property partnerships: 1. Bear Creek Redwoods - Santa Clara County Parks 2. Monte Bello - Santa Clara County Parks 3. Alpine Ranch - POST	FY14-15	\$3,100,000	Real Property
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Priority 3

PROGRAM: PROPERTY RIGHTS STEWARDSHIP

Priority 1

Ridge Vineyards Property Exchange, Monte Bello	Protect scenic ridgeline at Monte Bello Open Space, resolve historic encroachments and enhance historic and compatible agricultural uses.	Upon obtaining Board approval, record fee property exchange in 2014 and easement property exchange in 2015 to resolve historic encroachment, protect scenic ridgeline and enhance compatible agricultural uses. Review hydrogeology study with Monte Bello Road neighbors and recirculate CEQA analysis.	FY14-15	\$55,000 Hydrogeologic Report and CEQA PLUS \$25,000 from Ridge	
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**FY 2014-15 ACTION PLAN KEY PROJECTS:
REAL PROPERTY**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PROPERTY RIGHTS STEWARDSHIP (cont'd)

Priority 1 (cont'd)

Encroachment Resolution (Core Function)	Address Encroachments on District Lands.	Saratoga Gap - Gullicksen - monitor remediation of site as part Santa Clara County lawsuit.	FY14-15	\$25,000	
Water Agreement with Presentation Center, Bear Creek Redwoods	Relocate portion of water line w/ the Presentation Center & abandon unstable portion of water line. Amend Alma Water Agreement w/ Presentation Center to address maintenance and repair based on proportional use of system.	Amend the Alma Water agreement with Presentation Center (Bear Creek Redwoods).	FY14-15	\$100,000 budgeted by Planning	

Priority 2

Encroachment Resolution	Address Fence Dispute on District Lands	Sierra Azul - Work to resolve fence dispute at Kennedy Trail	FY14-15	\$25,000	
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Priority 3

PROGRAM: REVENUE GENERATION

Priority 1

New Land Rental Property Transition - Silva (Core Function)	Transition new residence to rental property	<p>Planning - Continue to make road and water improvements for county fire to remove red tag.</p> <p>Real Property - Make repairs and clean residence. If residence does not have current tenant - list the residence for rent. Enter into lease with new tenant.</p>	Q3 FY14-15	\$182,000 - includes road work budget (\$97K) for Planning	
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**FY 2014-15 ACTION PLAN KEY PROJECTS:
REAL PROPERTY**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: REVENUE GENERATION (Cont'd)

Priority 2

New Land Rental Property Transition - Alpine Road House - Hawthorns (Core Function)	Transition new residence to employee residence	Contract with Project Manager to complete the following: Coordinate Asbestos/Lead abatement Window Replacement Bathroom upgrades Flooring Heating/Electrical Roof and gutter repairs	Q4 FY14-15	\$175,000 (Hawthorns Fund)	
Black Mountain Communication Tower Lease (Core Function)	Lease Communication Tower Facility at Black Mountain.	1. Lease site to new communications tenant. 2. Pursue potential partnership with Santa Clara County Communication for exchange of communication services.	FY14-15	\$0	

Priority 3

PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION

Priority 1

Site Restoration - former Lobner property, Monte Bello & Saratoga Gap cabins	Clean-up structures and restore sites at Monte Bello and Saratoga Gap Open Space Preserves	1. Structures Assessment 3. Get demolition permits 4. Demolish Structures 5. Site restoration	FY14-15	\$250,000	Q1 FY14-15 Real Property Committee
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Priority 2

Priority 3

PROGRAM: AGRICULTURAL LAND STEWARDSHIP

Priority 1

Priority 2

Christmas Tree Farm New Lease (Core Function)	Manage resources and land at the Christmas Tree Farm	Develop new 25-year lease incorporating a new rental rate structure and management guidelines	Q3 FY14-15	\$0	Q3 FY14-15 Real Property
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Priority 3

**FY 2014-15 ACTION PLAN KEY PROJECTS:
REAL PROPERTY**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PUBLIC RECREATION AND ACCESS

Priority 1

Purisima to the Sea (POST)	Acquire new land in the Purisima/Lobitos Creek Watershed corridor to eventually create a Purisima to the Sea trail from Skyline Area	Work with private property owner of Purisima Farms property to pursue lot line adjustment separating ownership of upland and private agricultural area of property.	FY 14-15	\$20,000	
Potential Access Easements - Mt. Umunhum	Obtain improved road access rights along Mt. Umunhum Road	Work with neighboring land owners to improve road access easements along Mt. Umunhum Road	FY14-15	\$50,000	
Bear Creek Stables RFP/Lease	Create Stable Site Plan and Lease for the Bear Creek Stables	1. Complete development Bear Creek Stables site plan and lease. 2. Identify possible capital improvements for stable area.	Q4 FY14-15	\$10,000	

Priority 2

Priority 3

**FY 2014-15 ACTION PLAN KEY PROJECTS:
PLANNING**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: LONG RANGE PLANNING**Priority 1****Priority 2****Priority 3**

Accessibility Plan Update	Update District's existing accessibility plan.	Review District's ADA policy and update accessibility plan that was completed in the early 1990's. Utilize consultant to assist with this process.	Q3/Q4 FY14-15	\$50,000	Q4 FY14-15 LFPAC
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PROGRAM: GEOGRAPHIC AND INFORMATION SYSTEMS SERVICES**Priority 1**

ArcGIS Server Installation	Create an ArcGIS Server application to provide non-GIS users access to essential GIS data.	Work with Administration/IT to install ArcGIS Server software and complete initial setup/troubleshooting.	FY14-15 - Complete installation of ArcGIS Server	\$0 <i>ArcGIS Server was purchased in FY11-12</i>	
Special Status Species Map Revisions	Permit streamlining for District projects that may impact protected species.	Address map revisions expected April 2013 from regulatory agency. Note that end product submitted to the regulatory agency was <u>217 pages in 9 binders</u> . Changes could be extensive or minor, thus Action Plan assumes staff time needed for extensive, major changes. Project was a FY13-14 request from Natural Resources to update special status species maps in support of Safe Harbor Agreement. Data also used in Vision Plan Project.	Q4 FY14-15 (Note that updates will also be ongoing after these revisions and will not be reflected in the Action Plan)	\$0 (staff time only - 1 FTE for 3 months in <u>aggregate</u> time)	
Election Mapping	Work with County Elections Offices to ensure ballots are mailed to the correct voters	Review County Elections Offices' GIS data to ensure that the District's ward boundaries are accurate in their system. Obtain County Elections' database and conduct GIS analysis to confirm its accuracy.	Q4 FY14-15	\$0 (staff time - 1 FTE for 1.5 months)	

Priority 2**Priority 3**

**FY 2014-15 ACTION PLAN KEY PROJECTS:
PLANNING**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PUBLIC RECREATION AND ACCESS

Priority 1

El Corte de Madera Creek Staging Area and Trail Improvements (Staging Area)	Pursue recoup of retrofit design and construction costs. Pursue grant reimbursements.	Pursue recoup of costs incurred to correct drainage system issues. Submit reimbursement requests to grantors for staging area and Phase 1 trail construction.	Q1/Q2 FY14-15	\$75,000 (Planning operating cost)	No Committees
Mt. Um Guadalupe Creek Overlook and Bridges Planning and Design	Continue next phase of planning for Mt. Umunhum Trail (associated amenities)	Research and design options for destination overlook platform, railings, and seating, and also up to two trail bridges over Guadalupe Creek as part of the Mt. Umunhum Trail. Apply for permits.	Q1/Q3 FY14-15	\$75,000	PNR for review of overlook platform design /construction authorization

Priority 2

Priority 3

El Corte de Madera Creek Staging Area and Trail Improvements (Phase III/IV - Oljon Trail)	Continues Phases III and IV of overall staging area and trails project. If time allows, includes "No Parking" highway signage.	If time allows, complete trail design and permitting for Phase III/IV trails. Complete Phase II culvert and Phase IV puncheon permitting. \$15K plan preparation/consultant fees. \$5K permit fee. If time allows, complete "No Parking" signage component of staging area project, including County Board of Supervisor and Caltrans approval.	Q3/4 FY14-15: Permitting	\$35,000	No Committees
Mt. Um SCVWD antenna relocation and USGS equipment relocation	Enter into lease agreement with and relocate other agencies' ground sensing and weather equipment at Mount Umunhum summit	Work with partner agencies USGS to relocate ground sensing equipment away from summit of Mount Umunhum where greatest crowds are expected; relocate SCVWD weather antenna to roof of radar tower; enter into lease agreements with both agencies.	Q1/Q2 FY14-15	\$0	

**FY 2014-15 ACTION PLAN KEY PROJECTS:
PLANNING**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION

Priority 1

Fremont Older Staging Area Public Safety Improvements	Improve public safety at staging area by reaching a mutually acceptable resolution with the Saratoga Country Club.	Negotiate canopy and other site safety improvements with the Country Club; seek Board approval of site improvements; complete construction plans and secure permits; prepare bid package, solicit bids, and administer contract. Project scope contingent on negotiations with Country Club.	Q1- Q4 FY14-15: Design & Permitting Schedule dependent on working with Country Club	\$42,000	Q3 FY14-15 (dependent on negotiations with Country Club) Planning & Nat Res Committee
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Priority 2

Priority 3

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION

Priority 1

Priority 2

Priority 3

POST Hendrys Creek Property Land Restoration	Environmental restoration of Hendrys Creek property	Schedule is dependent upon SCVWD schedule for environmental review. Next steps following CEQA completion: develop plans and specs for a) SWPPP preparation, b) permitting, and c) contractor bidding. Coordinate with SC County, SCVWD, and regulatory agencies including DFW, USFWS, RWQCB, ACOE. CEQA Review to be done by SCVWD and therefore those costs are not included.	Q3/4 FY14-15: Design & Permitting (dependent on schedule of SCVWD's CEQA review)	Budget carried by Real Property Estimated at \$25,000	No Committees
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**FY 2014-15 ACTION PLAN KEY PROJECTS:
PLANNING**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: CULTURAL RESOURCE STEWARDSHIP

Priority 1

Hawthorns Site Management Phase I (partner development)	Complete additional building stabilization FY13-14 and and focus FY14-15 on partnership development for long-term care and maintenance of historic structures.	Complete outreach and coordination for partnering. If needed, implement further stabilization only if needed. Full mothballing cost not anticipated this fiscal year, pending identification of partner. If not partner agreement made, then mothballing level of investment to be evaluated at mid-year.	Q1-Q2 FY14-15: Partner development / support / coordination. Q3-Q4 FY14-15: Complete additional stabilization if needed and develop mothballing plan if required due to lack of partner agreement.	Expenses, if required, to be paid out of Hawthorns endowment fund. Estimated costs at \$130,000 for FY14-15	Q1 or Q2 FY14-15 Planning & Nat Res Committee
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Priority 2

Priority 3

**FY 2014-15 ACTION PLAN KEY PROJECTS:
NATURAL RESOURCES**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: RESOURCE MANAGEMENT**Priority 1**

Sudden Oak Death Monitoring & Research	Fund and assist Sudden Oak Death research, and continue to identify and monitor infested areas.	Continue treatment for and research of Sudden Oak Death.	Q3 FY14-15 Annual Prevention Treatments	\$23,000	
Mindego Ranch Aquatic Species Management Plan	Define a habitat restoration and long-term management plan for sensitive aquatic species at Mindego Ranch area of Russian Ridge Open Space Preserve.	Collect additional San Francisco Garter Snake and other sensitive aquatic species distribution and abundance data. *Board action on November 20, 2013 authorized contract.	Q1-FY14-15 - Begin first year monitoring and staff training Q4 FY14 - 15 Year 1 Report Complete	\$55,000	

Priority 2

Control of Slender False Brome	Control Slender False Brome on District lands and neighboring properties and work to prevent re-infestation.	Manage slender false brome on preserves and oversee a cost reimbursement program to encourage District neighbors to eradicate Slender False Brome, which might invade District lands through contracts with San Mateo Resource Conservation District.	Q3 FY14-15 Annual Treatment Complete	\$129,800	Q4 FY14-15 Planning & Natural Resources Committee
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Priority 3

Monitor Prior Grassland Burns (Core Function)	Collect data on effects of grassland burn program.	Collect additional data on grassland response to prior grassland burns at Russian Ridge OSP.	Q2 FY14-15	\$12,000	
Carbon Sequestration / Climate Change Analysis	Evaluate District opportunities to enhance carbon sequestration on Preserves through management actions.	Hire consultant(s) to evaluate opportunities for carbon sequestration on District Preserves and calculate potential carbon credits, including evaluation of future climate change models. Refer to Restoration Forestry Demonstration Project	TBD	\$50,000	Q3 FY14-15 Planning & Natural Resources Committee

**FY 2014-15 ACTION PLAN KEY PROJECTS:
NATURAL RESOURCES**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION

Priority 1

Guadalupe River Mercury Total Maximum Daily Load (TMDL)	Comply with Regional Water Quality Control Board orders to investigate and monitor TMDL implementation.	Implement third year of the coordinated monitoring effort to assess TMDL implementation success.	Q3 FY19-20 - Complete monitoring	\$10,000	
La Honda Creek Master Plan Phase I Implementation - Roads Watershed Protection Upgrade	Upgrade ranch road system to prevent erosion and sediment input to anadromous streams.	Design road upgrade program to address priority sites.	Q1 FY14-15 Consultant Design Documents Complete Q2 FY2014-15 Obtain permits, conduct bidding process Q3 FY2014-15 Begin Construction	\$50,000 FY 2014/15 anticipate <i>Grant-funded through</i> CDFW Fisheries Restoration Grant Program	Q3 FY14-15 Board Award Construction Contract
El Corte de Madera Creek Watershed Protection Program	Reduce sedimentation to ECdM and San Gregorio Creeks.	Construction at 4 locations, construction oversight, design. Preconstruction biological monitoring. Complete second phase of road fill removal/trail restoration to close abandoned alignments.	Q2-FY14-15 Construction of next phase complete (1 phase remaining) in FY 2015/16	\$70,000	
Rebuild Pond DR05	Continue implementation of the Driscoll Ranch Pond Management Plan, repairing additional failed/failing ponds on the property.	Submit for permits; bid and construct the project.	Q1 FY14-15 - Permits Submitted Q2 FY14-15 - Award Construction Contract Q3 FY14-15 - Construction Complete	\$170,000	Q2 FY14-15 Board Award Construction Contract

**FY 2014-15 ACTION PLAN KEY PROJECTS:
NATURAL RESOURCES**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION (Cont'd)

Priority 1 (Cont'd)

Mindego Ranch Landfill Remediation	Remediate contaminated site on Mindego Ranch property.	Landfill: complete stormwater runoff control plan and install signs restricting access.	Q2 FY14-15 - Construction of stormwater runoff control structure and sign installation	\$25,000	
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Priority 2

Restoration Forestry Demonstration Project	Develop pilot project to restore degraded forest habitat on District Open Space Preserve.	Retain Registered Professional Forester to identify suitable pilot project site and necessary plans to permit timber harvest to restore degraded forest land and to evaluate opportunities for carbon sequestration.	Q3 FY 14-15 - Release RFP and select consultant	\$60,000	
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Priority 3

PROGRAM: AGRICULTURAL LAND MANAGEMENT

Priority 1

La Honda Creek Grazing Infrastructure	Improve grazing infrastructure at La Honda Creek OSP (McDonald Ranch).	Work with tenant to improve water system infrastructure and fencing to reintroduce grazing to La Honda Creek OSP.	Q4 FY14-15	\$135,000	Q3 FY14-15 Board Award Construction Contract
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Priority 2

Big Dipper Ranch Water System Infrastructure	Improve grazing infrastructure at Skyline Ridge OSP (Big Dipper Ranch).	Develop and improve water system infrastructure by separating residential and livestock water system at Big Dipper Ranch (Skyline Ridge OSP).	Q4 FY14-15	\$10,000	
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**FY 2014-15 ACTION PLAN KEY PROJECTS:
NATURAL RESOURCES**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: AGRICULTURAL LAND MANAGEMENT (Cont'd)

Priority 2 (Cont'd)

Toto Ranch Grazing Management Plan	Develop plan for conservation grazing of property including water infrastructure and resource management.	Work with tenant to develop grazing management plan for Toto Ranch area of Tunitas Creek OSP.	Q4 FY14-15	\$25,000	
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Priority 3

Madonna Creek Agricultural Production Plan	Develop plan for agricultural use of property including production areas, water infrastructure, and resource management.	Phase 1 - Work with tenant to develop alternative water source at Madonna Creek area of Miramontes Ridge OSP.	Q4 FY14-15	\$25,000	
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**FY 2014-15 ACTION PLAN KEY PROJECTS:
OPERATIONS**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION

Priority 1

Ensure Continued Radio Dispatch Services	Provide for seamless continuation of emergency dispatch services for District patrol staff.	Renew or rebid radio dispatch services. The current agreement ends on June 30, 2015, with an option for a two year renewal. Research options for alternate emergency radio dispatch providers and decide whether to go with an alternate provider or to continue services with the City of Mountain View.	Q3 - Research options for alternate radio dispatch providers. Q4 - Decide whether to go with an alternate provider.	\$0 for FY 14-15	
Vehicle Bridge Evaluation and Repair (Core Function)	Provide for continued vehicle access for emergency response, patrol, maintenance, and public use.	Finalize bridge designs and apply for required permits.	FY14-15 Q1 Finalize Designs Q2 Apply for Permits FY15-16 Construction	\$32,000 Permits \$78,000 Design \$110,000 Total	
Other Power-Driven Mobility Devices Policy (OPDMD) (Core Function)	Provide for disabled access using OPDMDs while at the same time regulating their use for safety and pollution concerns.	Develop, approve, and implement policies for Other Power-Driven Mobility Devices to meet current Americans with Disabilities Act (ADA) standards.	FY 14-15	\$1,000	Legislative, Funding & Public Affairs Q2 FY 14-15

Priority 2

Priority 3

**FY 2014-15 ACTION PLAN KEY PROJECTS:
OPERATIONS**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PUBLIC RECREATIONAL ACCESS

Priority 1

<p>Mount Umunhum Public Access Implementation (Bald Mt to summit trail)</p> <p><i>(Element of the SA/BCR Master Plan project)</i></p>	<p>Provide public multi-use trail access (hiking, biking, equestrian) from new Bald Mtn Staging Area to Mt. Umunhum summit</p>	<p>Construct a trail connection between the Umunhum Summit and the yet to be built Bald Mountain staging area. Project is partially funded by State Coastal Conservancy and includes grant administration requirements.</p> <p>Trail construction to be done in segments. Three year completion schedule will accommodate crew scheduling and match timeline of other projects required to open summit.</p>	<p>FY14-15: Complete steep section below Umunhum summit to intersection with an old road bed.</p> <p>FY 15-16: Complete second segment to intersection with a second old road bed including drainage crossings.</p> <p>FY 16-17: Complete construction of trail from summit to Barlow Road.</p>	<p>Budget Carried by Planning Dept. (\$25,000)</p> <p>Grant funding possibilities will be investigated.</p>	
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Priority 2

Stevens Creek Trail Bridge Repair	Repair or replace failing bridge.	Conduct permitting and design for repair or replacement of bridge on the Stevens Canyon Trail.	Q4 FY 14-15	\$40,000	
Replace Lower Purisima Creek Preserve Restroom	Provide safe clean restroom for public use	Demolish and dispose of existing restroom and vault. Replace with new restroom.	Q4 FY 14-15 - Permitting Q2 FY 15-16 - Demolition and installation	\$3,000 \$35,000	

**FY 2014-15 ACTION PLAN KEY PROJECTS:
OPERATIONS**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PUBLIC RECREATIONAL ACCESS (Cont'd)

Priority 2 (Cont'd)

Replace and Upgrade Preserve Signboards	Replace deteriorating wood frame signboards with newer metal frame signboards.	Replace degraded wood frame signboards. Purchase and install six metal frame signboards.	Q4 FY 14-15	\$24,000	
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Priority 3

Replace Skyline Ridge Preserve Entrance Sign	Replace deteriorating wooden entrance sign to Skyline Ridge Preserve.	Purchase and install one entrance sign.	Q4 FY 14-15	\$9,000	
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PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION

Priority 1

Priority 2

Demolition and Clean up of Abandoned Structures [Foothills Area] (Core Function)	Remove abandoned structures, limit environmental pollution, and limit employee exposure to hazardous materials.	Evaluate and choose highest priority structures for demolition in the Foothills area. Contract out the demolition and clean up of listed structures. Only buildings which are deemed not to have historic value will be included in this project.	<u>FY14-15</u> Q1-2 Evaluate, Permit, and Abate Q3-4 Demolish	\$600,000	Planning and Natural Resources Q4 FY13-14
Demolition and Clean up of Abandoned Structures [Skyline] (Core Function)	Remove abandoned structures, limit environmental pollution, and limit employee exposure to hazardous materials.	Evaluate and choose highest priority structures for demolition in the Skyline area. Obtain permits as necessary. Only buildings which are deemed not to have historic value will be included in this project.	<u>FY14-15</u> Q1-2 Evaluate, Permit, and Abate Q3-4 Demolish	\$120,000	Planning and Natural Resources Q4 FY 13-14

Priority 3

Removal of Abandoned Vehicles (Core Function)	Remove abandoned vehicles and limit environmental pollution.	Remove easily accessible abandoned vehicles. Evaluate impacts versus benefits of removing more remote vehicles.	<u>FY14-15</u> Q1 Evaluate Q2 Remove	\$20,000	
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**FY 2014-15 ACTION PLAN KEY PROJECTS:
OPERATIONS**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: STAFF FACILITY INFRASTRUCTURE

Priority 1

Priority 2

Skyline Facility Improvements - Shop Building	Improve facilities for best use of available space and to improve worker safety, efficiency and comfort.	Construct a new awning on the front of the shop building. Demolish Tennis Courts, Install Equipment Shelter	<u>FY 14-15</u> Q1 Permitting Q2 Contracting Q3-4 Construction	\$90,000	
Skyline Facility Improvements - HVAC	Continue improvements to Skyline facility, including some improvements that were planned for FY 2013-14 that were not completed.	Install new HVAC system at ground level and roof over well that houses current HVAC on the office roof.	<u>FY 14-15</u> Q1 Permitting Q2 Contracting Q3 Construction	<u>HVAC</u> \$186,000	
Skyline Facility Improvements - Driveway	Improve road surface.	Repave Driveway	<u>FY 14-15</u> Q2 Contracting Q3-4 Construction	\$40,000	
Install Automated Gate at Skyline Field Office	Increase Facility Security and Minimize Public Confusion about Preserve Entrance	Contract for the installation of an automatic gate with communications link to SFO	<u>FY14-15</u> Q2 Contracting Q3 Permitting Q4 Construction	\$60,000	
Upgrade two Above Ground Fuel Tanks at Field Offices	Comply with regulatory requirements for safety improvements to above ground fuel tanks	Upgrade fuel tanks as necessary to meet new regulatory requirements. Note: Requirements are still being finalized. District may qualify for an exemption from this requirement, but this is not yet confirmed.	<u>FY14-15</u> Q4 Complete Upgrades	\$20,000	

Priority 3

**FY 2014-15 ACTION PLAN KEY PROJECTS:
PUBLIC AFFAIRS**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: PUBLIC INFORMATION, MEDIA AND OUTREACH

Priority 1

Website Migration and Update	Provide better stability to website. Connect people to open space, communicate regional vision	Work with consultant to reprogram website for reliability and performance; revamp look and feel.	Q1-Q4 - research systems; interview consultants; begin migration	\$50,000	
District- related Public Events	Build public awareness about the District projects	Schedule success-story events around completed and groundbreaking projects throughout the District. For example: Mt. Umunhum; La Honda; El Corte de Madera parking lot, etc.	Q1-Q4 – series 5-6 outreach events throughout District	\$30,000	
Memorial Recognition	Provide opportunities for public relations within preserves	Research different opportunities to recognize individuals per constituent memorial requests other than benches and/or trail naming and make recommendations. (per LFPAC).	Q3 - Research	\$1,000	LFPAC Request Q4

Priority 2

Roadside Signage	Research roadside signage programs	Initiate contact with Caltrans to determine their process for sighting and approving freeway directional signing to preserves; work with other departments to review District signage.	Q3-Q4 - Complete Research	\$2,000	LFPAC Review Q4
Oral History Project	Retain history of District	Schedule formal oral history of Nonette Hanko about formation of District.	Q3	\$10,000	
Transistion redesigned maps and brochures (Core Function)	Update and improve District outreach materials.	Revise the look and feel of remaining maps and brochures to better reflect the District and its visitors; add color.	Q3-Q4 - continue redesign and color of map brochures	\$15,000	

Priority 3

Health Incentive Program; Healthy Parks/Healthy People	Build public awareness of health benefits of being in preserves	Continue to promote health-related messages through various means including 3-5 minute health video in preserves. Create and launch unique page on District website.	Q1 - Q4 Program planning; webpage; partnerships;	\$7,500	
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**FY 2014-15 ACTION PLAN KEY PROJECTS:
PUBLIC AFFAIRS**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: LEGISLATIVE**Priority 1**

State & Federal Legislation (Core Function)	Sponsor and support the Board-approved Legislative Program.	Work with the District's legislative advocate and with legislators and their staff to ensure the District remains active and informed about the state of current and changing political landscape. Seek coordination and support from other special districts.	Q1 - Q4	\$35,000	LFPAC Review As needed
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PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION**Priority 1**

Community-hosted Outreach Events (Core Function)	Expand public outreach opportunities	Expand the Community Outreach Volunteer (COV) Program to include a more diverse membership. Identify key corporate organizations to build relationships to raise awareness of District for employees.	Q1 - Q4	\$10,000	
Collaborative Family Programming (Core Function)	To involve new audiences and underserved community members in District programs and activities.	Continue to research and establish partnerships; implement joint activities; incorporate methodology, information and contacts from Diversity Outreach efforts.	Q3-Q4 - Develop partnerships	\$5,000	
Outdoor Activity Docent and Volunteer Training	10- week training course to train new Outdoor Activity Docents to provide natural history hikes and rides to the public. Trail Patrol and Crew Leader Training	Organize District's every-other-year-training for 2014 from April 2014-June 2014. Recruit for and manage 2014 spring Trail Patrol and fall Crew Leader training classes.	Q1-Q3	\$13,500	

FY 2014-15 ACTION PLAN KEY PROJECTS:
PUBLIC AFFAIRS

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION (Cont'd)

Priority 2 (Cont'd)

Volunteer Recognition Event (Core Function)	Recognize volunteers for their contributions to the District's successes.	Plan, coordinate, implement, and evaluate 2014 event.	Q1-Research theme, location,etc Q2 - Q3 Coordinate, Implement, Evaluate	\$20,000	
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Priority 3

**FY 2014-15 ACTION PLAN KEY PROJECTS:
ADMINISTRATION**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: INFORMATION TECHNOLOGY**Priority 1****Priority 2****Priority 3**

District-wide Intranet	Develop an intranet to provide a more efficient and effective mode of sharing information with employees.	Design intranet site interface and determine and develop content. Pilot launch in Administration and Operations.	Q1 FY14-15	\$0	
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PROGRAM: HUMAN RESOURCES**Priority 1****Priority 2**

Remote Access Policy (Core Function)	Consider the feasibility of Remote Access and Telecommute Policies for District employees	Research the feasibility of creating policies and procedures to allow employee access to the District computer network to do work remotely.	Q1 FY14-15	\$0	
Performance Planning and Evaluation Process and Forms	Provide a more streamlined and meaningful process and new forms.	Develop Manager, Supervisor, Office and Field staff process and forms.	FY14-15 - Managers and Supervisors FY15-16 - Office and Field staff	\$5,000	

Priority 3

Occupational Risk Management Program	Develop an Occupational Risk Management Program to protect the health and safety of District employees.	Research existing Risk Management Programs (RMP) to identify best practices; develop and implement an RMP for District.	FY14-15	\$0	
Training Database	Update Database functionality to meet current informational needs	Work with consultant to add multiple user access, more reports, and more data fields to database.	Q1 FY14-15	\$1,000	

**FY 2014-15 ACTION PLAN KEY PROJECTS:
ADMINISTRATION**

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: DISTRICT CLERK SERVICES**Priority 1**

Update Board, Administrative, and other District Policies (Core Function)	Review and reformat District Board, Administrative, and other policies and update outdated policies.	Update existing District policies to reflect current practices, changes to state law, propose new policies as needed, and convert to a consistent format. Specific policies include: Board meetings, agendas, committees, & correspondence, Electronic Communications, Employer-Employee Relations, and Conflict of Interest, Committee/Board initiated updates - Site Naming, Improvements on District Lands, and others as needed.	FY14-15	\$0	
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Priority 2**Priority 3****PROGRAM: FINANCIAL MANAGEMENT****Priority 1**

Five-Year Forecast of District's Capital Plan	Responds to Board direction to develop a CapEx 5-Year Forecast Model	Develop a 3-year Capital Budget Forecast. The 5-year forecast will be deferred until the results of the Funding Measure, where staff can then re-plan their Capital project plans.	Q4 FY14-15	\$0	Q4 FY14-15: Action Plan and Budget
Annual audit and single audit for Mt. Umunhum (Core Function)	Annual audit compliance and Mt Umunhum grant compliance	Review and evaluate the District's financial statements in compliance with regulations.	Q1 FY13-14	\$25,000	

Priority 2

Integrated Accounting and Financial System - Phase II	To replace the obsolete Fundware system and provide the District with more robust financial planning, analysis and forecasting capabilities	Evaluate Payroll options and HR module. Depending on outcome of evaluation, implementation of new modules may occur in FY2014-15. Develop a consistent Project Accounting account structure in IAFS to provide accurate expenditure for capital and other projects.	TBD	\$0	
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Priority 3

FY 2014-15 ACTION PLAN KEY PROJECTS:
ADMINISTRATION

Key Project	Purpose	Project Description			Board Committee Review
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: ADMINISTRATIVE SUPPORT

Priority 1

Priority 2

Administrative Office Reshingling	Replace shingling on the Adminsitrative Office to prevent building damage.	Hire contractor to replace the shingles on the Administrative Office building.	Q4 FY14-15	\$60,000	
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Priority 3