



Midpeninsula Regional
Open Space District

R-11-32
Meeting 11-05
February 23, 2011

AGENDA ITEM 6A

AGENDA ITEM

Review Midpeninsula Regional Open Space District FY2011-12 Preliminary Action Plan

GENERAL MANAGER'S RECOMMENDATION

Review the FY2011-12 Preliminary Action Plan.

DISCUSSION

The District's preliminary Action Plan is presented to the Board for initial review and comment. The Action Plan serves as the District's work program for the upcoming fiscal year. Key Projects are organized by Program and Priority and grouped by Department. Key Projects are District projects that will require considerable staff time and/or funding to accomplish. Projects are identified as Priority 1, 2, 3, or as Deferred and defined as follows:

- Priority 1 projects are of highest priority and are often time sensitive; many address legal requirements, safety concerns, or are driven by grant deadlines;
- Priority 2 projects are important and may be tied to a prior commitment; these projects are not urgent and are at a state that allows staff to potentially defer or delay some of the work if needed to focus on Priority 1 projects.
- Priority 3 projects are desirable and may be pursued as time allows (e.g. delays in Priority 1 projects);
- Deferred projects are those that were originally intended to be included in the Action Plan, but which were removed to meet budgetary goals, or to maintain a more realistic work load for staff.

Information on essential ongoing work and key functions performed by individual Departments is also provided in each Department Action Plan.

New to this Action Plan is an attempt to incorporate the ongoing and developing Strategic Planning Process. This was done at the request of the Administration and Budget Committee (ABC), who asked that staff take a first step at incorporating the knowledge gained to date from the Strategic Planning Process into the Action Plan development. As such, staff has redefined Programs to move away from Department-specific Programs to District-wide Programs (refer to Attachment A). As a result, new Program names have been identified and incorporated into the

Action Plan. Use of District-wide Programs is a first step toward understanding the relative emphasis that the District, as a whole, is proposing for the upcoming fiscal year. By using District-wide Programs, staff will be able to analyze the relative emphasis between Programs to determine whether the District's Programmatic and Organizational Strategies (currently under development) are being sufficiently addressed to achieve the District's mission and priority goals. As the Strategic Planning Process continues to develop, staff anticipates further refining, consolidating, and defining these new Program areas. Given the ongoing development of the Strategic Planning Process, analysis of the Programs is still premature at this time. Staff anticipates conducting an analysis of the Program areas at a future time when the Board has had sufficient time to define District goals and strategies.

FISCAL IMPACT

Fiscal impact is identified for each Key Project. The proposed annual District budget is linked to the preliminary Action Plan to reflect project costs.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. No additional notice is required.

CEQA COMPLIANCE

Board review of the District's preliminary Action Plan is not a project under the California Environmental Quality Act (CEQA) and no environmental review is required.

NEXT STEPS

Changes requested by the Board as part of the review of the preliminary Action Plan will be incorporated into the FY2011-12 Action Plan and the Final Action Plan will be presented to the Board for adoption in March 2011.

Attachments:

1. District-wide Programs (Attachment A)
2. District FY2011-12 Preliminary Action Plan by Department
 - a. Administration
 - b. Real Property
 - c. Planning
 - d. Operations
 - e. Public Affairs

Prepared by:
Ana Ruiz, Planning Manager

Contact person:
Stephen E. Abbors, General Manager

Attachment A: DISTRICT-WIDE PROGRAMS

EXTERNAL PROGRAMS (Having Mission-related social impact)	INTERNAL PROGRAMS (Operational foundations and underpinnings)
Public Safety, Law Enforcement, and Fire Protection	Strategic Planning
Visitor Services	Legislative, Media and Partner Relations
Public Recreation and Access	Human Resources Services
Open Space Advocacy	District Clerk Services
Biotic Resource Stewardship	Financial Management
Cultural Resource Stewardship	Legal and Risk Management
Agricultural Resource Stewardship	GIS Services
Public Information and Outreach	Staff Facility Infrastructure
Community Involvement and Education	Long Range Planning
San Mateo Coastsides Preservation	Property Rights Stewardship
Greenbelt Preservation	Information Technology
Environmental Restoration and Remediation	Revenue Generation

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

ADMINISTRATION DEPARTMENT

ACTION PLAN FY2011-12

Basic Policy Objective:

The Administration Department provides the overall management and administration of the District in support of the organization’s mission and goals.

Core Functions:

- A. Provide accounting and financial management services.
- B. Provide District Clerk and administrative support services.
- C. Administer Human Resources Programs, coordinate upcoming labor contract negotiations, and enhance the work environment including coordination of Annual Staff Appreciation/State of the District and Holiday Events.
- D. Provide Information Technology services.
- E. Prepare and review District legal documents; provide legal advice to Board and Departments.
- F. Provide advice on legal requirements applicable to District operations.
- G. Represent District in litigation or administrative proceedings; select, supervise, and collaborate with specialized outside counsel.
- H. Represent District’s legal interests in matters involving government agencies or other outside parties.
- I. Provide risk management services to minimize District exposure to costs of loss.
- J. Provide strategic plan for acquisition and management of District’s land resources.
- K. Facilitate District’s Team Think Tank (T3) program.
- L. Facilitate the management of District’s contacts, volunteers, and public notices databases.

Staff Resources (Stated as Full-Time Equivalents - FTEs):

FTEs	Position Title
1.0	Accounting Clerk
1.0	Administrative Assistant to the General Manager
0.5	Administrative Assistant to the General Counsel
1.0	Administrative Services Manager
1.0	Assistant General Counsel
1.0	Assistant General Manager - TO REMAIN VACANT
1.0	Deputy District Clerk/Office Manager
1.0	District Clerk
1.0	General Counsel
1.0	General Manager
1.0	Grants Administrator – PROPOSED NEW
1.0	Human Resources Management Analyst
1.0	Human Resources Technician
1.0	Network Specialist
0.5	Network Technician – PROPOSED CHANGE FROM INTERN TO TEMPORARY CONTINGENT
1.0	Receptionist/Administrative Assistant

1.0	Senior Accounting Specialist
1.0	Senior Budget Management Analyst
1.0	Training & Safety Coordinator
0.5	Budget Intern (999 hours)
18.5	Total FTE Staffing

PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: STRATEGIC PLANNING

Priority 1

Strategic Plan	Develop and implement a strategic planning process.	Process will encompass the design, development, prioritization, performance measurement, and a system for review and update of the strategic plan; establish the project methodology, work with the Board to confirm priorities and focus, and prepare the initial Strategic Plan document; ongoing work includes implementation, performance measurement, and a system for review and update.	Q1 FY11-12 - Strategic Plan Ongoing - Implementation and coaching	\$14,000	Kate Drayson Sandy Sommer General Manager Strategic Working Group All Departments Board of Directors
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Priority 2 - None
 Priority 3 - None
 Deferred - None

PROGRAM: INFORMATION TECHNOLOGY

Priority 1

District Internet Services	Renew service contract.	Research and negotiate telecommunication services for the District.	Q4 FY10-11 - Research budget needs Q3 FY11-12 Sign new term contracts and implement services	\$0	Legal
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Priority 2

District-wide Intranet	Provide a centralized, easy way to access District's internal website.	Design intranet site interface and determine content.	Q1 FY11-12- Determine site content Q2 FY11-12 - design site Q3 FY11-12 - Go Live	\$0	Benny Hsieh or IT Intern Operations
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PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: INFORMATION TECHNOLOGY Continued

Priority 3 - None

Deferred - None

PROGRAM: HUMAN RESOURCES**Priority 1**

Negotiate and Renew Memorandum of Agreement (MOA)	Negotiation of MOA contract expiring March 31, 2011.	Finalize and implement negotiated items.	TBD	TBD	Annetta Spiegel General Manager Legal Operations Board of Directors
Site Safety Inspections	Identify Environmental Hazards.	Establish program for inspecting properties pre-purchase or at closing, as well as annually; program to focus on identifying potentially hazardous materials for staff, gaining expert consultation when necessary, and communicating hazards to staff.	Q1 FY11-12 and ongoing	\$2,500	Jeff Griffith-Jones General Manager All Departments
Staff Recognition Activities	Recognize employees for their years of service with the District.	Plan and execute annual recognition event, service awards, all-staff photo, caterer, activities, logistics.	Q2 FY11-12 and subsequent years	\$12,000	Sonya Siebe All Departments
OPEB -- Biannual actuarial study	GASB 43 requirement for appropriate funding of OPEB (Other Public Employee Benefits).	Gather data to submit to consultant for review.	Q1 FY11-12	\$12,000	Sonya Siebe Accounting

Priority 2

Remote Access Policy	Provide policy and procedures for employees to use the District's computer network from a remote location.	Research and develop a policy and procedures to allow employee access to the District computer network to do work remotely.	Q2 FY11-12 - Begin policy research Q4 FY11-12 - Project completion	\$0	Annetta Spiegel Admin- IT Management Team
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PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: HUMAN RESOURCES Continued

Priority 3 - None

Deferred

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.	Q2 FY11-12 - Initiate project Q4 FY11-12 - Project completion	\$1,000	Annetta Spiegel General Manager Legal Managers
Training Database	Update database to meet current informational needs.	Work with consultant to add multiple user access, more reports, and more data fields to database.	Q3 FY11-12 and ongoing	\$3,000	Jeff Griffith-Jones General Manager All Departments

PROGRAM: DISTRICT CLERK SERVICES

Priority 1

Ward Boundaries Re-districting	Verify the accuracy of the District's boundaries in all wards with all three counties.	Confirm new boundary changes with the counties.	Q3 FY11-12	\$500	Michelle Radcliffe Planning
Fair Political Practices Commission (FPPC) - Conflict of Interest Code	Update District's Conflict of Interest Code per FPPC's requirement.	Revise the adopted Conflict of Interest Code with any new/revised job classification from the Classification and Compensation Study and submit revised code for approval to the FPPC.	Q1 FY11-12	\$0	Michelle Radcliffe Legal
Board Policies	Centralize storage location for District-wide board policies	Establish a centralized storage location and purge out-of-date board policies.	Q2 FY11-12 - Project completion	\$500	Michelle Radcliffe Kate Drayson All Departments Managers Board

PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: DISTRICT CLERK SERVICES Continued

Priority 1 Continued

Board Committee Process	Provide a clear and consistent process for Standing and Ad Hoc Committees.	Standardize standing committee schedules; develop and implement a uniform process for all committee meetings.	Q2 FY11-12	\$0	Michelle Radcliffe Managers
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Priority 2 - None

Priority 3 - None

Deferred

Records Management - Phase II	Streamline records management.	Index and purge Board legislative files at Administrative Office (Board and Committee meetings); update the District's Records Retention Schedules.	Q1 FY11-12 - Complete update of Records Retention Schedule Q4 FY11-12 - Index and purge Board legislative history	\$2,000	Michelle Radcliff General Counsel
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PROGRAM: FINANCIAL MANAGEMENT

Priority 1

2010-11 Year-end Financial Audit	Annual audit and compliance.	Review and evaluate the District's financial statements in compliance with regulations.	Q2 FY11-12 - Project completion	\$33,200	Bunny Congdon
Integrated Accounting, Budget and Finance Software	Replacement for Fundware.	Work with staff and the consultant on implementation and training of the core Accounting & Finance functions to go "live" April 1, 2012.	Q4 FY11-12 - Project completion	\$125,000	Kate Drayson Anna Duong All Departments General Manager Managers Controller

Priority 2 - None

Priority 3 - None

PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: FINANCIAL MANAGEMENT Continued

Deferred - None

PROGRAM: LEGAL AND RISK MANAGEMENT

Priority 1

Streamline Purchase Order (PO) process	Improve efficiencies in process including obtaining insurance coverage and indemnity provisions as needed.	Work with staff on incorporating indemnity and insurance language in PO's as needed.	Q3 FY11-12	\$0	Sue Schectman Managers, Accounting staff
Insurance Tracking Database	Improve database reporting function.	Work with consultant to improve report generation for ease of use by project managers.	Q3 FY11-12	\$2,000	Sue Voiss All Departments

Priority 2 - None

Priority 3 - None

Deferred - None

Ongoing

- Staff Events
- Personnel Policies & Procedures Interpretation & Updating
- Benefits Administration -- health, dental, vision, open enrollment, life & LTD insurance, flex plan, retirement, workers compensation and employee leaves of absence
- Recruitment and Staffing
- Payroll support
- Labor relations
- Action Plan and Budget
- Maintain and update a calendar of board meetings and events, e.g. Standing and Ad Hoc Committees and special and regular board meetings
- Adhere to regulatory compliance with the Brown Act, Robert's Rules of Order, Public Records Act Requests, Conflict of Interest Code, AB 1234
- Prepare, distribute and retain ordinances, resolutions, minutes, agendas and related board meeting documents
- Assistance to the District in carrying out rules, policies and regulations of the Board
- Coordinate Board of Directors election activities with the County
- Attest deeds, easements, agreements, and other legal documents
- Review, prepare, assemble and distribute meeting agendas and supporting data for Board and Committee meetings
- Annual, mid-year and year-end District-wide Action Plan and Budget process

PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

Ongoing Continued

- Payroll
- Conservation Grazing Program
- Risk Management-Maintain effective risk management tools, practices, insurance programs, and procedures to control loss exposure
- Draft transactional documents for Real Property Department projects, including acquisitions, easements, leases, licenses, and permits to enter
- Draft documents for District departments to contract for work to construct new facilities (e.g., trails, staff facilities), repair existing facilities, remediate contaminated sites and restore or remove structures and improvements
- Draft contracts and provide advice for District departments to contract with other outside vendors/consultants.
- Assist departments in negotiating or drafting documents in order to obtain grants
- Assist departments in drafting third party permits to enter District lands, including assistance to Operations in drafting prescribed burn permits and other permits to enter District lands to promote law enforcement and firefighting training
- Draft contracts for Real Property Management Program to maintain or remove structures
- Work with Operations Department to enforce District land use regulations and collaborate with District Attorney's Office and judicial officers
- Draft legislation proposed by the District; work with Public Affairs Department to obtain passage of such legislation
- Provide advice to Board and staff on legal requirements such as Brown Act, elections, Board meeting requirements and procedures, conflicts of interest, Public Records Act, and public works contracting
- Provide CEQA advice to Planning, Real Property and Operations Departments to insure adequacy of environmental documents
- Advise Administration Department concerning labor relations and personnel matters; assist in resolving personnel issues
- Assist Real Property in administering Guadalupe Land Company
- Represent the District's interests in litigation or administrative proceedings to protect the District's resources, real property, and finances
- Assist Real Property Department in resolving encroachment and property rights issues (e.g., access easement issues, conservation easement violations, and damage to District lands); represent the Department's legal position in negotiating mutually acceptable solutions or litigation as necessary
- Provide legal research and advice to departments in reviewing outside agency projects and regulations
- Work with Operations and CalJPIA to manage risk in response to accidents and injuries on District lands
- Work with departments to obtain insurance coverage for losses, contamination, or other insured events on District lands
- Work with CalJPIA to monitor claims filed against District; represent the District's interests in obtaining insurance coverage for losses; maximize insurance payments for incurred losses; monitor quarterly CalJPIA loss calculations and insurance premiums; assist Departments in insuring contractors and consultants have appropriate insurance

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

REAL PROPERTY DEPARTMENT

ACTION PLAN FY2011-12

Basic Policy Objective:

The District seeks to purchase or otherwise acquire interest in the maximum feasible area of strategic open space land. The District seeks to link its open space lands with federal, state, county, city parklands, and watershed lands.

Core Functions:

- A. Purchase new open space lands at desirable prices.
- B. Provide comprehensive land conservation planning and strategic analysis to guide the land purchase program.
- C. Oversee the District's conservation easement monitoring program.
- D. Protect District interests in land by resolving conflicts arising from easement and encroachment issues.
- E. Manage District's real property assets and revenue-producing activities.

Staff Resources (Stated as Full-Time Equivalents - FTEs):

FTEs	Position Title
1.0	Real Property Manager
1.0	Senior Real Property Planner – PROPOSED CHANGE FROM 0.8 to 1.0 FTE
2.0	Real Property Specialist (2)
1.0	Administrative Assistant
5.0	Total FTEs

PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: GREENBELT PRESERVATION

Priority 1

Potential New Land Additions	Continue to grow the District's contiguous greenbelt.	Pursue purchase of new land additions to Purisima Creek, El Corte de Maderia, La Honda Creek, Russian Ridge, Skyline Ridge and Sierra Azul Open Space Preserves. Pursue additional property rights in the Mt. Umunhum area to assist with the Mt. Umunhum Site Planning project (Key Project).	FY11-12	\$ 11,540,000	Mike Williams All Departments
The Hawthorns Property Transfer	Implement transfer of the Hawthorns Property gift to the District	Transfer of this historic property in Portola Valley to the District. Upon transfer secure the site, implement improvements to the Alpine Road residence to use for management presence and ensure defensible space clearing. <i>(See also Cultural Resource Stewardship)</i>	FY11-12	\$ 85,000	Michael Reeves Legal Operations Planning Public Affairs
Land Purchase Partnerships	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. Stevens Canyon Connection (POST Powell) with Santa Clara County Parks (priority 1)	FY11-12	\$ 2,275,000	Mike Williams Sandy Sommer Micheal Reeves Legal Operations Planning Public Affairs
Potential New Trail Easements	Obtain new trail easements connecting the District's preserves and other public trails.	1. San Francisco Bay Trail (SFPUC at Ravenswood) 2. Bay Area Ridge Trail Connection (Cal Water at ECdM)	FY11-12	\$ 45,000	Michael Reeves Legal Operations Planning Public Affairs

PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: GREENBELT PRESERVATION Continued

Priority 2 - None

Priority 3 - None

Deferred

Land Purchase Partnerships	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. Saratoga to Skyline Sanborn w/ City of Saratoga & Santa Clara County Parks (priority 2) 2. Bear Creek Redwoods (Moody Gulch) with Santa Clara County Parks 3. El Corte de Madera Additions with Sempervirens Fund 4. Work with Hidden Villa & Heifer International to provide conservation easements and public access to Rancho San Antonio Open Space Preserve.	TBD	TBD	Mike Williams Sandy Sommer Michael Reeves Legal Operations Planning Public Affairs
New Land Transition	Initial site security and cleanup	Powell Property Site Restoration and Structures Demolition	TBD	TBD	Michael Reeves Operations Planning
Potential New Trail Easements	Obtain new trail easements connecting the District's preserves and other public trails.	1. Mt. Um to Cathedral Oaks, Sierra Azul 2. Bear Creek Redwoods Open Space Preserve 3. La Honda Creek Open Space Preserve (Caltrans & Stillheart)	TBD	TBD	Michael Reeves Legal Operations Planning Public Affairs

PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: COASTSIDE PROTECTION PLAN

Priority 1

Coastside Purchases	Continue to grow the District's preserve system within the Coastside Protection Plan	Purchase new land addition to the Miramontes Ridge Open Space Preserve and pursue other opportunities in the Coastside Protection Area.	FY11-12	\$ 1,600,000	Mike Williams All departments
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Priority 2

Purisima to the Sea	Acquire new land in the Purisima/Lobitos Creek Watershed corridor to eventually create a Purisima to the Sea trail from Skyline to the sea	1. Continue to pursue a lot line adjustments to merge the Elkus Uplands & Lobitos Ridge properties. 2. Work with private property owner of Purisima Farms property to pursue property division of upland and agricultural areas of property.	Q2 FY11-12 Lot line adjustment and open access easement Q4 FY11-12 Purisima Farms property division	\$ 30,000	Mike Williams Legal Operations Planning Public Affairs
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Priority 3 - None

Deferred

Purisima to the Sea	Acquire new land in the Purisima/Lobitos Creek Watershed corridor to eventually create a Purisima to the Sea trail from Skyline to the sea	Purisima Farms Property Transfer	TBD	TBD	Sandy Sommer
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PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: LONG RANGE PLANNING

Priority 1

Greenbelt and Coastside Land Purchase Program Development	In conjunction with strategic plan program development tasks, review existing long range open space land acquisition policies with the Real Property Committee and Board of Directors.	1. Review, consolidate, and analyze existing land acquisition policies including Basic Policy; Land Acquisition; ROSS; Coastside Service Plan; Master Plan; Real Property Committee Charge. 2. In conjunction with Strategic Plan development, review Greenbelt definition; discuss strategies for greenbelt and coastside land conservation.	Q1 FY11-12 - Policy Review Q2 FY11-12 - Strategies	\$ -	Sandy Sommer Planning Administration
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Priority 2 - None

Priority 3 - None

Deferred - None

PROGRAM: PROPERTY RIGHTS STEWARDSHIP

Priority 1

Encroachment Resolution	Address Encroachments on District Lands	Sierra Azul - Kennedy trail fence encroachment Saratoga Gap - dump site clean up (Gullicksen)	FY11-12	\$ 60,000	Michael Reeves Legal Operations Planning Public Affairs
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PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: PROPERTY RIGHTS STEWARDSHIP Continued**Priority 1 Continued**

Ridge Vineyards	Protect scenic ridgeline at Monte Bello Open Space, resolve historic encroachments and enhance historic and compatible agricultural uses.	Draft agreement and easement documents for fee and easement property exchanges to resolve historic encroachment, protect scenic ridgeline and enhance compatible agricultural uses.	Q3 11-12	\$ 5,000	Sandy Sommer Legal Operations Planning Public Affairs
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Priority 2

Guadalupe Land Company Capital Gains Tax Liability	Assess Guadalupe Land Company (GLC) Potential Capital Gains Tax Liability	1. Appraise fair market value of GLC property which is subject to an open space easement. 2. Work with Corporate counsel to assess potential capital gains tax liability.	FY11-12	\$ 6,000	Mike Williams Legal
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Priority 3 - None**Deferred**

San Mateo County Williamson Act Contracts Nonrenewal	File notice of nonrenewal for all Williamson Act contract lands in San Mateo County	File a notice of nonrenewal with San Mateo County and City of Menlo Park for appropriate MROSD lands currently covered by the Williamson Act.	TBD	TBD	Sandy Sommer Jean Chung
Encroachment Resolution	Address Encroachments on District Lands	Sierra Azul - residential encroachment (Youngblood) Saratoga Gap - residential encroachment (Marshall)	TBD	TBD	Michael Reeves

PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: REVENUE GENERATION

Priority 1

New Land Rental Property Transition	Transition rental structures associated with new land purchases	Transition Hawthorne Alpine Road house, POST(Silva) house and Folger house(staff) into rental residences. 1. Assess overall conditions of residence. 2. Make repairs and clean residence. 3. If residence does not have current tenant - list the residence for rent. 4. Enter into lease with current tenant or new tenant.	FY11-12	\$ 5,000	Elaina Cuzick All Departments
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Priority 2 - None

Priority 3

C&C New Building	Construct third building at C&C communications facility at Black Mountain	1. Planning, Operations, Legal to review proposal to build third building. 2. Take to Real Property Committee for approval on new location (at rear of facility) and impacts. 3. Revise communications lease with tenant to incorporate the third building as needed. 4. Work with tenant on design and permitting. 5. Issue permits and manage construction with tenant.	FY11-12	\$ -	Elaina Cuzick Legal Operations Planning
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PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: REVENUE GENERATION Continued

Deferred

Property Management Software	To increase efficiencies in handling tenant issues and centralizing key tenant information.	<ol style="list-style-type: none"> 1. Analyze Property Management requirements. 2. Develop requirements document. 3. Research Property Management firms use of software options. 4. Review software vendor options. 5. Test vendor software choices for best fit if possible. 6. Make recommendation. 7. Purchase software. 8. Integrate all current property management information into software. 	TBD	TBD	Elaina Cuzick
Bi-Annual Contract Process	Develop bi-annual agreements for repair and maintenance contracts. Implement process with two contractors for the next two years.	<ol style="list-style-type: none"> 1. Upon Board approval, issue painting and roofing bid packages. 2. Select painting and roofing contractors for two years. 3. Develop process flow for other department use. 	TBD	TBD	Elaina Cuzick

PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION

Priority 1

San Mateo County Telecom Lease - Rolph Repeater, Russian Ridge Open Space Preserve	To renew the District's 25-year communication lease with San Mateo County for the Rolfe Repeater Site at the Russian Ridge OSP. Where possible, investigate a cooperative lease with the County to enhance the communication capability of the new District Radio System	<ol style="list-style-type: none"> 1. Understand with Operations the District Radio System requirements for tower at the County's Pise Peak Communications Site. 2. Work cooperatively with County to develop a lease that will assist the District with its radio system requirements at Pise Peak and allow the continued leasing of the Rolfe Repeater Site for the next 25 years. 3. Receive approval of the new 25-year least from the County. 	Q4 FY11-12 Contingent on San Mateo County Board of Supervisor approval	\$ -	Elaina Cuzick Legal Operations Planning
GGNRA Communications Tower Construction	To manage the construction phase of the GGNRA Tower project at the Black Mountain communication facilities at C&C lease site	<ol style="list-style-type: none"> 1. Coordinate with Operations day-to-day contractor requirements. 2. Monitor with Operations day-to-ay construction activities. 3. Coordinate with Operations/Public Affairs to manage public outreach regarding construction 4. Coordinate with GGNRA and Operations for installation of District Radio equipment on GGNRA tower 5. Ensure all site clean up and road repair completed by GGNRA post construction. 	Q1 - 2011-12	\$ -	Elaina Cuzick Legal Operations Planning Public Affairs

Priority 2 - None

Priority 3 - None

Deferred - None

PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: AGRICULTURAL LAND STEWARDSHIP

Priority 1

Ag Lease - former POST (Lobitos Ridge) property	Develop an agricultural lease for a property in Purisima Creek Redwoods Open Space Preserve - contingent on Planning support and assistance	<ol style="list-style-type: none"> 1. Develop Agriculture Production Plan for Lobitos Ridge 2. Meet with tenant to discuss plan and lease specifics 3. Develop Agricultural Lease 4. Review Agricultural Production Plan with Farm Bureau & SMC Ag Advisory 5. Review Agricultural Production Plan with U&M committee 6. Sign Lease 	Q1 FY11-12	\$ -	Elaina Cuzick Legal Planning Operations Public Affairs
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Priority 2

Grazing Lease - former POST (Blue Brush Canyon) property	Develop a new grazing lease for a property in Purisima Creek Redwoods Open Space Preserve - contingent on Planning support and assistance	<ol style="list-style-type: none"> 1. Develop Rangeland Management Plan for Bluebrush 2. Develop grazing lease 3. Meet with tenant to discuss plan, lease specifics and AUM pricing 4. Review Rangeland Management Plan with Farm Bureau & SMC Ag Advisory 5. Sign lease 	Q2 FY11-12	\$ -	Elaina Cuzick Legal Planning Operations Public Affairs
Stevens Canyon Ranch Long Term Orchard Management Agreement	Develop a long term management arrangement with Village Harvest to manage the orchard	<ol style="list-style-type: none"> 1. Review and possibly revise Orchard Plan previously developed with POST for management of the orchard. 2. Revise the previous POST management agreement and present to Village Harvest. 3. Negotiate with Village Harvest on agreement. 4. Present Orchard Plan and management agreement to Board for approval. 	Q1 FY11-12	\$ -	Elaina Cuzick Legal Public Affairs Operations Planning

Priority 3 - None

PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: AGRICULTURAL LAND STEWARDSHIP Continued

Deferred

Ag Lease - POST Madonna Creek	Develop an agricultural lease for a planned property purchase in Miramontes Ridge Open Space Preserve - contingent on Planning support and assistance	<ol style="list-style-type: none"> 1. Develop Agriculture Production Plan for Miramontes Ridge property 2. Develop agricultural lease 3. Meet with tenant to discuss plan and lease specifics 4. Review Agricultural Production Plan with SMC Farm Bureau & SMC Ag Advisory 5. Sign Lease 	TBD	TBD	Elaina Cuzick Legal Planning Operations Public Affairs
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PROGRAM: PUBLIC RECREATION AND ACCESS

Priority 1 - None

Priority 2

Bear Creek Stables RFP/Lease	Complete development of a draft Bear Creek Stables site and management plan options	1. Prepare Bear Creek Stables draft site and management plan options	Q2 FY11-12	\$ 7,500	Elaina Cuzick Legal Planning Operations Public Affairs
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Priority 3 - None

Deferred

Stable Lease - POST Madonna Creek	Develop an stable lease for a property in Miramontes Ridge Open Space Preserve - contingent on Planning support and assistance	<ol style="list-style-type: none"> 1. Develop Stable Plan for Miramontes Ridge property 2. Develop stable lease 3. Meet with tenant to discuss plan & lease specifics 4. Review Stable Plan with SMC Ag Advisory, SMC Farm Bureau 5. Sign Lease 	TBD	TBD	Elaina Cuzick Legal Planning Operations Public Affairs
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PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: PUBLIC RECREATION AND ACCESS Continued

Deferred Continued

Bear Creek Stables RFP/Lease	Complete development of a Bear Creek Stables site and management plan, RFP, and long term lease	<ol style="list-style-type: none"> 1. Present Bear Creek Stables conceptual site and management plan options to Board Ad Hoc Committee 2. Work with Board Ad Hoc Committee to finalize on a Bear Creek Stables site and management plan option 3. Draft a long-term lease agreement to be included in Request for Proposal (RFP) 4. Prepare RFP including request for detailed financial plan 5. Issue RFP, evaluate proposals, select stable tenant 6. Sign Lease 	TBD	TBD	Elaina Cuzick Legal Planning Operations Public Affairs
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PROGRAM: CULTURAL RESOURCE STEWARDSHIP

Priority 1

Fremont Older House Defensible Space	Implement a plan to complete defensible space around the historical Fremont Older house to comply with State law	Phase 1 - North behind Fremont Older House	Q3 FY11-12	\$ 10,000	Elaina Cuzick Planning Operations
Hawthorns Historic Residence	Secure historic residence and form partnerships	Secure and weatherproof historical buildings Identify and initiate discussions with potential partners for historic resource management	FY11-12	\$ 55,000	Michael Reeves Planning Operations

Priority 2 - None

Priority 3 - None

PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: CULTURAL RESOURCE STEWARDSHIP Continued

Deferred

Fremont Older House Defensible Space	Implement a plan to complete defensible space around the historical Fremont Older house to comply with State law	Phase 2 - East of the Road all the way to the Adobe Phase 3 - Around the Adobe	TBD	TBD	Elaina Cuzick
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Ongoing

- Convert the budgeted funds in New Land Commitments budget category into open space lands at desirable prices, focusing on critical greenbelt properties that round out and improve public access to existing preserves, connect to other preserves and to other public lands, protect natural habitat and resources, and further the completion of the Bay Area Ridge Trail and the San Francisco Bay Trail.
- Provide comprehensive land conservation planning and strategic analysis to guide the land purchase program. Work with Operations and Planning Departments to evaluate new properties being considered for purchase and help assess management issues and associated costs. Provide land use and site planning information to assist in developing terms and conditions for negotiating land purchases. Conduct due diligence investigations as necessary.
- Maintain a multi-year spending plan for open space land purchases that optimizes use of cash and borrowed funds to accomplish land purchase goals within budget constraints. Contingent on working with District Controller on Q3 financing measure.
- Explore grant opportunities to augment land purchase funds. Explore joint projects with non-profit and public agency partners, bargain sales, and/or gifts where possible. Explore various alternative terms of purchase to offer advantages and incentives to landowners, as well as cost savings to the District.
- Work jointly with Planning and Operations Departments to transition responsibility for planning, management, and operation of newly purchased lands. Assist with structure disposition and site remediation efforts in the short-term timeframe following property purchase.
- Administer tax cancellations for purchased property. Implement assessment agreement for San Mateo County Mosquito Abatement District. Continue to work with Operations and Administration Departments on Coastside Protection Program agreements with La Honda Pescadero Unified School District and San Mateo County Fire to pay and track service fees for existing and new land purchases on the coast.
- Convert the budgeted funds in New Land Commitments budget category into open space lands at desirable prices, focusing on critical greenbelt properties that round out and improve public access to existing preserves, connect to other preserves and to other public lands, protect natural habitat and resources, and further the completion of the Bay Area Ridge Trail and the San Francisco Bay Trail.
- Protect District interests in land by resolving conflicts arising from easement and encroachment issues. Coordinate closely with Operations and Legal Program to defend the District's interests in property rights disputes.

PROPOSED FY 2011-12 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

Ongoing Continued

- Assist Planning Department in monitoring proposed outside land development or land use changes that could negatively impact District preserves. Participate in the local development review process to encourage dedications, exchanges, or purchases of land or easements for open space purposes to enhance the District's land protection goals.
- Manage District's real property assets and revenue-producing activities maximizing rental income consistent with Open Space Management policies, working with Operations and Planning Departments to implement grazing and agricultural leases, assessing viability of retaining structures or make recommendations to the Board for their disposition. Maintain a relocation assistance program utilizing staff and consultants as necessary.
- Administer rental accounts, communication, and agricultural leases. Maintain and enhance revenue stream through competitive and current rate structure, effective maintenance programs, and communication with tenants. Maintain and improve District rental structures as needed.
- Work with Legal to oversee the operation and management of the Guadalupe Land Co. in Sierra Azul Open Space Preserve.

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

PLANNING DEPARTMENT

ACTION PLAN FY2011-12

Basic Policy Objective:

The District protects and restores the natural diversity and integrity of its resources; encourages public and private agencies to preserve, maintain and enhance open space; and follows management policies for quality care of the land, provision of public access, and maintenance of ecological values and public safety.

Core Functions:

- A. Plan, design, and implement projects for public access, resource management, and staff facilities.
- B. Develop and maintain use and management policies and procedures.
- C. Manage the District’s Geographic Information Systems (GIS).
- D. Comply with the California Environmental Quality Act (CEQA) and all code and regulation requirements.
- E. Work with other agencies to obtain funding, plan for, and protect District and Regional greenbelt use and resources.

Staff Resources (Stated as Full-Time Equivalents - FTE's):

FTEs	Position Title
1	Planning Manager
1	Senior Planner
1	Senior Resource Planner
1	Geographic Information Systems (GIS) Coordinator
2	Open Space Planner II
1	Resource Planner II
2	Open Space Planner I
1	Resource Planner I
2	Planning Technician
1	Administrative Assistant
1	Mt. Umunhum Site Remediation and Restoration Project Manager
0.5	GIS Intern (999 hours)
14.5	Total FTE's

PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: LONG RANGE PLANNING**Priority 1**

Cooley Landing Peninsula Partnership Agreement with East Palo Alto	Partner with City of East Palo Alto to refine and adopt a use and management plan amendment for the Cooley Landing Peninsula at Ravenswood Open Space Preserve.	Coordination with City of East Palo Alto to review RFPs, construction drawings, grant documents, and others to support the project. Provide technical assistance as needed to review documents and other work products. Work with District Board for amendments to U&M Plan and Partnership Agreement with City.	Q1 FY11-12 - Amend Ravenswood U&M Plan and partnership agreement Q2 FY11-12 - Site remediation begins	\$30,000	Tina Hugg Legal Operations Public Affairs Real Property Cooley Landing Ad Hoc Committee
Mt. Umunhum Site Planning <i>(Element of the SA/BCR Master Plan project)</i>	Prepare a site specific plan for the former Almaden Airforce Base (Mt. Umunhum and Mt. Thayer) that identifies public access, interpretation, and ecological restoration opportunities.	Complete environmental assessment and Environmental Restoration and Public Access Plan for Mt. Umunhum for Board consideration and adoption (Final Adoption).	Q2 FY11-12 - Certify EIR and Final Board approval of Site Plan	\$200,000	Meredith Manning All Departments General Manager Legal Sierra Azul/Bear Creek Redwoods Ad Hoc Committee

Priority 2 - None**Priority 3 - None****Deferred**

Sierra Azul/Bear Creek Redwoods Master Plan Development <i>(To be informed by Mt. Um project)</i>	Develop a long-range 30-year blueprint to guide use, management, and facilities development.	Incorporate Mount Umunhum Environmental Restoration and Public Access Plan and finalize Draft Master Plan and EIR. Production and release of Public Draft, and Final EIR, Findings and Final Notice.	Q3 FY11-12 - Begin edits to Admin Draft Master Plan Q2 FY12-13 - Project completion (Board final approval of Master Plan)	\$92,000	Lisa Bankosh All Departments General Manager Legal Sierra Azul/Bear Creek Redwoods Ad Hoc Committee
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PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: LONG RANGE PLANNING Continued

Deferred Continued

El Sereno Use and Management Plan Amendment	Review the Use and Management Plan for El Sereno Open Space Preserve to consider potential new trail alignment(s) and expansion of dogs on leash.	Identify new trail opportunities; assess suitability for expanding dog use throughout Preserve trails using Board-adopted criteria; hold a neighborhood/Use and Management Committee meeting; forward recommendations to the Board for review and consideration.	TBD	TBD	TBD
Public Use Study (Trail Impacts)	Conduct a science-based study to evaluate impacts of hikers, bicyclists, equestrians, and dogs on natural resources, infrastructure, and operations.	Scope out study design, criteria, inputs/outputs, factors to consider, potential partners, and funding; potential partners include local universities and research institutions.	TBD	TBD	TBD

PROGRAM: GEOGRAPHIC AND INFORMATION SYSTEMS SERVICES

Priority 1

Ward Boundaries Analysis	Produce new Ward Boundaries map based on 2010 census data.	Obtain new census data information and conduct GIS analysis to update Ward boundaries for the District.	Q3 FY11-12 - Complete Ward boundary updates and present boundary map options to Board for review and consideration	Refer to Administration budget.	Casey Cleve Administration General Manager Legal
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Priority 2

Conservation GIS Library	Use of Conservation GIS to inform criteria and strategy for new land purchases.	Begin creating a comprehensive Conservation GIS Library by compiling and examining regional conservation GIS data and current District GIS data to create conservation layers for use in evaluating biodiversity value of lands.	Q4 FY11-12 - Produce series of initial maps as support tool to evaluate biodiversity value of new lands.	\$2,000	Casey Cleve Real Property
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Priority 3 - None

PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: GEOGRAPHIC AND INFORMATION SYSTEMS SERVICES Continued

Deferred

District-Wide GPS Field Collection and Implementation	Implement District-wide GPS system to improve consistency, accuracy, and efficiency in field data collection and data management.	TBD	TBD	TBD	TBD
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PROGRAM: PUBLIC RECREATION ACCESS

Priority 1

El Corte de Madera Creek Staging Area and Trail Improvements	Implement new staging area and trail improvements, contingent on Board approval.	Complete trail design and permitting for Phase I trails and relocated trail crossing across Highway 35.	Q1 FY11-12 - Phase I permitting Q4 FY11-12 - Phase I bidding Q1 FY12-13 - Phase I award construction contract Q2 FY12-13 - Staging area construction Q3 FY12-13 - New trail crossing construction Q3 FY14-15 - Project completion (all phases)	\$56,500	Tina Hugg Operations Real Property
Russian Ridge Use and Management Plan Amendment (Mindego Hill Trail)	Provide public access to Mindego Hill per prior commitment with Peninsula Open Space Trust.	Complete environmental review and seek Board approval of a Use and Management Plan Amendment; complete trail design, including constructions drawings and specifications; prepare and submit permit applications.	Q2 FY11-12 - CEQA process Q3 FY11-12 - Board consideration of U&M Plan Amendment and CEQA certification Q3 FY12-13 - Trail construction	\$22,000	Gretchen Laustsen Operations Use and Management Committee

PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted
PROGRAM: PUBLIC RECREATION ACCESS Continued					
Priority 1 Continued					
Thornewood Trail Improvements	Improve access to Preserve trails.	Following Town of Woodside approval of permit resubmittal, complete the bridge installation.	Q2 FY11-12 - Project completion	\$10,000 <i>Grant-funded through Federal</i>	Meredith Manning Operations
Renewal of Memorandum of Understanding (MOU) with California Department of Fish and Game (DFG)	Permit streamlining for routine maintenance activities.	Renew a multi-year MOU with DFG to permit routine maintenance activities on District lands.	Q4 FY11-12 - Obtain DFG concurrence on edits to MOU and required list of submittals	\$10,000	Kirk Lenington Operations Legal
Priority 2					
Mt. Umumhum Implementation Phase I-Year 1	Begin to Implement Phase I -Year 1 of the Environmental Restoration and Public Access Site Plan projects.	Initiate planning for Phase I site improvements: develop plans for trail connections to Barlow Road and Lexington Basin and ecological restoration. Seek grant funding for public access improvements.	Q1 FY11-12 - Complete trail planning, topo survey, and bio survey (trails) Q2 FY11-12 - Initiate summit restoration planning, complete arch surveys Q4 FY11-12 - Identify grant funding	\$200,000	Meredith Manning Operations Public Affairs Real Property
Alpine Pond Long-Term Management Plan	Provide new interpretive and trail improvements and habitat restoration for rare aquatic species. <i>Project is fully contingent on grant funding.</i>	Complete environmental review for new interpretive, trail, and habitat enhancement improvements at Alpine Pond.	Q4 FY11-12 - Complete CEQA review Q4 FY12-13 - Permitting Q4 FY13-14 - Site improvements completed	\$130,000 <i>Awaiting grant notification</i>	Lisa Bankosh Legal Operations Public Affairs Use and Management Committee

PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: PUBLIC RECREATION ACCESS Continued

Priority 3

Pulgas Ridge Trail Connection	Work in partnership with City of San Carlos to wstablish a new trail connection to upper Pulgas Ridge.	Explore possibility of extending a trailhead through SFPUC lands; work with City and neighbors to address concerns regarding trail access and use; return to Use and Management Committee with recommendations; continue to coordinate with City as needed.	Q4 FY11-12 - Complete discussions with SFPUC to determine feasibility of trail extension through SFPUC lands Q4 FY11-12 - 2nd U&M Committee Meetings with additional findings	\$6,500	Gretchen Laustsen Operations Use and Management Committee
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Deferred

La Honda Creek Master Plan Phase I Implementation	Begin to Implement Phase I -Year 1 of the Master Plan projects.	Work with tenant to design sign plan and language for Phase I trail use; submit permits to complete repairs to main ranch road (Phase I segment).	Q4 FY11-12 - Secure permits for road repair Q1/Q2 FY12-13 - Bidding and award of contract Q3 FY12-13 - Road repair completed	TBD	Galli Basson Operations Real Property
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PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION

Priority 1

Fremont Older Staging Area Public Safety Improvements	To 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 the site improvements; complete design plans and secure permits; prepare bid package, solicit bids, and administer contract. Project scope contingent on negotiations with Country Club.	TBD based on negotiations with Saratoga Country Club	\$70,000	Gretchen Laustsen All Departments General Manager Legal
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PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION Continued**Priority 1 Continued**

Schilling Lake Management Plan - Implementation	Define a long-term management plan for Schilling Lake; implement recommendations.	Remove select trees per Board-approved Lake Management Plan from Schilling Lake Dam to protect dam integrity.	Q3 FY11-12 - Complete tree removal	\$15,000	Galli Basson Operations
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Priority 2

Peter's Creek Trail Bridge Repair	Protect public health and safety and trail connectivity across Peter's Creek; bridge abutments appear to be compromised.	Assess trail bridge condition; if deemed necessary, begin design for new trail bridge.	Q2 FY11-12 - Complete assessment; determine need for repair/replacement and begin design	\$25,000	Lisa Bankosh Operations
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Priority 3 - None**Deferred - None****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 first year of the coordinated monitoring effort to assess TMDL implementation success. Continue investigations of potential mercury mitigation sites on District lands	Q3 FY19-20 - Complete erosion control projects and monitoring	\$50,000	Kirk Lenington Legal
Hicks Flat Mercury Remediation	Reduce pollution to the aquatic environment and eliminate a potential public safety hazard.	Complete mercury remediation design (removal and stabilization of eroding mining waste rock along streambank) at Sierra Azul.	Q1 FY11-12 - Complete remediation design Q1 FY12-13 - CEQA and permitting Q2 FY13-14 - Remediation completed	\$37,000 <i>Grant-funded through State Water Resources Control Board</i>	Matt Baldzikowski Operations Legal

PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION Continued

Priority 1 Continued

Mindego Ranch Remediation	Evaluate and remediate landfill.	Negotiate final agreement to close project with affected parties and obtain "no further action" letter from Water Board.	TBD - based on negotiations with affected parties	Refer to Real Property budget.	Kirk Lenington Legal
Mt. Umunhum Remediation and Restoration	Remediate the former Almaden Airforce Base (Mt. Umunhum and Mt. Thayer).	Complete permitting/bidding process and award contract to demolish first phase of buildings and structures, consistent with a Board-approved Restoration and Public Access Plan.	Q1 FY11-12 - Lead/ asbestos removed from structures. Q2 FY11-12 - Bidding process for demolition Q3 FY11-12 - Award of contract for demolition Q2 FY12-13 - Phase I structure demolition complete	\$582,500 <i>\$580,500 to be reimbursed through FY 09/10 federal appropriations</i>	Gina Coony All Departments Legal

Priority 2

Big Dipper Road Restoration	Reduce sediment to the aquatic environment through road removal.	Seek bids, award contract, and complete restoration project to remove perched fill and road/stream crossings along one mile of badly-eroding former ranch road and upgrade 1/2 mile of Old Page Mill Road.	Q1 FY11-12 - Bidding process Q2 FY11-12 - Award construction contract Q4 FY11-12 - Project completion	\$352,000 <i>Partially funded (\$148,000) by a Department of Fish and Game grant.</i>	Matt Baldzikowski Operations Legal Public Affairs
Resource Management Policies	Update existing Board policies to guide resource management actions.	Obtain final Board approval for the entire set of Resource Management Policies	Q1 FY11-12 - CEQA review Q1 FY11-12 - Board considers certification of CEQA document and adoption of RM Policies	\$14,500	Julie Anderson Administration Operations Public Affairs Legal

PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION Continued**Priority 2 - Continued**

El Corte de Madera Creek Watershed Protection Program	Reduce sedimentation to ECdM and San Gregorio Creeks.	Secure permits for Methuselah bridge and Manzanita Trail improvements and complete first phase of road fill removal/trail restoration to close abandoned alignments.	Q1 FY11-12 - Complete design and construction plans Q2 FY11-12 - Permitting Q2 FY12-13 - Construction	\$37,000	Julie Andersen Operations
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Priority 3 - None**Deferred - None****PROGRAM: BIOTIC RESOURCE STEWARDSHIP****Priority 1 - None****Priority 2**

Ponds DR07 and DR08 Repair	Continue implementation of the Driscoll Ranch Pond Management Plan, repairing additional failed/failing ponds on the property.	Complete pond design and submit for permits; secure grant funding for repair work.	Q2 FY11-12 - Design Q3 FY11-12 - CEQA and permitting Q1-Q3 FY12-13 - Bidding, award of contract and repair	\$48,500	Julie Anderson Operations
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Priority 3 - None**Deferred**

Mindego Lake Management Plan	Define a habitat restoration and long-term management plan for Mindego Lake.	TBD	TBD	TBD	TBD
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PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: CULTURAL RESOURCE STEWARDSHIP

Priority 1 - None

Priority 2

Alma College Site Use Partnership	Develop partnership for reuse of former Alma College Site.	Prepare and release of a Request for Proposals (RFP) to determine partnership interest in rehabilitating/stabilizing key structures; review results with the Committee; return to the Board with recommended next steps.	Q1 FY11-12 - Prepare RFP Q2 FY11-12 - Release RFP Q4 FY11-12 - Review proposals and prepare revised site plan; obtain Committee support Q1 FY12-13 - Present site plan for Board review and consideration	\$15,000	Erica Simmons Operations Sierra Azul/Bear Creek Redwoods Ad Hoc Committee
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Priority 3

Archaeological Surveys (Mindego Ranch and Skyline Ridge)	Survey of archaeological resources throughout Mindego Ranch property and in the vicinity of the Skyline Field Office.	Competetively select consultant to complete archaeological surveys to inform development of future plans/construction projects.	Q2 FY2011-12 - Release RFQ/P to solicit Proposals Q2 FY2011-12 - Award consultant contract Q4 FY2011-12 - Final report completed	\$25,000	Matt Baldzikowski Operations
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Deferred - None

PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: STAFF FACILITY INFRASTRUCTURE

Priority 1

Folger Ranch House Remodel	Implement basic habitability upgrades to District residence.	Complete bidding process to award construction contract; complete residence remodel and new water system installation.	Q1 FY2011-12 - Bidding Q2 FY2011-12 - Award remodel contract Q2 FY2011-12 - Begin construction Q3 FY2011-12 - Construction complete	\$277,000	Erica Simmons Planning Real Property Operations Legal
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Priority 2

South Area Field Office Site Preparation and Design	Site planning and design for new south area field office facility.	Secure the one building with historic merit; continue site planning and design through schematic design phase for new field office facility.	FY10-11: Site planning and utility infrastructure research FY11-12: Programming and schematic design FY12-13: Design development, construction documentation, permitting, CEQA FY13-14: Bidding & negotiation, construction	\$195,500	Tina Hugg Operations Real Property Legal Facilities Ad Hoc Committee
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PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: STAFF FACILITY INFRASTRUCTURE Continued

Priority 2 Continued

Demolition of Beatty Accessory Structures	Demolish accessory buildings deemed to hold no historic value to prepare site for future field staff facility.	Demolish accessory buildings; secure historically significant building; continue site planning for new field office facility (identify infrastructure requirements and preliminary layout); hire consultant team to begin programming design phase.	Q1 FY11-12 - Bidding process for demolition Q2 FY11-12 - Award demolition contract Q3 FY11-12 - Demolish accessory buildings and restore building pad sites	\$40,000	Zachary Alexander Operations Legal
Skyline Field Office Improvements	Implement minor remodel to existing building and build new shop.	Complete design development and construction document phases; secure use and building permits; prepare site for construction and initiate bidding process.	FY11-12: Construction documentation, permitting, CEQA FY12-13: Bidding & negotiation, construction	\$240,000	Tina Hugg Legal Operations Facilities Ad Hoc Committee

Priority 3 - None

Deferred

Administrative Office HVAC and South End Remodel	Replace aging HVAC system and expand capacity of the Administrative Office to accommodate future staff growth.	TBD	TBD	TBD	TBD
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Ongoing

- Brochure map updates and formatting
- GIS maintenance
- Map and graphics production
- Linking District databases to GIS (e.g. road & trail database)
- Sign and signboard replacements
- La Honda Creek Master Plan Development (remaining work to close out planning project) \$5,000

PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

Ongoing Continued

- Streamline permitting process with San Mateo County for routine maintenance projects
- Participation in Details and Specifications Committee to develop standard District construction details and specifications \$3,000
- Memorial Bench Inventory
- Office of Emergency Services Coordination
- Sign Committee participation to address emerging sign issues
- Trail Naming
- Bay Area Open Space Council Upland Habitat Project participation and input
- Participate in the development and review of Community Wildfire Protection Programs (CWPP)
- Cultural Resource Surveys
- Natural Resource Surveys
- Pond Monitoring
- Administer the Resource Management Grants Program \$25,000
- Conduct Road and Trail Inventories \$20,000
- Stakeholder participation in the San Gregorio Creek Watershed Assessment Technical Advisory Committee (TAC)
- Moffett Field/NASA Ames Site Cleanup (including Site 25 - Stevens Creek Nature Shoreline Study Area)

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

OPERATIONS DEPARTMENT

ACTION PLAN FY2011-12

Basic Policy Objective:

The District follows management policies that ensure proper care and stewardship of the land, that provide public access appropriate to the nature of the land, and that are consistent with ecological values and public safety.

Core Functions:

- A. Act as the frontline “Face of the District,” when performing visitor service duties.
- B. Provide for public protection, safety and access.
- C. Construct, maintain, and repair District trails and structures.
- D. Provide field resource management services.
- E. Protect natural resources.
- F. Restore natural resources.

Staff Resources (Stated as Full-Time Equivalents – FTEs):

FTEs	Position Title
1.0	Operations Manager
2.0	Area Superintendents
1.0	Support Services Supervisor
1.0	Management Analyst
1.0	Senior Resource Management Specialist
1.7	Resource Specialist I
4.0	Supervising Rangers
2.0	Maintenance/Construction Supervisors
2.0	Maintenance/Resource Supervisors
1.0	Administrative Assistant
1.0	Field Office Administrative Assistants ½ Time (2)
18.0	Rangers
4.0	Equipment Mechanic-Operators
4.0	Lead Open Space Technicians
11.0	Open Space Technicians
1.0	Farm Maintenance Worker
4.0	Seasonal Open Space Technician hours (8,500 hours)
1.7	Seasonal OST hours for resource management (3,500 hours)
1.0	Natural Resources Intern (1,998 hours)
62.4	Total FTEs

PROPOSED FY2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Dept/BOD Involved/Impacted

PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION

Priority 1

Radio Improvement Project	Upgrade the District's radio system by improving communication capabilities resulting in improved staff safety.	Continue with the work already completed on this project. Goals for this fiscal year are: - Install, maintain, and utilize the new simulcast system - Deployment of the new 2nd radio frequency. <i>(Note: this project is outside of the 10.5% CapEx Guideline)</i>	Q4 FY11-12	\$1,170,000	D. Topley Legal Real Property
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Priority 2

Permits Database	Improve the system for issuing, tracking, and reporting permits for greater efficiency and to increase the capacity of the Operations Administrative Assistant.	Create a linked system to improve communications between the offices and improve the ability to: issue permits in a timely manner, gather data, and generate accurate and specific reports. Also, create a manual for users and administrators of the system.	Q4 FY11-12	\$6,000	G. Baillie Admin-IT
Update the Ranger Operations Manual (ROM)	Update sections of the Manual to reflect current practices, and consider changes requested by staff since the original Manual was published	Create a review team to go through the sections in the manual, and work with field staff to edit, add, and delete sections as necessary.	Q4 FY11-12	\$2,000	G. Baillie Legal Admin - HR
District Ordinance Update	Update District Ordinances to reflect changes required to meet the changing needs of resource protection and ranger enforcement. <i>(Note; recommended to occur every 5 years and we are currently 2 years overdue)</i>	Work with outside legal counsel to update the District's Land Use Ordinances. Last update was in 2004 and a variety of requested changes have been identified and need to be addressed. This project will also include a review of the District's Bail Schedule. Costs include publication and printing costs for new Ordinances. Ordinances to be taken to Use and Management Committee for review.	Q3 FY11-12	\$7,000	G. Baillie Legal Public Affairs Use and Management Committee

PROPOSED FY2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Dept/BOD Involved/Impacted

PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION Continued

Priority 2 Continued

District Fire Response and Suppression Program	Evaluate the District's role and model for providing fire response services to ensure it best meets the needs and clarifies our role based on the mission of the District.	Utilize the information gathered at the Operations Leadership Workshop of 2010 to evaluate the current District Fire Response and Suppression model for service delivery. The process will include a review of service requirements required by the District's enabling legislation, staff fire response and suppression role, required training, and equipment. Final recommendations will be presented to the Use and Management Committee.	Q4 FY11-12	\$400	D. Sanguinetti Legal Use and Management Committee
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Priority 3

Radar Database Improvements	Upgrade the existing radar database	Utilize the Incident Database model and components to start process of improving the existing Radar Database to allow for access by field staff, and to have data entry done at the field offices. Limited funds budgeted for this year. Project is expected to be completed in 2012-13.	Q4 FY11-12	\$2,000	G. Baillie Admin-IT
Seasonal Ranger Program	Update the current draft plan for creating a Seasonal Ranger Program	Depending on the results of negotiations with the Field Employees Association, update the proposal for creating a seasonal ranger program. If the decision is made to further research this program, then no funds would be spent in FY11-12, but the program would be prepared for implementation in FY12-13.	Q2 FY11-12	\$0	G. Baillie

Deferred

Operations Administration Policies Manual (AOM)	Create a structure for the third in a series of three policy binders to organize and consolidate policies specific to Operations.	Gather memorandums, written policies, and procedures which affect patrol, maintenance, and Operations administrative functions and consolidate them into one binder; memorialize policies and procedures which are not currently available in written form.	TBD	\$0	G. Baillie Legal
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PROPOSED FY2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Dept/BOD Involved/Impacted

PROGRAM: PUBLIC RECREATION AND ACCESS**Priority 1 - None****Priority 2**

Rancho San Antonio Black Mountain Trail Connection	Repair the Black Mountain Trail Connection alignment from the top of the PG&E Trail to the Black Mountain Trail.	Repair the trail within the trail easement corridor identified in the former Hanson property exchange report. Project is continued from last fiscal year due to difficulties in establishing trail route.	Q4 FY11-12	\$10,000	M. Jurich Planning
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Priority 3

Peters Creek Trail Reroute	Realign the Peters Creek Trail to take it off the Jikoji Retreat Property Dam. Jikoji requested it for their privacy and has agreed to cover costs.	Lay out trail, complete CEQA evaluation, and construction. New trail would be about a quarter mile. Costs budgeted are for materials and supplies.	Q3 FY11-12	\$5,000 \$10K expected in donations for staff time & materials	B. Malone Planning
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Deferred

Fremont Older Ennex Road Realignment	Improve drainage and reduce sedimentation of existing trail.	Realign the Ennex Roadway from gate FO04 to the Rainbow Knoll Trail.	TBD	TBD	TBD
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PROGRAM: STAFF FACILITY INFRASTRUCTURE**Priority 1**

South Area Outpost Development	Establish the South Area Outpost, and continue work towards a permanent south area office.	Complete the project started in FY10-11 to establish a temporary outpost at the former Slaght Property; continue to assist Planning with the search for a permanent south area office location.	Q3 FY11-12	\$12,000	M. Newburn Real Property Planning Legal Admin (IT)
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Priority 2

La Honda Garage Roof Replacement Project	Protect the Dyer garage building for use as field storage facility.	Complete the project started in FY10-11 to remove the second story of the structure and perform repairs to the roof to make the structure weather proof; San Mateo County permits required for project completion.	Q2 FY11-12	\$25,000	B. Malone Planning Real Property
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PROPOSED FY2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Dept/BOD Involved/Impacted

PROGRAM: STAFF FACILITY INFRASTRUCTURE Continued

Priority 3

Electric gate at Windy Hill Portola Road lot	Eliminate the need for a contract to close the Windy Hill Portola Road lot. Current cost is \$6,500.00 a year. Yearly increases of costs have been averaging \$600.00 a year.	Contract for the construction and installation of an electric gate at the Windy Hill Portola Road Parking lot.	Q4 FY11-12	\$23,000	B. Downing Planning
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Deferred - None

PROGRAM: VISITOR SERVICES

Priority 1 - None

Priority 2 - None

Priority 3

Work Order System Improvement	Improve the current work order system for better communication between offices and record keeping.	Research alternatives to combine the current two area systems used for tracking work orders, and develop a proposal for a system that meets the needs of all field staff and administrative staff. If successful, implementation costs would be budgeted for in FY12-13. No expenses, beyond staff time, are anticipated for FY11-12	Q3 FY11-12	\$0	TBA - Maintenance Sup. Admin-IT
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Deferred - None

PROPOSED FY2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Dept/BOD Involved/Impacted

PROGRAM: CULTURAL RESOURCE STEWARDSHIP

Priority 1 - None

Priority 2 - None

Priority 3 - None

Deferred

Evaluate and Plan for Deferred Maintenance of Sherrill Winery Building	Evaluate the structure to see if it is of value for Operational use.	Evaluate structure and determine if demolition or completing deferred maintenance is preferable. Develop plans to restore building if deemed appropriate	TBD	TBD	TBD
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PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION

Priority 1

Control of Slender False Brome	Eradicate Slender False Brome from District preserves, prevent re-infestation, and promote neighbor eradication.	Control of slender false brome on District preserves and financial reimbursment to neighbors for treatment on adjacent private property; treat slender false brome along creek corridors.	Q1 FY11-12 - CEQA revised Q3 FY11-12 - creek work completed Q4 FY16-17 - Slender false brome eradicated from Woodside area	\$134,810	C. Roessler Public Affairs
Integrated Pest Management Program	Develop a formal Integrated Pest Management Program with documentation, procedures and public input.	Hire consultant to develop IPM program, conduct environmental review, and coordinate public input.	Q2 FY11-12 - Board award contract Q4 FY11-12 Develop program Q4 FY12-13 - Board consideration of project & CEQA certification	\$95,750	C. Roessler Planning

PROPOSED FY2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Dept/BOD Involved/Impacted

PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION Continued

Priority 1 Continued

Grassland Burns	Develop a grassland burn program.	Develop a process to bring on a consultant to continue vegetation and wildlife monitoring at previously burned and control sites on Russian Ridge.	Q2 FY11-12 - conduct vegetation and wildlife monitoring. Q2 FY13-14 - Board consideration of project & CEQA certification	\$8,750	C. Roessler
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Priority 2 - None

Priority 3

Bluebrush Canyon Dump Site Clean Up	Remove dumped materials to prevent downstream pollution and erosion. Restore to natural condition.	Remove dumped materials from drainage. This project will also require CEQA review.	Q3 FY11-12	Refer to Real Property budget.	S. Hooper Planning Real Property
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Deferred - None

PROGRAM: BIOTIC RESOURCE STEWARDSHIP

Priority 1

Sudden Oak Death Monitoring & Research	Continue monitoring status and support University of California research of Sudden Oak Death.	Fund and assist Sudden Oak Death research, and monitor infested areas.	Q3 FY11-12 summary report on canyon oak susceptibility to SOD Q3 FY11-12 spray treatment of research & specimen oaks	\$20,700	C. Roessler Public Affairs
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Priority 2 - None

Priority 3 - None

Deferred - None

PROPOSED FY2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Dept/BOD Involved/Impacted

PROGRAM: AGRICULTURAL RESOURCE STEWARDSHIP

Priority 1- None

Priority 2

Weed Control on Mindego property	Control priority weeds on Mindego property to improve conditions of grasslands.	Continue vegetation management on Mindego.	Q1& Q2 FY11-12 spring & summer weed work Q4 FY20-22 priority weeds controlled on Mindego	\$28,456	C. Koopmann Planning Real Property
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Priority 3

Development of Madonna Creek Agricultural Production Plan	Work with a consultant to develop a Agricultural Production Plan for the Madonna Creek Property.	Develop an Agricultural Production Plan for the Madonna Creek property.	Q4 FY011-12	\$55,000	C. Koopmann Planning Real Property
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Deferred

Weed Control on Driscoll property	Control priority weeds on Driscoll property to improve conditions of grasslands.	Conduct vegetation management on former Driscoll property.	TBD	TBD	C. Koopmann Planning Real Property
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Ongoing

- Assist Planning Dept with new boardwalk and restoration of Alpine Pond
- Assist Planning with Biodiversity Land Acquisition Analysis
- Assist Planning with biological monitoring of Driscoll and Big Dipper work
- Assist Planning with restoration of Driscoll ponds DR07 and DR08
- Assist Planning with revegetation plan for Hicks Flat
- Prepare grazing management plan for Bluebrush Canyon; revise lease, install infrastructure improvements
- Prepare lease, find grazing tenant for La Honda
- Provide biological evaluations for new acquisitions
- Provide CEQA support
- Resource Management will support projects identified for field operations

PROPOSED FY2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Dept/BOD Involved/Impacted

Ongoing Continued

- Assist Land Protection Specialist with identification and mitigation of encroachments to District preserves
- Assist Planning Department in development of Site Plan for Skyline Field Office
- Assist the Planning Department with the design and development of new trails as identified in Use and Management Plans
- Budget & Action Plan - Create: Annual Budget, Midyear Budget, Budget Forecast as well as Annual Action Plan, Midyear Changes and Action Plan Review
- Comply with OSHA and other mandates, and providing necessary safety equipment and training
- Conduct focused ranger patrol to address undesignated trail construction and use at Sierra Azul and El Corte de Madera Creek Open Space Preserves
- Continue liaison efforts with police, fire, municipal court, and other public jurisdictions
- Coordinate occupational health and safety program for field operations
- El Corte de Madera Trail Improvements (erosion reduction)
- Enforce District land use regulations by providing active ranger patrol and after-hours call-out response
- Identify and mitigate potential hazards to enhance public safety
- Incorporate newly purchase properties into regular patrol and maintenance schedules
- Maintain buildings, vehicles, and equipment to maximize utility and longevity
- Maintain lands in an environmentally sensitive manner, utilizing resource management practices
- Monitor public use and land use regulation compliance. Assist in education of visiting public on proper use of District preserves
- Monitor special events, use permits, and resource protection impacts on District lands
- Participate in Real Property's "New Land Acquisition Process." This will involve Area Superintendents and Resource Management staff members
- Provide clean, well maintained, public facilities (trails, restrooms, parking lots, etc.) for safe use by District visitors
- Provide safety training for sworn and non-sworn staff
- Provide supervision and assistance to volunteer projects
- Repair and maintain structures involved in the District's employee housing program
- Respond to accidents and other emergencies on District lands
- Respond to fires on District lands and adjacent lands when District property is threatened or where specified by written agreements
- Stevens Creek Apple Orchard
- Continue management of Rancho San Antonio County Park
- Work with court jurisdictions and District Attorneys' offices to prosecute District cases
- Work with database consultant to make changes and improvements to Operations databases in response to information requests
- Work with IT staff to improve electronic information availability between the field and administrative offices
- Work with Planning Department on Master Plans and Use and Management Plans
- Work with the Planning Department on a joint committee on the continued development of Detailed Standards and Specifications
- Advise staff and public to avoid conflicts between humans and wildlife
- Conduct wildlife surveys, specifically for deer and nesting bluebirds
- Continue maintenance of recently installed plants and erosion control at Skyline Ridge tree farm restoration site

PROPOSED FY2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Dept/BOD Involved/Impacted

Ongoing Continued

- Control sedimentation and erosion
- Design and direct volunteer projects
- Inventory newly purchased properties for natural resources and respond to resource management needs. 09-10 Fiscal Year
- Inventory, map and control invasive species
- Management of Resource management grants - giant salamander, mountain lion study
- New grazing leases and management agreements
- New property surveys
- Protect and restore biodiversity of preserves
- Protect rare species and habitat
- Restore natural ecological conditions on disturbed lands
- Work with the Planning department on Resource Management Policies

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

PUBLIC AFFAIRS DEPARTMENT

ACTION PLAN FY 2011-12

Basic Policy Objective:

The District educates and clearly makes visible to the public the purpose and actions of the District, and actively encourages public input and involvement in the District’s decision-making process and other activities.

Core Functions:

- A. Maximize general public’s awareness, understanding and their involvement with the District, and ensure constituents understand the value of the District’s activities such as preserving the ecosystem.
- B. Generate support among opinion leaders, key policymakers, ethnic groups and the general public for District acquisition, preservation, restoration, and interpretive/education projects and programs.
- C. Implement top priorities of the District’s legislative plan and protect the District’s funding structure.
- D. Offer variety of community programs, which enhance visitors’ experiences, provide opportunities to educate, and involve people in the preservation, restoration and enjoyment of open space.
- E. Provide District materials and information to community members and public officials, to ensure full knowledge and understanding of the District, its programs and activities.

Staff Resources (Stated as Full-Time Equivalent - FTES):

FTEs	Position Title
1.0	Public Affairs Manager
1.0	Communications Specialist
1.0	Public Affairs Specialist
1.0	Web Content Coordinator
1.0	Volunteer Programs Coordinator
1.0	Docent Programs Coordinator
1.0	Assistant Programs Coordinator
1.0	Administrative Assistant
0.3	Public Affairs Intern (692.5 hours)
8.3	Total FTEs

PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: PUBLIC INFORMATION, MEDIA AND OUTREACH

Priority 1

Health Incentive Program	Encourage people to improve their health by recreating on District preserves as well as improve knowledge of the District.	Continue program research to determine how best to reach out to the community through health and wellness by providing open space and trails as a resource for bettering one's health. Engage constituents in diverse communities.	Q4 FY11-12 - Provide project proposal to the Board	\$500; additional budget may be needed in future fiscal year[s]	Kristi Britt Planning Operations
District Coffee Table Book	Celebrate the District's 40th anniversary in Nov. 2012; improve constituents' knowledge of the District.	Determine first pass of book content; deliver final manuscript to publisher; review and finalize copy edits; review design samples.	Q1 FY11-12 - Finalize first pass of book content and provide manuscript to publisher Q2-Q4 FY11-12 - Review and finalize copy edits, review design samples	\$12,500	Kristi Britt Planning Legal
Media Management	To make access and communication with media more streamlined and accessible	Research and purchase press release and media list management software	Q3 FY11-12	\$2,000	Leigh Ann Gessner
Diversity Outreach	Engage new audiences	Implement outreach strategy drafted in FY 2010-11	Q4 FY11-12	\$2,000	Rudy Jurgensen All departments
Mobile Application	Disseminate District info in a format that is increasingly popular with our constituents in this tech-savvy area	Survey current relevant apps. Consider mobile format for openspace.org. Determine scope, schedule, and budget for selected approach.	Q3 FY11-12	\$8,000	Vicky Gou Planning Legal

PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	

PUBLIC INFORMATION, MEDIA AND OUTREACH Continued

Priority 2 - None

Priority 3 - None

Deferred

Wildlife Guides	Online resource to improve constituents' knowledge of the natural environment, including flora and fauna found on District preserves	Consider different approach from original eNature concept, such as possible iPhone application or online field guide to wildflower/plants and animals.	TBD	TBD	Kristi Britt
Visitor Estimate Survey	To estimate the number of visitors to District preserves in different seasons.	Continue to gather estimates of the number of individuals who have visited District open space preserves by surveying each preserve during all four seasons.	TBD	TBD	Kristi Britt

PROGRAM: LEGISLATIVE

Priority 1

Mt. Umunhum Remediation and Site Planning	Work with legislators and constituents to clean up the former Air Force Station.	Work with the District's Washington lobbyist to ensure that federal funding for the cleanup continues.	Ongoing	\$30,000	Rudy Jurgensen Operations Real Property Planning Legal
State Legislation	Sponsor and support the Board-approved Legislative Program.	Work with the District's legislative advocate and with legislators and their staff to sponsor and support the Board-approved 2011-2012 Legislative Program. Update Legislative Program to respond to changing political landscape. Seek coordination and support from other special districts.	Ongoing	\$28,000	Rudy Jurgensen All departments

PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: LEGISLATIVE Continued

Priority 1 Continued

Federal Legislation	Sponsor and support the Board-approved Legislative Program.	Work with the District's legislative advocate and with legislators and their staff to sponsor and support the Board-approved 2011-2012 Legislative Program. Update Legislative Program to respond to changing political landscape. Seek coordination and support from other special districts.	Ongoing	\$0	Rudy Jurgensen All departments
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Priority 2 - None

Priority 3 - None

Deferred - None

PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION

Priority 1

Geocaching Program	To promote outdoor time for children and families in a style that is relevant to today's technology-driven youth.	Host event to launch program; print and distribute related materials; promote event in community and in various media outlets; offer staff, board, and volunteer educational training.	Q2 FY11-12 - Host event launch event Q1-Q4 FY11-12 - Promote program in community and internally	\$3,000	Jennifer Williams Operations Legal
District-Wide Interpretive Plan: Implementation - Continued Phase II	Begin implementation of interpretive projects identified in District-wide Interpretive Plan.	Identify interpretive priorities based on criteria outlined in District-wide Interpretive Plan and select highest priority project or site-specific plan development for 2011-12; project may be multi-year.	Q1 FY11-12 - Identify project and resources for implementation (consultant; vendor) Q2 FY11-12 - Contract established and work begins Q3-Q4 FY11-12 - Work in progress and completion	\$5,000	Renee Fitzsimons Operations Planning

PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION Continued

Priority 1 Continued

Collaborative Family Programming with Diverse Audience Partner/s	To involve new audiences and underserved community members in District programs and activities.	Research and identify new partnership opportunities in regional communities - e.g. recreation departments, civic groups, after-school programs, non-profits/ NGOs; establish partnership and set-up program or activity; implement participation process and solicit families; involve District docents and/or partner volunteers.	Q1 FY11-12 - Conduct research on potential partners; contact selected partners to interview Q2 FY11-12 - Select partner and establish agreement; scope the program or activity to implement Q3 FY11-12 - Recruit staff and/or volunteers; set up program schedule Q3-Q4 FY11-12 - Conduct program; culminating event and/or evaluation of program	\$3,000	Renee Fitzsimons Operations
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Priority 2

Memorial Plan Development for Volunteers & Docents	Research and identify a location (or locations) and method for memorializing deceased District volunteers and docents.	Present ideas and recommendations for locations and structures to LFPAC. Work with LFPAC to determine District guidelines.	Q4 FY11-12	\$0	Paul McKowan Operations Planning LFPAC Committee
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Priority 3 - None

PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION Continued

Deferred					
ARMS Program Expansion	Expand the Resource Management Stewards Program.	Hire new 1/2- or full-time Volunteer Program field lead position to oversee the ARMS volunteers.	TBD	TBD	Paul McKowan

Ongoing

- Community-hosted Outreach Events (i.e. Woodside Envirofest); Research, respond to requests, attend as appropriate.
- District-hosted Community Events (i.e. Nature Center Opening Weekend. Co-lead annual Bay Area Ridge Trail Cruz with Ridge Trail Council).
- Coordinate spring and fall *Spaces & Species* field trips - docent/class scheduling; school/teacher and field office communication.
- Docent recruitment - development/placement of print/online/community ads and flyers; track incoming recruits and results.
- Coordinate continued outreach to underserved schools for inclusion in field trip program/ TAP
- Plan, coordinate, implement, and evaluate 2011 Volunteer Recognition Event.
- Schedule and lead annual training for staff. Update training materials, etc.
- Schedule and coordinate 55+ outdoor service projects, including April Earth Day and June Trail Days events.
- Present ARMS 1/2-time and optional full-time Lead Position recommendations to management.
- Continue to manage the existing ARMS Program, make needed adjustments to proposed 1/2- and optional full-time Lead Position.
- Schedule guest speaker/instructor enrichment trainings or presentations for volunteers.
- Schedule and lead Crew Leader combination Project Training/Meeting sessions.
- Recruit for 2012 spring Trail Patrol and fall Crew Leader training classes.
- Coordinate and lead Volunteer Trail Patrol-Team Patrol Days at preserves with general regulations or other ongoing challenges.
- Coordinate specific Trail Patrol outreach tables and patrols at dog preserves; provide education regarding new waste removal guidelines, forward public/volunteer feedback to Ops.
- Manage special project volunteer requests and coordinate with appropriate staff members.
- Manage Volunteer Section of Contact Database and make needed adjustments/additions to new manual.
- Manage improvements to Conservation Easement Monitoring Program, including training and hours reporting.
- Create and send periodic/quarterly E-blast (electronic) volunteer updates, newsletters, etc.
- Plan, schedule, and manage 200+ quarterly docent-led activities for the public.
- Process requests for docent-led hikes and other activities from constituents.
- Manage Daniels Nature Center, including docent scheduling, and maintenance and operational needs.

PROPOSED FY 2011-12 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted

Ongoing Continued

- Plan/coordinate annual Fremont Older House & Garden Tours for public - including docent scheduling, media outreach, etc. once or twice a year. in February-March (six weeks) for OELs, and in March for NCHs.
- Networking: meet with groups like MEEA (environmental education), VAN (volunteer administration), NAI-Chapter 9 (interpretation) for professional development, and programmatic or project collaboration.
- Training: Research/solicit other organizations for partnerships to provide new enrichment/joint training opportunities for volunteers. Continue to work with POST and other organizations or agencies
- Host and attend Volunteer Management - Best Practices Roundtable meetings and trainings.
- Coordinate Public Affairs team feedback and represent group at T3 and other internal District committees.
- Alpine Pond Long Term Management Plan
- Stevens Canyon Ranch long-term orchard management agreement
- Promote diverse media coverage of the District that communicates its key messages.
- Host special events and celebrations such as a Legislative Meet-and-Greet, Mary Davey dedication event, etc.
- Produce the quarterly newsletter *Open Space Views*, including the 2010-11 Annual Report; coordinate graphic design, print, mail.
- Produce and update District trail brochures and other printed matter; create new brochures for special activities/topics as needed.
- Hold an annual public meeting to review the Good Neighbor Policy (and brochure) and its implementation and effectiveness.
- Continue to promote the District's trail guide book *Peninsula Tales & Trails*.
- Work with Planning and Operations to design, write, and edit content for signs and signboards; attend Sign Committee meetings.
- Develop District advertisements for public meetings, announcements, docent and volunteer recruitment, etc. as needed.
- Develop collaborative partnerships with other organizations to help the District achieve its mission.
- Maintain/improve the District Web site to serve volunteers, community, constituents, staff with timely/relevant news and project info.
- Prepare department Action Plan and Budget and related mid-year and forecast
- Build relationships and work on getting regular coverage of the District in ethnic media outlets to reach new audiences.
- Plan and give regular general information community presentations about the District to our target audiences.
- Publish and distribute weekly blog posts to communicate about the District and nature, particularly with the media and younger readers online.