



Midpeninsula Regional
Open Space District

R-11-47
Meeting 11-07
March 23, 2011

AGENDA ITEM 7

AGENDA ITEM

Adoption of the Midpeninsula Regional Open Space District Fiscal Year 2011-12 Action Plan

GENERAL MANAGER'S RECOMMENDATION

Adopt the Midpeninsula Regional Open Space District Action Plan for Fiscal Year 2011-12

BACKGROUND

The proposed Fiscal Year (FY) 2011-12 Action Plan was reviewed by the Board of Directors at its regular meeting held on February 23, 2011 and no substantive changes were requested by the Board. Staff subsequently identified the need for a few edits primarily to the scope and budget of a select number of projects, all of which are highlighted as tracked changes in the revised Final FY2011-12 Action Plan. The proposed changes were presented to the Administration and Budget Committee via email ahead of this Board meeting for their review and concurrence.

DISCUSSION

Following the February 23, 2011, a few changes suggested by staff were added to the proposed FY2011-12 Action Plan. Edits are shown in the attached Action Plan document as tracked changes and are summarized below by Department:

Administration

- Minor edits for clarification.

Real Property

- As a result of the March 9, 2011 approval of the funding agreement with Santa Clara County Parks for the Powell property additions to Monte Bello Open Space Preserve, this land purchase project will now be completed in FY2010-11 and has thus been removed from Land Purchase Partnerships for FY2011-12. Also, in the Land Purchase Partnerships category, two projects, the City of Saratoga connection to Skyline-Sanborn County Park and the Moody Gulch property addition to Bear Creek Redwoods have been changed from deferred status to priority 2. A potential new property addition to Purisima Creek Redwoods Open Space Preserve has been added to the Coastside Purchases category. These changes result in an overall decrease of

\$205,000 in the New Land Purchases category in the FY2011-12 Budget. Under Potential New Trail Easements category, the budget for completing the San Francisco Bay Trail alignment study through the lands of the San Francisco Public Utilities Commission has been increased by \$25,000 due to a delay in scheduling consultations with public stakeholders. This increase also reflects a decrease of \$25,000 in the projected expenses for FY2010-11. As a result, the Real Property budget has been reduced by \$180,000 for FY2011-12.

Planning

- After reviewing the preliminary draft environmental review document for the La Honda Creek Master Plan with Legal Counsel, staff recommends that additional funds be allocated to the project to complete the environmental assessment and include legal services to review the draft document prior to public release. For this change, staff recommends an increase in the budget from \$5,000 to \$35,000. In reviewing the project budgets, staff determined that the budget for the Alpine Pond Interpretive Project, which is still awaiting grant funding approval, can be reduced by \$30,000 without significantly impacting its scope and schedule. Therefore, staff recommends transferring \$30,000 from the Alpine Pond project to the La Honda Master Plan. As a result, there is no net change to the total Planning Budget, nor a change to the CAPEX (Capital Expenditure guideline) calculation.

Operations

- No changes

Public Affairs

- No changes

FISCAL IMPACT

Fiscal impact is identified for each Key Project within the Action Plan document. The proposed annual District budget is linked to the Action Plan to reflect project costs. For more information on the FY2011-12 Budget, please refer to Board Item No. 10B.

PUBLIC NOTICE

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

CEQA COMPLIANCE

Board approval of the District's FY2011-12 Action Plan is not a project under the California Environmental Quality Act (CEQA) and no environmental review is required. The Action Plan contains anticipated projects that will require further Board review and approval, some of which may be subject to CEQA review. These projects will comply with all CEQA requirements prior to proceeding as a normal part of the implementation process.

NEXT STEPS

Projects listed in the FY2011-12 Action Plan will be implemented according to the schedules described in the Action Plan.

Attachments:

Changes to the District FY2011-12 Action Plan by Department (shown as tracked changes for only the affected departments)

- a. Administration
- b. Real Property
- c. Planning

Prepared by:

Ana Ruiz, Planning Manager

Contact person:

Stephen E. Abbors, General Manager

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 2-YEAR CONTINGENT
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

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, public works contracting, and economic interest filing.
- 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

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: 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	\$7,670,000 \$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. (See also <i>Cultural Resource Stewardship</i>)	FY11-12	\$85,000	Michael Reeves Legal Operations Planning Public Affairs

Priority 2

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) 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 (priority 2)	FY11-12	\$775,000 \$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	\$70,000 \$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 & Hofer 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 additions to the Purisima Creek Redwoods and Miramontes Ridge Open Space Preserves and pursue other opportunities in the Coastside Protection Area.	FY11-12	\$5,050,000 \$1,600,000	Mike Williams All departments
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
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

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

PLANNING DEPARTMENT

ACTION PLAN FY2011-12

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	\$100,000 \$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: 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

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)

~~\$35,000~~ \$5,000