



Midpeninsula Regional  
Open Space District

R-12-55  
Meeting 12-20  
June 27, 2013

## **AGENDA ITEM 7**

### **AGENDA ITEM**

Year-End Review of the FY2011-12 Action Plan

### **GENERAL MANAGER'S RECOMMENDATION**

Accept the Year-End Review of the FY2011-12 Action Plan.

### **DISCUSSION**

The FY2011-12 Action Plan, for the period April 1, 2011 to March 31, 2012, was adopted by the Board at the March 23, 2011 (Report R-11-47) Regular meeting. The Action Plan Year-End Review provides the Board with information on the status of each key project and the reason(s) for any variance from the anticipated schedule. The FY2011-12 Action Plan Year-End Review follows a similar format and presentation from prior years.

### **FISCAL IMPACT**

The Year-End Review of the FY2011-12 Action Plan has no fiscal impact on the FY2011-12 budget, and merely reviews work already performed.

### **BOARD COMMITTEE REVIEW**

This report was not discussed by any Committee.

### **PUBLIC NOTICE**

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

### **CEQA COMPLIANCE**

This proposed action is not a project under the California Environmental Quality Act (CEQA) and no environmental review is required.

**NEXT STEPS**

Work will continue in FY2012-13 on projects that have been carried over from the FY2011-12 Action Plan.

Attachment:

1. FY2011-12 Action Plans Review

Responsible Department Manager:  
Kate Drayson, Administrative Services Manager



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**YEAR-END REVIEW OF FY2011-12 DISTRICT WIDE ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**DISTRICT-WIDE KEY PROJECTS**

**Priority 1**

Integrated Accounting, Budget and Finance Software	Work with staff and consultant on contract negotiation and implementation of Phase I (Core Financials) with a go-live date of July 2, 2012.	In Progress		Project is on track for Core Financials Go-Live in July 2012.
Strategic Plan - Development	Complete the initial Strategic Plan document	In Progress	Schedule delayed due to staff capacity issues.	Draft Strategic Plan document was distributed to the Board in April 2012.
Strategic Plan - Implementation	Evaluate alternative financial models and budget guidelines to consider for adoption in FY12-13	Yes		
	Develop programmatic strategies to implement Strategic Plan	No	Schedule delayed due to staff capacity issues.	
	Evaluate organizational business model	No	Target completion date for this project is Q2 FY12-13	
	Develop the scope of work for an Open Space Vision plan	In Progress	Multi-year effort. Consultant to be hired in early FY2012-13.	
	Develop the scope of work for a funding measure	In Progress	Multi-year effort. Consultant to be hired in early FY2012-13.	

**Priority 2 - None**

**Priority 3 - None**

1. Items strike-through have been removed from current Fiscal Year and may be deferred to future year.
2. Items underlined are new additions or changes to current Fiscal Year.
3. Projects gray-out reflect no changes.

**YEAR-END REVIEW OF FY2011-12 REAL PROPERTY ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**PROGRAM: GREENBELT PRESERVATION**

**Priority 1**

Potential New Land Additions	Pursue purchase of new land additions to:			Added approximately 5 acres in "Redwood Park" parcels through gift and tax default purchases to Purisima Creek. Added the 97.5 acre POST(Silva) property to Russian Ridge w/ \$500,000 Coastal Conservancy grant and POST is providing \$1.5 million to fund Mindego Gateway project. Protected 544 acres in Sierra Azul including the 176 acre Stanton Trust, 117 POST(Hendrys Creek), 83 acre Balaban, 158 acre Barret Creek and 9 acre BLM properties.
	Purisima Creek	Yes		
	<del>El Corte de Madera Creek</del>		See Land Purchase Partnerships	
	La Honda Creek	No	Property was sold to private party.	
	Russian Ridge	Yes		
	Skyline Ridge	In Progress	Continuing negotiations.	
	Sierra Azul	Yes		
	Pursue additional property rights in the Mt. Umunhum area to assist with the Mt. Umunhum Site Planning project (Key Project).	In Progress	Continuing negotiations.	
The Hawthorns Property Transfer	Transfer of this historic property in Portola Valley to the District. (See also <i>Cultural Resource Stewardship</i> )	Yes		Received a gift of the 79 acre Hawthorns property as an addition to Windy Hill including a \$2 million endowment for property maintenance and management.
	Upon transfer, secure the site.	Yes		
	Implement improvements to the Alpine Road residence to use for management presence.	In Progress	Awaiting approval of Amended Preliminary Use and Management Plan.	
	Ensure defensible space clearing.	In Progress	Awaiting approval of Amended Preliminary Use and Management Plan.	

**YEAR-END REVIEW OF FY2011-12 REAL PROPERTY ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variiances	Comments
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**PROGRAM: GREENBELT PRESERVATION (Cont'd)**

**Priority 2**

Land Purchase Partnerships	Cooperatively work with local land preservation organizations on the following property partnerships:			Partnered with the City & County Parks to protect the 66 acre which provide a future trail connection between Saratoga to Skyline Sanborn property.
	1. Saratoga to Skyline Sanborn w/ City of Saratoga & Santa Clara County Parks.	Yes		
	2. El Corte de Madera Additions - Sempervirens/Galloway.	In Progress	Lot Line Adjustment tentatively approved by San Mateo County. Transactional documents drafted.	
Potential New Trail Easements	1. La Honda Creek Open Space Preserve (Caltrans).	Yes		Caltrans granted District public trail easement at La Honda Creek in exchange for drainage easements along Skyline Blvd.
	2. Bay Area Ridge Trail (Cal Water at ECDM).	In Progress	Waiting for completion of trail construction to survey and record easement.	
New Land Transition	Contractual agreement to initiate dump site cleanup at Powell.	In Progress	Completed RFP for environmental engineer and selected consultants - consultant work underway.	

**Priority 3 - None**

**YEAR-END REVIEW OF FY2011-12 REAL PROPERTY ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variiances	Comments
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**PROGRAM: COASTSIDE PROTECTION PLAN**

**Priority 1**

Coastside Purchases	Purchase new land additions to the - Purisima Creek Redwoods	Yes		Purchased the 270 POST(October Farm and 4.5 acre Peninsula Volunteers properties in the Lobitos watershed as additions to Purisima Creek Added the 564 acre POST(Madonna Creek) to Miramontes Ridge with \$500,000 HCF grant.
	- Miramontes Ridge Open Space Preserves Pursue other opportunities in the Coastside Protection Area	Yes		

**Priority 2**

Purisima to the Sea	1. Continue to pursue a lot line adjustments to merge the Elkus Uplands & Lobitos Ridge properties.	Yes		
	2. Purisima Farms Property Transfer.	No	Other department priorities and staff workload capacity delayed project to FY2012-13 Action Plan.	

**Priority 3 - None**

**YEAR-END REVIEW OF FY2011-12 REAL PROPERTY ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**PROGRAM: LONG RANGE PLANNING**

**Priority 1**

Greenbelt and Coastsides Land Purchase Program Development	1. Review, consolidate, and analyze existing land acquisition policies including Basic Policy; Land Acquisition; ROSS; Coastsides Service Plan; Master Plan; Real Property Committee Charge. 2. In conjunction with Strategic Plan development, review Greenbelt definition; discuss strategies for greenbelt and coastsides land conservation.	In Progress		Incorporated into Strategic Plan - Vision Plan under District-wide Projects.
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Priority 2 - None

Priority 3 - None

**PROGRAM: PROPERTY RIGHTS STEWARDSHIP**

**Priority 1**

Ridge Vineyards	Draft agreement and easement documents for fee and easement property exchanges to resolve historic encroachment, protect scenic ridgeline and enhance compatible agricultural uses.	In Progress	Entered into reimbursement agreement with Ridge Vineyards. Selected outside counsel for drafting of transactional documents.	
Encroachment Resolution	Saratoga Gap - dump site clean up (Gullicksen).	In Progress	Continue to work w/ County of Santa Clara to pursue dump clean up.	

**PROGRAM: PROPERTY RIGHTS STEWARDSHIP (Cont'd)**

**Priority 2**

Guadalupe Land Company 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.	No	Delay in schedule due to staff capacity.	
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Priority 3 - None

**YEAR-END REVIEW OF FY2011-12 REAL PROPERTY ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**PROGRAM: REVENUE GENERATION**

**Priority 1**

New Land Rental Property Transition	Transition 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.			
	Hawthorn Alpine Road house	In Progress	Awaiting approval of Amended Preliminary Use and Management Plan.	
	POST(Silva) house	In Progress	Awaiting resolution of an outstanding permit with San Mateo County.	
	Slaght house(staff)	In Progress	Asbestos/Lead Abatement complete, minor repairs need to be completed.	
	POST (October Farm) house	Yes		

Priority 2 - None

Priority 3 - None



**YEAR-END REVIEW OF FY2011-12 REAL PROPERTY ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variiances	Comments
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**PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION**

**Priority 1**

San Mateo County Telecom Lease - Rolph Repeater, Russian Ridge Open Space Preserve	<ol style="list-style-type: none"> <li>1. Understand with Operations the District Radio System requirements for tower at the County's Pise Peak Communications Site.</li> <li>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 Rolph Repeater Site for the next 25 years.</li> <li>3. Receive approval of the new 25-year lease from the County.</li> </ol>	In Progress	Secured license to locate District Radio System antennae at Pise Peak and Rolph Mountain. New 25-year lease drafted and submitted to San Mateo County awaiting comment.	
GGNRA Communications Tower Construction	<ol style="list-style-type: none"> <li>1. Coordinate with Operations day-to-day contractor requirements.</li> <li>2. Monitor with Operations day-to-day construction activities.</li> <li>3. Coordinate with Operations/Public Affairs to manage public outreach regarding construction</li> <li>4. Coordinate with GGNRA and Operations for installation of District Radio equipment on GGNRA tower</li> <li>5. Ensure all site clean up and road repair completed by GGNRA post construction.</li> </ol>	Yes		

**Priority 2 - None**

**Priority 3 - None**

**YEAR-END REVIEW OF FY2011-12 REAL PROPERTY ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variiances	Comments
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**PROGRAM: AGRICULTURAL LAND STEWARDSHIP**

**Priority 1**

<p>Ag Lease - former POST (Lobitos Ridge) property</p>	<p>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 &amp; SMC Ag Advisory. 5. Review Agricultural Production Plan with U&amp;M committee. 6. Sign Lease.</p>	<p>Yes</p>		
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**Priority 2**

<p>Grazing Lease - former POST (Blue Brush Canyon) property</p>	<p>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 &amp; SMC Ag Advisory. 5. Sign lease.</p>	<p>No</p>	<p>Delay in schedule due to staff capacity.</p>	
<p>Stevens Canyon Ranch Long Term Orchard Management Agreement</p>	<p>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.</p>	<p>No</p>	<p>Delay in schedule due to staff capacity.</p>	

**Priority 3 - None**

**YEAR-END REVIEW OF FY2011-12 REAL PROPERTY ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variiances	Comments
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**PROGRAM: PUBLIC RECREATION AND ACCESS**

**Priority 1 - None**

**Priority 2**

Bear Creek Stables RFP/Lease	1. Prepare Bear Creek Stables draft site and management plan options.	In Progress	Preparation of presentation to Sierra Azul/Bear Creek Redwoods Master Plan Ad Hoc committee delayed until FY2012-13 due to staff workload capacity.	Site and management plan parameters completed.
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**Priority 3 - None**

**PROGRAM: CULTURAL RESOURCE STEWARDSHIP**

**Priority 1**

Fremont Older House Defensible Space	Phase 1 - North behind Fremont Older House. Phase 2 - East of the Road all the way to the Adobe. Phase 3 - Around the Adobe.	No	Delay in schedule due to staff capacity.	
Hawthorns Historic Residence	Secure and weatherproof historical buildings. Identify and initiate discussions with potential partners for historic resource management.	No	Delay in schedule while waiting for property transfer and because of Real Property and Planning staff capacity.	

**Priority 2 - None**

**Priority 3 - None**

**YEAR END REVIEW OF FY 2011-12 KEY ACTION PLAN PROJECTS**

Key Project	Scope	Task Completed ?	Reasons for Delays/Variations	Comments
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**PROGRAM: LONG RANGE PLANNING**

**Priority 1**

Cooley Landing Peninsula Partnership Agreement with East Palo Alto	Coordination with City of East Palo Alto to review RFPs, construction drawings, grant documents, and others to support the project.	Yes		
	Provide technical assistance as needed to review documents and other work products.	Yes		
	Work with District Board for amendments to U&M Plan and Partnership Agreement with City.	Yes		
Mt. Umunhum Site Planning <i>(Element of the SA/BCR Master Plan project)</i>	Complete environmental assessment and Environmental Restoration and Public Access Plan for Mt. Umunhum for Board consideration and adoption (Final Adoption).	In Progress	Additional time needed to address multiple comments raised by the public on the Draft EIR. Final EIR was certified June 12.	Although there was a delay in certification to address many comments received on the Draft EIR, other work was also completed in support of the planning project, including: development and refinement of the radar tower options (schematics, photo simulation, 3D model, and refined cost estimates)

**Priority 2 - None**

**Priority 3 - None**

Key Project	Scope	Task Completed ?	Reasons for Delays/Variations	Comments
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**PROGRAM: GEOGRAPHIC AND INFORMATION SYSTEMS SERVICES**

**Priority 1**

Ward Boundaries Analysis	Obtain new census data information and conduct GIS analysis to update Ward boundaries for the District.	Yes		
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**Priority 2**

Conservation GIS Library	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.	Yes		
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**Priority 3 - None**

Key Project	Scope	Task Completed ?	Reasons for Delays/Variations	Comments
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**PROGRAM: PUBLIC RECREATION ACCESS**

**Priority 1**

El Corte de Madera Creek Staging Area and Trail Improvements	Complete trail design and permitting for Phase I trails and relocated trail crossing across Highway 35.	In Progress	Additional time needed to address multiple County and Caltrans permitting issues.	Additional coordination required by County Planning Commission. Additional planting plan analysis required by Caltrans. Final permits secured June 2012.
Mindego Gateway Project	Complete planning and design for trails and staging area.	Yes		Permit applications and drawings for Mindego Hill Trail, staging area & commemorative site plans submitted to the County. Currently addressing land use issues regarding Williamson Act contracts held on the Silva and Mindego Ranch properties; will be amending contract language to allow recreational and open space uses. Construction of the Mindego Hill Trail and staging area anticipated in FY13-14.
	Prepare CEQA documentation for all four project components: Audrey Rust Commemorative Site (POST- managed); new staging area; Ancient Oaks Trail Connection; and Mindego Hill Trail.	Yes		
	Project also includes studies (habitat assessment, sensitive species surveys, and cultural surveys) to inform project design.	Yes		
Thornewood Trail Improvements	Following Town of Woodside approval of permit resubmittal, complete the equestrian ford crossing installation.	Yes		Final trail segment and creek crossing opened to the public in May.
Renewal of Memorandum of Understanding (MOU) with California Department of Fish and Game (DFG)	Renew a multi-year MOU with DFG to permit routine maintenance activities on District lands.	No	Project deferred due to workload.	Project now resides in the Natural Resources Department.

Key Project	Scope	Task Completed ?	Reasons for Delays/Variations	Comments
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**PROGRAM: PUBLIC RECREATION ACCESS (Cont'd)**

**Priority 1 (Cont'd)**

San Mateo County Permit Streamlining	Explore opportunities for streamlining permitting system through San Mateo County to help reduce project delays, excessive design requirements, and costs.	In Progress	Met with Dave Holland, San Mateo County Assitant County Administrator to discuss permitting issues and potential solutions; forwarded permit streamlining ideas for County review and consideration.	
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**Priority 2**

Mt. Umumhum Implementation Phase I-Year 1	Initiate planning for Phase I site improvements: develop plans for trail connections to Barlow Road and Lexington Basin and ecological restoration.	In Progress	Topographic survey underway for proposed staging area at Bald Mountain; initial reconnaissance completed and contract awarded to design construction plans for trail route to summit.	Grant application put on hold, with consensus from potential grantor, until Board has approved final project, and road easements, Williamson Act contracts, etc., are resolved.
	Seek grant funding for public access improvements.	In Progress		
Alpine Pond Long-Term Management Plan	Continue to seek grant funding for a phased implementation approach.	Yes		
Mary Davey Memorial	Develop project scope, schedule, and design for memorial.	Yes	Plans and permits will be finalized during the second quarter of FY12-13. Overall project on schedule	Final plan prepared during first quarter of FY12-13. Obtained Board approval of the memorial project as a Use and Management Plan amendment in June 2012. Determined no permits needed.
	Work with LFPAC to finalize design.	Yes		
	Prepare plans and secure permits, as necessary.	In Progress		

**Priority 3**

Pulgas Ridge Trail Connection	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.	No	Waiting to meet with San Carlos staff to see if project is still a priority and if they will have staff assigned to address neighborhood issues	
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Key Project	Scope	Task Completed ?	Reasons for Delays/Variations	Comments
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**PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION**

**Priority 1**

Fremont Older Staging Area Public Safety Improvements	Negotiate canopy and other site safety improvements with the Country Club.	In Progress	Will be conducting additional data collection (mapping of golf ball landings) to confirm canopy net design.	
	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.	No		
Schilling Lake Management Plan - Implementation	Remove select trees per Board-approved Lake Management Plan from Schilling Lake Dam to protect dam integrity.	Yes		

**Priority 2**

Peter's Creek Trail Bridge Repair	Assess trail bridge condition; if deemed necessary, begin design for new trail bridge.	Yes		Project may be deferred; it was identified as one of the projects to defer to create additional capacity of Vision Plan and other higher priority projects.
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**Priority 3 - None**

**PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION**

**Priority 1**

Guadalupe River Mercury Total Maximum Daily Load (TMDL)	Implement first year of the coordinated monitoring effort to assess TMDL implementation success. Continue investigations of potential mercury mitigation sites on District lands	Yes		This is a multi-year project. Project is now resides in the Natural Resources Department.
Hicks Flat Mercury Remediation	Complete mercury remediation design (for removal and stabilization of eroding mining waste rock along streambank) at Sierra Azul.	In Progress	Remediation plans and CEQA review have been completed. Permit applications are proceeding. Project on track for completion next summer.	Project now resides in the Natural Resources Department.



Key Project	Scope	Task Completed ?	Reasons for Delays/Variations	Comments
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**PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION (Cont'd)**

**Priority 1 (Cont'd)**

Mindego Ranch Remediation	Negotiate final agreement to close project with affected parties and obtain "no further action" letter from Water Board.	In Progress	Awaiting response from Seller on amendment to Landfill Removal Agreement to proceed with project.	Project is now resides in the Natural Resources Department.
Mt. Umunhum Remediation and Restoration	Complete permitting/bidding process.	No	Demolition Contract Bid Documents are approximately 80% complete. With the recent Board certification of the EIR, bid award process can proceed.	Release of bid package expected in late June; Award of contract expected in early September.
	Award contract to demolish first phase of buildings and structures, consistent with a Board-approved Restoration and Public Access Plan.	No		
Alma College Remediation	Contain fuel leak and conduct remediation activities to remove source of contaminants (underground storage tank/piping) and contaminated soil.	Yes		Phase I investigation identified potential additional underground fuel storage tanks. Any future work would be completed by the Natural Resources Department.
	Conduct Phase I investigations of Alma College site to identify any other potential contaminant sources.	Yes		
Potential Purchase Land Restoration <i>(Hendrys Creek)</i>	Pending the purchase of new property (Hendrys Creek), work with Santa Clara Valley Water District to develop, fund, and implement a Land Restoration Plan; Plan would be due at time of District purchase.	In Progress	Development of the Land Restoration Plan delayed due to delay in the transfer of property.	Hendrys Creek is owned by POST and managed by the District under a lease and management agreement. Opportunity exists to work with a partner agency to fund District purchase, pending completion of the Plan

**Priority 2**

Big Dipper Road Restoration	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.	Yes		Grant reimbursement payment received.
Resource Management Policies	Obtain final Board approval for the entire set of Resource Management Policies	Yes		

Key Project	Scope	Task Completed ?	Reasons for Delays/Variations	Comments
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**PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION (Cont'd)**

**Priority 2 (Cont'd)**

El Corte de Madera Creek Watershed Protection Program	Secure permits for Methuselah bridge and Manzanita Trail improvements and complete first phase of road fill removal/trail restoration to close abandoned alignments.	In Progress	Grading permit for Methuselah is in review with the County; building permit scheduled for submittal during FY12-13. Manzanita Trail improvements have been completed.	Project is now resides in the Natural Resources Department.
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**Priority 3 - None**

**PROGRAM: BIOTIC RESOURCE STEWARDSHIP**

**Priority 1 - None**

**Priority 2**

Ponds DR07 and DR08 Repair	Complete pond design and submit for permits.	Yes	Project was unsuccessful in receiving funds from the North American Wetland Conservation Act grant.	Project is moving to construction using District funds. Project now resides in the Natural Resources Department.
	Secure grant funding for repair work.	No		

**Priority 3 - None**

**PROGRAM: CULTURAL RESOURCE STEWARDSHIP**

**Priority 1 - None**

**Priority 2**

Alma College Site Use Partnership	Prepare a draft Request for Proposals (RFP) to determine partnership interest in rehabilitating/stabilizing key structures.	No	Project deferred due to other higher priority projects.	
Archaeological Surveys (Mindego Ranch and Skyline Ridge)	Competitively select consultant to complete archaeological surveys to inform development of future plans/construction projects.	Yes		

**Priority 3 - None**

Key Project	Scope	Task Completed ?	Reasons for Delays/Variations	Comments
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**PROGRAM: STAFF FACILITY INFRASTRUCTURE**

**Priority 1**

Folger Ranch House Remodel	Complete bidding process to award construction contract.	Yes	March rain storms delayed start of work until April 2012.	Mid-year budget adjustment will be required to carry unspent funds from last fiscal year to present fiscal year. Project expected to be complete by late June.
	Complete residence remodel and new water system installation	In Progress		

**Priority 2**

South Area Field Office Site Preparation and Design	Secure the one building with historic merit; continue site planning and design through schematic design phase for new field office facility.	No	Insufficient water was determined to exist onsite to adequately support a new field office facility.	Project deferred, pending consideration of other potential field office sites. In the mean time, the South Area Outpost will continue to serve as the District's southernmost staff facility.
Skyline Field Office Improvements	Re-visit cost, program, and scope of project given County required site improvements.	In Progress	Cost, program, and scope were re-evaluated. Overview analysis of other facilities was completed. Cost implications of facility projects to CIP guideline were evaluated with Controller. Additional work on project deferred due to other higher priority projects.	

**Priority 3 - None**

YEAR-END REVIEW OF FY2011-12 OPERATIONS ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reasons for Delays/Variiances	Comments
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**PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION**

**Priority 1**

Radio Improvement Project	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>	In progress	Equipment has been purchased and Santa Clara County Communications has installed the radio and simulcast equipment at all of the five repeater sites.  SCC Communications is negotiating a new agreement with the company which does antenna installation on the towers at the five repeater sites, which has delayed final implementation.	Project was carried over to FY 2012-13 Action Plan.  Other agencies have been notified of the changes in the District's radio system, and arrangements are being made for final project implementation in late-summer 2012.
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**Priority 2**

Permits Database	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.	In progress	Database has been created, and permits from January 1, 2012 have been entered. Reports are being developed for the system, but the project has been delayed as staff has focused on IAFS implementation.	Project was carried over to FY 2012-13 Action Plan.
Update the Ranger Operations Manual (ROM)	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.	In progress	Project timeline was extended to ensure that staff had adequate time for review of the sections.	Final changes are being made, and publishing of updated sections is anticipated in June, 2012.
Development of Madonna Creek Agricultural Production Plan	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 Managemen Committee for review.	In progress	Input has been gathered on Ordinances which need to be updated. Project was moved to the new Natural Resources Department budget for FY 2012-13.	Project is schedule for completion in Q3 FY2012-13.

**YEAR-END REVIEW OF FY2011-12 OPERATIONS ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION (Cont'd)**

**Priority 3**

Radar Database Improvements	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.	No	Decision was made to focus on improvements in the Incidents database, since better reporting from that system was a more immediate need.	Project is schedule for completion in Q3 FY2012-13.
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**PROGRAM: PUBLIC RECREATIONAL ACCESS**

**Priority 1 - None**

**Priority 2**

Rancho San Antonio Black Mountain Trail Connection	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.	In Progress	The delay was the result of a CEQA review that required it to begin construction after 4/15/2012.	Is currently under construction and should be completed by the Summer of 2012.
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**Priority 3**

Peters Creek Trail Reroute (Jikoji)	Lay out trail, complete CEQA evaluation, and construction. New trail would be about a quarter mile. Costs budgeted are for materials and supplies, which will be purchased this year.  Additional CEQA and F&G compliance work will be done in the 3rd and 4th Quarter. Construction anticipated in FY12-13.	In Progress	Delays included reaching a clear agreement with Jikoji. The Natural Resource Department will be working on a biological study that will include recent sightings of the San Francisco Garter Snake. Once those are completed a CEQA will be conducted, followed by construction if appropriate and approved.	We anticipate meeting the schedule in the 12-13 Action Plan Q3 FY12-13 Complete CEQA  Q4 FY12-13 Complete Agreement  Q3 FY 13-14 Construct Trail
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**YEAR-END REVIEW OF FY2011-12 OPERATIONS ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**PROGRAM: STAFF FACILITY INFRASTRUCTURE**

**Priority 1**

South Area Outpost Development	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.	Yes		
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**Priority 2**

La Honda Garage Roof Replacement Project	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.	Yes		
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**Priority 3**

Electric gate at Windy Hill Portola Road lot	Contract for the construction and installation of an electric gate at the Windy Hill Portola Road Parking lot.	Yes		
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**PROGRAM: VISITOR SERVICES**

**Priority 1 - None**

**Priority 2 - None**

**Priority 3**

Work Order System Improvement	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	In Progress	Research was completed on the feasibility of using a module in New World Systems (IAFS) software to meet District needs. The module did not prove to be the solution, and more research is being done on alternatives.	Project was carried over to FY 2012-13 Action Plan.
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**PROGRAM: CULTURAL RESOURCE STEWARDSHIP**

**Priority 1 - None**

**Priority 2 - None**

**Priority 3 - None**

**YEAR-END REVIEW OF FY2011-12 OPERATIONS ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION**

**Priority 1**

Control of Slender False Brome	Control of slender false brome on District preserves and financial reimbursement to neighbors for treatment on adjacent private property; treat slender false brome along creek corridors.	No	Finalization of slender false brome CEQA delayed until environmental reviews on other projects completed.	
Integrated Pest Management Program	Hire consultant to develop IPM program, conduct environmental review, and coordinate public input.	No	For legal reasons, developed interim CEQA review on smaller number of projects instead.	
Grassland Burns	Develop a process to bring on a consultant to continue vegetation and wildlife monitoring at previously burned and control sites on Russian Ridge.	No	Vegetation and wildlife monitoring continue. Burn environmental review delayed to complete other environmental reviews.	

**Priority 2 - None**

**Priority 3 - None**

Bluebrush Canyon Dump Site Clean Up	Remove dumped materials from drainage. This project will also require CEQA review.	Yes		
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**PROGRAM: BIOTIC RESOURCE STEWARDSHIP**

**Priority 1**

Sudden Oak Death Monitoring & Research	Fund and assist Sudden Oak Death research, and monitor infested areas.	In Progress	Multi-year project, which is on schedule.	
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**Priority 2**

**Priority 3**

YEAR-END REVIEW OF FY2011-12 OPERATIONS ACTION PLAN KEY PROJECTS

Key Project	Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**PROGRAM: AGRICULTURAL RESOURCE STEWARDSHIP**

**Priority 1 - None**

**Priority 2**

Weed Control on Mindego property	Continue vegetation management on Mindego.	In Progress	Multi-year project, which is on schedule.	
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**Priority 3**

Development of Madonna Creek Agricultural Production Plan	Develop an Agricultural Production Plan for the Madonna Creek property.	In Progress	Project still under design.	
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**YEAR-END REVIEW OF FY2011-12 PUBLIC AFFAIRS ACTION PLAN KEY PROJECTS**

Key Project	Project Description Revisions/Additions  Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**PROGRAM: PUBLIC INFORMATION, MEDIA AND OUTREACH**

**Priority 1**

Health Incentive Program	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.	Yes	Financial and Staffing resource capacity	Instead of setting up an expensive program, which currently exceeds our capabilities, the District has joined a coalition of public and private organizations which is trying to establish a pilot program in San Francisco which could, if successful, be introduced in San Mateo and Santa Clara Counties. In addition we are working with community groups to realize smaller scale change.
District Coffee Table Book	Determine first pass of book content; deliver final manuscript to publisher; review and finalize copy edits; review design samples.	In Progress	On schedule for publication in FY2012-13.	Determined book content; delivered final manuscript to publisher; reviewed and finalized copy edits; reviewed design samples.
Media Management	Research and purchase press release and media list management software.	Yes		
Diversity Outreach	Phase 1: Identify community organizations for outreach. Phase 2: Develop outreach strategy in coordination with strategic plan.	Yes		Outreached to 51 community organizations and received positive responses from 10 groups representing various constituencies within the Bay Area, including African-Americans, Latinos, Asians, Arabs, Native Americans and Asian Indians. We are using their feedback to begin tailoring communications to different groups.

**YEAR-END REVIEW OF FY2011-12 PUBLIC AFFAIRS ACTION PLAN KEY PROJECTS**

Key Project	Project Description Revisions/Additions  Scope	Task Completed?	Reasons for Delays/Variiances	Comments
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**PROGRAM: PUBLIC INFORMATION, MEDIA AND OUTREACH (Cont'd)**

**Priority 1 (Cont'd)**

Mobile Application	Survey current relevant apps. Consider mobile format for openspace.org. Determine scope, schedule, and budget for selected approach.	In Progress	Determined that cost of mobile app/site development is still not affordable given current web budget and other project priorities. Some consultants have suggested revamping existing site before developing mobile site.	Decided to foray into mobile applications by distributing our multimedia nature tours via the EveryTrail app (and therefore piggyback on technology already developed by others). With the rapidly growing popularity of tablets and smartphones, we intend to revisit mobile site development next fiscal year.
Visitor Estimate Survey	Continue to gather estimates of the number of individuals who have visited District open space preserves by surveying each preserve during all four seasons.	Yes		

Priority 2 - None

Priority 3 - None

**PROGRAM: LEGISLATIVE**

**Priority 1**

Mt. Umunhum Remediation and Site Planning	Work with the District's Washington lobbyist to ensure that federal funding for the cleanup continues.	Yes		Worked with delegation to set up competitive \$15 million grant account under Office of Economic Adjustment to accelerate reuse of former Defense facilities. Project ran into difficulties in the Senate.
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**YEAR-END REVIEW OF FY2011-12 PUBLIC AFFAIRS ACTION PLAN KEY PROJECTS**

Key Project	Project Description Revisions/Additions  Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**PROGRAM: LEGISLATIVE (Cont'd)**

**Priority 1 (Cont'd)**

State Legislation	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.	Yes		Passed AB 612, the 30-year notes bill, monitored legislation and weighed in on individual bills. Participated in the California Special Districts Association's Legislative Committee.
Federal Legislation	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.	Yes		Monitored legislation.

Priority 2 - None

Priority 3 - None

**YEAR-END REVIEW OF FY2011-12 PUBLIC AFFAIRS ACTION PLAN KEY PROJECTS**

Key Project	Project Description Revisions/Additions  Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION**

**Priority 1**

Geocaching Program	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.	Yes		
District-Wide Interpretive Plan: Implementation - Continued Phase II	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.	Yes		Developed multi-media interpretive nature tours: 1.) Family-themed Alpine Pond Tour; and 2.) General audience Skyline Ridge Habitats Tour. Launched spring 2012.
Collaborative Family Programming with Diverse Audience Partner/s	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.	In progress	Wingding Family Fest (spring bird themed event) at Skyline Ridge Preserve in cooperation with Santa Clara Valley Audubon Society for March 17 was rained out and rescheduled for May 20.	Researched and selected partners, scoped program, recruited staff and volunteers, set up program schedule and event, the Wingding Family Fest. Science based activity stations, bird themed geocache hike, bird walks. Spanish translators for hikes/walks

**YEAR-END REVIEW OF FY2011-12 PUBLIC AFFAIRS ACTION PLAN KEY PROJECTS**

Key Project	Project Description Revisions/Additions  Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION (Cont'd)**

**Priority 2**

Memorial Plan Development for Volunteers & Docents	Present ideas and recommendations for locations and structures to LFPAC. Work with LFPAC to determine District guidelines.	In progress		Proposal drafted; to be presented to LFPAC once mock-up of sign has been completed - Volunteer Programs Manager currently working with Planning on mock-up that is consistent with other District signing.
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**Priority 3 - None**

**YEAR-END REVIEW OF FY2011-12 ADMINISTRATION ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**PROGRAM: STRATEGIC PLANNING**

**Priority 1**

Strategic Plan	See District-wide Key Projects			
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**Priority 2 - None**

**Priority 3 - None**

**PROGRAM: INFORMATION TECHNOLOGY**

**Priority 1**

District Internet Services	Research and negotiate telecommunication services for the District.	Yes		
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**Priority 2 - None**

**Priority 3 - None**

**PROGRAM: HUMAN RESOURCES**

**Priority 1**

Negotiate and Renew Memorandum of Agreement (MOA)	Finalize and implement negotiated items.	In Progress		Target completion date is June 30, 2012
Classification and Compensation Study	Complete update to the District's current job classifications and compensation plan to reflect correct job duties and responsibilities; maintain compliance with FLSA; and set appropriate salaries for each classification.	Yes		The Study has been completed and the Classification recommendation were implemented in FY2011-12. The compensation recommendations are being evaluated for implementation in FY2012-13.

**Priority 2 - None**

**Priority 3 - None**

**YEAR-END REVIEW OF FY2011-12 ADMINISTRATION ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**PROGRAM: DISTRICT CLERK SERVICES**

**Priority 1**

Ward Boundaries Re-districting	Confirm new boundary changes with the counties.	Yes		
Board Policies	Establish a centralized storage location and purge out-of-date board policies.	Yes		
Records Management - Phase II	Index and purge Board legislative files at Administrative Office (Board and Committee meetings); update the District's Records Retention Schedules.	Yes		
Board Committee Process	Standardize standing committee schedules; develop and implement a uniform process for all committee meetings.	Yes		

**Priority 2 - None**

**Priority 3 - None**

**YEAR-END REVIEW OF FY2011-12 ADMINISTRATION ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**PROGRAM: FINANCIAL MANAGEMENT**

**Priority 1**

2010-11 Year-end Financial Audit	Review and evaluate the District's financial statements in compliance with regulations.	Yes		
Integrated Accounting, Budget and Finance Software	See District-wide Key Projects			
Develop CapEx 5-Year Forecast Model	1. Develop list of projects in the pipeline 2. Develop a financial forecasting model for 5-year capital expenses to be used during annual budget development process.	In Progress		A 3-Year Forecast was presented as part of the FY2012-13 budget development process. The 5-Year Forecast will be included in the FY2013-14 process.

Priority 2 - None

Priority 3 - None



**YEAR-END REVIEW OF FY2011-12 ADMINISTRATION ACTION PLAN KEY PROJECTS**

Key Project	Scope	Task Completed?	Reasons for Delays/Variations	Comments
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**PROGRAM: LEGAL AND RISK MANAGEMENT**

**Priority 1**

Recruitment for General Counsel	Work with a consultant for the recruitment.	Yes		
Insurance Tracking Database	Work with consultant to improve report generation for ease of use by project managers.	Yes		

**Priority 2 - None**

**Priority 3 - None**