



Midpeninsula Regional  
Open Space District

R-12-36  
Meeting 12-10  
March 28, 2012

## **AGENDA ITEM 7C**

### **AGENDA ITEM**

Adoption of the Midpeninsula Regional Open Space District Fiscal Year 2012-13 Action Plan

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

Adopt the Midpeninsula Regional Open Space District Action Plan for Fiscal Year 2012-13.

### **SUMMARY**

The District's annual Action Plan is reviewed by the Board of Directors each February and the final Action Plan is brought to the Board for approval in March. It is recommended the Board approve the Fiscal Year (FY) 2012-13 Action Plan presented to the Board on February 29, 2012 (R-12-18).

### **DISCUSSION**

The proposed FY2012-13 Action Plan was reviewed by the Board of Directors at its regular meeting held on February 29, 2012 and no substantive changes were requested by the Board.

### **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 and link them with project details. For more information on the FY2012-13 Budget, please refer to Board Item No. 7B.

### **BOARD COMMITTEE REVIEW**

The Administration and Budget Committee reviewed the proposed FY2012-13 Action Plan on February 2 and February 8 and recommends approval by the full Board.

### **PUBLIC NOTICE**

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

**CEQA COMPLIANCE**

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

**NEXT STEP**

Projects listed in the FY2012-13 Action Plan will be implemented according to the schedules described in the Action Plan.

Responsible Department Manager:  
Kate Drayson, Administrative Services Manager

Prepared by:  
Kate Drayson, Administrative Services Manager

Contact person:  
Stephen E. Abbors, General Manager  
Kate Drayson, Administrative Services Manager

**FY 2012-13 ACTION PLAN DISTRICT WIDE KEY PROJECTS**

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

**DISTRICT-WIDE KEY PROJECTS**

**Priority 1**

Integrated Accounting and Financial System	To replace the obsolete Fundware system and provide the District with more robust financial planning, analysis and forecasting capabilities	Continue to work with staff, New World Systems and Schafer Consulting to implement Phase I (Core Financials) with a go-live date of July 2, 2012  Partner with the same team, prepare and implement Phase II (HR/Payroll) with a go-live date of January 2, 2013	Q2 FY12-13 - Phase I  Q3 FY12-13 - Phase II	\$271,275	Kate Drayson  All Departments General Manager Managers Controller
Strategic Plan - Conservation Vision Plan	Develop strategies and priorities consistent with the District's mission for the next generation of land conservation, resource stewardship, and recreational access informed by science and community input.	With Vision Plan consultant assistance, prepare a conservation atlas, data gap analysis, and conservation needs assessment. With Board input, formulate alternative scenarios and a prioritized project list.  Support development of a Vision Plan with District partners.	FY12-13	\$300,000	Ana Ruiz Kirk Lenington Sandy Sommer  General Manager Board of Directors Managers All Departments

**FY 2012-13 ACTION PLAN DISTRICT WIDE KEY PROJECTS**

Key Project	Purpose	Project Description Revisions/Additions			Project Manager
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**DISTRICT-WIDE KEY PROJECTS**

**Priority 1 (Cont'd)**

Strategic Plan - Public Support	Obtain public input to the vision and secure public support	Work with public outreach consultant to invite community input which will help inform vision and obtain public support for vision. First step: hire consultant.	FY12-13	\$100,000	Rudy Jurgensen  General Manager Board of Directors Managers All Departments
Strategic Plan - Funding Measure	Develop funding campaign	Work with campaign consultant to lay the groundwork for a funding measure. Begin outreach to District's constituents.	Q1 FY12-13: hire consultant.	\$310,000	Rudy Jurgensen  General Manager Board of Directors Managers All Departments
Strategic Plan - Evaluate Business Model	Determine optimal staffing plan and organizational structure needed to implement the Strategic Plan	Work with organizational consultant to evaluate organizational structure and staffing.	Q4 FY12-13: hire consultant	\$50,000	Steve Abbors  Managers

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

# REAL PROPERTY DEPARTMENT

ACTION PLAN FY2012-13

**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. Provide comprehensive land conservation planning and analysis to guide the land purchase program.
- B. Monitor and protect District’s public open space property interests (including fee and easement interests)
- C. Manage revenue-producing properties
- D. Create and take advantage of opportunities to conserve the greenbelt, foothills, and baylands
- E. Maintain neighbor, conservation partner and agency relationships

**STAFF RESOURCES: (STATED IN FTE’S – FULL TIME EQUIVALENTS)**

<b>FTEs</b>	<b>Position Title</b>
1.0	Administrative Assistant
1.0	Real Property Manager
2.0	Real Property Specialist
1.0	Senior Planner
5.0	Total FTEs

**FY 2012-13 ACTION PLAN KEY PROJECTS**

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

**PROGRAM: GREENBELT PRESERVATION**

**Priority 1**

POST Carilli property, Land Purchase Partnership	Continue to grow the District's contiguous greenbelt.	Property Purchase with partnership funds. Conservation Easement & Management Plan with Santa Clara Valley Water District. CEQA Review	FY12-13	\$1,500,000 fair market value potentially fully funded by partners  Cost to District \$120,000 - consultant for creek restoration	Mike Williams Sandy Sommer  Planning Natural Resources Operations Public Affairs Legal
New Land Purchases	Continue to grow the District's contiguous greenbelt.	Pursue the purchase of new land additions to Purisima Creek Redwoods, Tunitas Creek, Skyline Ridge, Bear Creek Redwoods and Sierra Azul.	FY12-13	\$3,360,000 fair market value \$100,000 gift  Cost to District \$3,260,000	Mike Williams  Planning Natural Resources Operations Legal Public Affairs
Land Purchase Partnerships - El Corte de Madera Creek	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: El Corte de Madera Additions - Sempervirens Additional stewardship grant of \$50,000 from Living Landscape for site restoration and improvements.	FY12-13	\$2,530,000 fair market value \$890,000 grants/gifts,  Cost to District \$1,640,000	Mike Williams Allen Ishibashi  Legal Operations Natural Resources Planning Public Affairs

**PROGRAM: GREENBELT PRESERVATION (Cont'd)**

**FY 2012-13 ACTION PLAN KEY PROJECTS**

	Purpose	Project Description Revisions/Additions			Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	
<b>Priority 2</b>					
Potential Access Easements - Mt. Umunhum	Obtain improved road access rights along Mt. Umunhum Road and public trail connecting Wrights Station Road to Mt. Umunhum	Work with neighboring land owners to improve road access easements along Mt. Umunhum Road, negotiate public trail easement connecting Wrights Station Road in Cathedral Oaks to Mt. Umunhum	FY12-13	\$0	Mike Williams Elaina Cuzick Allen Ishibashi  Legal Operations Planning Public Affairs
Potential New Trail Easements - SFPUC, Ravenswood	Obtain new San Francisco Bay Trail easement through lands of SFPUC at Ravenswood	Identify preferred Bay Trail alignment through lands of SFPUC, coordinate with Cities of East Palo Alto & Menlo Park, complete environmental analysis of Bay Trail alignment, obtain concurrence on trail alignment from SFPUC, utilize Bay Trail grant, and finalize trail easement with SFPUC. Overall costs will be offset by \$40,000 in grant income from Coastal Conservancy.	FY12-13	\$70,000	Sandy Sommer Allen Ishibashi  Legal Operations Planning Public Affairs
New Land Transition - Powell Property Clean Up	Site Assessment and Clean-Up at Powell property addition to Monte Bello	Assess and implement waste disposal site clean up and restoration, demolish structures including testing for lead and asbestos, and evaluate access road improvements and erosion control measures	FY12-13	\$160,000	Sandy Sommer Allen Ishibashi  Operations Planning Natural Resources

FY 2012-13 ACTION PLAN KEY PROJECTS

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

**PROGRAM: GREENBELT PRESERVATION (Cont'd)**

**Priority 3**

Land Purchase Partnerships - Monte Bello	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: Monte Bello - Santa Clara County Parks	FY12-13	\$1,200,000 fair market value \$600,000 partnership funds  Cost to District \$600,000	Mike Williams Sandy Sommer  Legal Natural Resources Operations Planning Public Affairs
Potential Easement Exchange - at Bear Creek Redwoods	Negotiate exchange of utility easement rights with private residences which provides a public benefit	1. Meet with residential owners to determine easement needs. 2. Meet with Cal Fire and Presentation Center to Determine their utility easement needs. 3. Determine best solution for providing electrical power to all parties. 4. Obtain consideration of public benefit from residential owners for easement. 5. Work with all parties and PG&E to develop and execute easement agreement.	FY12-13	\$0	Allen Ishibashi <del>Mike Williams</del>  Legal Operations

**Deferred**

**PROGRAM: COASTSIDE PROTECTION PLAN**

**Priority 1**

POST Toto Ranch	Continue to grow the District's contiguous greenbelt on the San Mateo Coast.	Due Diligence Phase I (possible update) Use & Management Plan (including grazing) Property Purchase of 950 acres Assume Grazing and Residential Leases	FY12-13	\$3,500,000	Mike Williams Sandy Sommer Elaina Cuzick Allen Ishibashi  Legal Natural Resources Planning Operations
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FY 2012-13 ACTION PLAN KEY PROJECTS

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

**PROGRAM: COASTSIDE PROTECTION PLAN (Cont'd)**

**Priority 2**

**Priority 3**

<u>Purisima to the Sea</u>	<u>Acquire new land in the Purisima/Lobitos Creek Watershed corridor to eventually create a Purisima to the Sea trail from Skyline Area</u>	<u>Work with private property owner of Purisima Farms property to pursue lot line adjustment of upland and agricultural areas of property, pursue conservation easements with private land owners to help protect the Lobitos Creek watershed</u>	<u>FY12-13</u>	<u>\$20,000</u>	<u>Mike Williams</u> <u>Sandy Sommer</u>  <u>Legal</u> <u>Operations</u> <u>Planning</u> <u>Public Affairs</u>
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**Deferred**

**PROGRAM: PROPERTY RIGHTS STEWARDSHIP**

**Priority 1**

Ridge Vineyards, Monte Bello	Protect scenic ridgeline at Monte Bello Open Space, resolve historic encroachments and enhance historic and compatible agricultural uses.	Prepare agreement and easement documents for fee and easement property exchanges to resolve historic encroachment, protect scenic ridgeline and enhance compatible agricultural uses. Obtain Board of Directors approval of exchange and transfer property.	FY12-13	\$7,000	Sandy Sommer  Legal Operations Planning Public Affairs
Encroachment Resolution	Address Encroachments on District Lands	Saratoga Gap - Gullicksen - monitor remediation of site	FY12-13	\$30,000	Mike Williams Allen Ishibashi  Legal Operations Natural Resources Planning Public Affairs

**FY 2012-13 ACTION PLAN KEY PROJECTS**

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

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

**Priority 2**

Guadalupe Land Company	Assess the financial and implementaion measures for potential disolving of corporation	Appraise the value of the Guadalupe Land Company property, assess the potential capital gains tax impacts of disolving corporation, provide recommendation to Shareholders (Board of Directors) on disolving corporation and implement Shareholder decision.	FY12-13	\$4,000	Mike Williams  Legal
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**Priority 3**

**Deferred**

**PROGRAM: REVENUE GENERATION**

**Priority 1**

New Land Rental Property Transition - Silva	Transition new residence to rental property	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.	FY12-13	\$15,000	Elaina Cuzick  Operations Planning
New Land Rental Property Transition - Alpine Road House - Hawthorns (Also see Planning)	Transition new residence to employee residence	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.	FY12-13	\$0  \$xxx,xxx from Hawthorns Fund	Elaina Cuzick  Planning Operations

**Priority 2**

**Priority 3**

**Deferred**

**FY 2012-13 ACTION PLAN KEY PROJECTS**

	Purpose	Project Description Revisions/Additions			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	Draft new 25-year lease with San Mateo County for Rolph Repeater Site which will assist the District with its radio system intallations at both the Rolph Repeater site and the County's Pise Peak.	<ol style="list-style-type: none"> <li>1. With Operations assess 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 Rolfe Repeater Site for the next 25 years.</li> <li>3. Receive approval of the new 25-year least from the County.</li> </ol>	Q4 FY12-13 Contingent on San Mateo County Board of Supervisor approval	\$0	Allen Ishibashi Elaina Cuzick  Legal Operations Planning Public Affairs
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**Priority 2**

Communication & Control Communication Site Lease Assignment	Assign the ACE Communication lease to Communication & Control	<ol style="list-style-type: none"> <li>1. Determine if lease assignment/amendment or a new lease is most feasible.</li> <li>2. Work with Communications &amp; Control to determine mutually agreeable lease terms</li> <li>3. Execute the lease agreement</li> </ol>	Q2 FY 12-13	\$0	Allen Ishibashi Elaina Cuzick  Legal Operations Planning
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**Priority 3**

**Deferred**

FY 2012-13 ACTION PLAN KEY PROJECTS

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

**PROGRAM: AGRICULTURAL LAND STEWARDSHIP**

**Priority 1**

Grazing Lease - former POST (Blue Brush Canyon) property	Transition lease assignment from POST to District lease managed by a Rangeland Management Plan (Operations)	1. Develop grazing lease 2. Meet with tenant to discuss plan, lease specifics and AUM pricing 3. Sign lease	Q2 FY12-13	\$0	Elaina Cuzick  Legal Natural Resources Planning Operations Public Affairs
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**Priority 2**

Grazing Lease - La Honda (former McDonald Property)	Draft new grazing lease for the McDonald Ranch area of the La Honda Creek Open Space Preserve supporting Operation's goal of reintroducing grazing at this location	1. Work with Operations and Planning on Rangeland Management Plan 2. Develop grazing lease 3. Assist Resource Management staff with RFP for new grazing tenant 5. Meet with tenant to discuss plan, lease specifics and AUM pricing 4. Review Rangeland Management Plan with Farm Bureau & SMC Ag Advisory 6. Sign lease	Q4 FY12-13	\$0	Elaina Cuzick  Legal Planning Natural Resources Operations Public Affairs
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**Priority 3**

**Deferred**

FY 2012-13 ACTION PLAN KEY PROJECTS

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

**PROGRAM: PUBLIC RECREATION AND ACCESS**

**Priority 1**

**Priority 2**

Bear Creek Stables RFP/Lease	Create new lease and Stable Management Plan for the Bear Creek Stables	1. Further develop Bear Creek Stables draft site and management plan and restoration plan options	FY12-13	\$7,500	Elaina Cuzick  Legal Planning Natural Resources Operations Public Affairs
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**Priority 3**

**Deferred**

**FY 2012-13 ACTION PLAN KEY PROJECTS**

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

**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.
- 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

**NATURAL  
RESOURCES  
DEPARTMENT**

ACTION PLAN FY 2012-13

**BASIC POLICY OBJECTIVE:**

The District protects and restores the natural diversity and integrity of its resources for their value to the environment and the public and provides for the use of the preserves consistent with resource protection

**CORE FUNCTIONS:**

- A. Plan, implement and design projects to protect and restore the natural resources
- B. Comply with the California Environmental Quality Act (CEQA) and resource agency regulation requirements
- C. Work with other entities to obtain funding, plan for and protect District and regional natural resources
- D. Steward District working landscapes to protect natural resource values and provide sustainable agricultural uses.

**STAFF RESOURCES: (STATED IN FTE'S – FULL TIME EQUIVALENTS)**

<b>FTEs</b>	<b>Position Title</b>
0.5	Natural Resources Intern
<b>1.0</b>	<b>Natural Resources Manager *</b>
1.0	Planner II
1.0	Planner III
2.0	Resource Management Specialist
1.0	Senior Resource Management Specialist
1.0	Slender False Brome Coordinator – Contingent Position
7.5	Total FTE Staffing

\* Change from FY2011-12

**PROPOSED FY 2012-13 KEY ACTION PLAN PROJECTS**

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

**PROGRAM: RESOURCE MANAGEMENT**

**Priority 1**

Sudden Oak Death Monitoring & Research	Fund and assist Sudden Oak Death research, and continue to identify and monitor infested areas.	Continue treatment for and research of Sudden Oak Death.	Q4 FY12-13	\$23,000	Cindy Roessler Public Affairs
Integrated Pest Management Program	Develop a formal Integrated Pest Management Program with documentation, procedures, and public input.	Hire a consultant to guide the development of an integrated pest management program and start the environmental review process. Gather and address public input.	Q2 FY13-14	\$205,000	Cindy Roessler Admin/Legal Planning Operations

**Priority 2**

Ponds DR07 and DR08 Repair	Continue implementation of the Driscoll Ranch Pond Management Plan, repairing additional failed/failing ponds on the property.	Submit for permits; secure grant funding, bid and construct the project	Q1-Q3 FY12-13 - Bidding, award of contract and repair	\$100,000	Julie Andersen Operations Public Affairs
Monitor Prior Grassland Burns	Conduct environmental reviews of grassland burn program.	Monitor vegetation and wildlife changes in areas previously burned.	Q4 FY12-13	\$10,000	Cindy Roessler Admin/Legal Planning

**PROPOSED FY 2012-13 KEY ACTION PLAN PROJECTS**

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

**PROGRAM: RESOURCE MANAGEMENT (Cont'd)**

**Priority 2 (Cont'd)**

Control of Slender False Brome	Reduce the amount of Slender False Brome on District lands, and adjacent properties.	Manage a cost reimbursement program to encourage District neighbors to eradicate Slender False Brome, which might invade District lands, from their properties. Goal is to eradicate Slender False Brome from District lands and neighboring properties, especially along creek corridors, and work to prevent re-infestation.	Q4 FY12-13	\$112,000	Ellen Gartside  Public Affairs
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**Priority 3 - None**

**Deferred**

Grassland Burns	Conduct environmental reviews of grassland burn program.	Develop District grassland burn program and conduct environmental review with public input.	Q3 FY13-14	\$93,000	Cindy Roessler  Admin/Legal Planning
Mindego Lake Management Plan	Define a habitat restoration and long term management plan for Mindego Lake.	Collect additional SFGS distribution and abundance data; recommend habitat enhancement and management goals, objectives, and methods, including pond drain plan; establish guidelines for public use	Q3 FY 11-12 - Initial data summary and findings Q4 FY 11-12 Conduct add'l surveys Q1 FY 12-13 Finalize report, initiate CEQA review	\$30,000	Julie Andersen  Operations Planning Public Affairs

**PROPOSED FY 2012-13 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**

**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 second 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	\$10,000	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 FY12-13 - CEQA and permitting Q2 FY13-14 - Remediation completed	\$50,000  <i>Grant-funded through State Water Resources Control Board</i>	Matt Baldzikowski  Operations Legal
Mindego Ranch Remediation	Evaluate and remediate landfill and corral.	Landfill: negotiate final agreement to close project with affected parties and obtain "no further action" letter from Water Board. Corral: prepare human health and environmental health risk assessment for corral site; prepare soil management plan to obtain closure letter from Water Board.	<u>Landfill</u> TBD - based on negotiations with affected parties  <u>Corral</u> Q4 FY12-13 - Risk assessment of corral	Refer to Real Property budget for landfill.  \$40,000 for Corral	Matt Baldzikowski  Legal Real Property

**PROPOSED FY 2012-13 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 (Cont'd)**

**Priority 1 (Cont'd)**

Alma College Remediation	Address contamination issues identified as part of Phase I Environmental Site Assessment report.	Phase II investigations to identify and characterize issues identified as part of Phase I report. Remediate as needed.	Q1 FY12-13 - Phase II investigations Q2-Q3 FY12-13 - Obtain permits, conduct bidding process and complete remediation work.	\$40,000	Julie Andersen  Legal Operations
La Honda Creek Master Plan Phase I Implementation - Roads Watershed Protection Upgrade	Upgrade ranch road system to prevent erosion and sediment input to anadromous streams.	Deisgn road upgrade program and apply to grant funding to implement necessary upgrades.	Q2-Q3 FY12-13 - Work with granting agency to address project questions Q3 FY12-13 - Notification of Grant receipt Q4 FY12-13 - Begin project design and permitting	\$30,000	Matt Baldzikowski  Planning Operations Real Property Public Affairs
El Corte de Madera Creek Watershed Protection Program	Reduce sedimentation to ECdM and San Gregorio Creeks.	Secure permits for Methuselah bridge and next phase of trail improvements and complete first phase of road fill removal/trail restoration to close abandoned alignments.	Q2 FY12-13 - Construction of next phase (2 total phases remaining)	\$150,000	Julie Andersen  Operations Public Affairs

**PROPOSED FY 2012-13 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 (Cont'd)**

Priority 2					
Restoration Forestry Demonstration Project	Implement pilot project to build capacity in forest management.	Retain Registered Professional Forester to identify suitable pilot project site and necessary plans to permit timber harvest to restore degraded forest land	Q3 FY 12-13 - Release RFP and select consultant	\$60,000	Matt Baldzikowski Joel Silverman  Real Property Operations Public Affairs
Madonna Creek Ranch Creek Assessment	Initiate study to assess Madonna Creek, agricultural pond, landfill, and agricultural water use.	Investigate aquatic and habitat resources present in the in-stream pond and Madonna Creek.	Q4 FY12-13	\$100,000 (budgeted in Real Property Dept. Budget)	Matt Baldzikowski  Real Property Planning Operations Public Affairs

Priority 3 - None  
Deferred - None

**PROPOSED FY 2012-13 KEY ACTION PLAN PROJECTS**

Key Project	Purpose	Project Description			Project Manager
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**PROGRAM: AGRICULTURAL LAND MANAGEMENT**

**Priority 1**

Agricultural Production Plan	Develop an Agricultural Production Plan for Madonna Creek.	Phase 1 - Work with tenant to develop alternative water source.	Q4 FY12-13	\$25,000	Clayton Koopman Admin/Legal Planning Real Property
Driscoll Ranch Rangeland Monitoring	Monitor tenant use of rangeland resources at Driscoll Ranch area of La Honda Creek OSP.	Work with field staff to monitor, assess, and develop management actions to improve rangeland resources at La Honda Creek OSP.	Q3 FY12-13	\$0	Clayton Koopman Operations Real Property Planning Public Affairs

**Priority 2**

Grazing Infrastructure	Improve grazing infrastructure at La Honda Creek OSP.	Install infrastructure to reintroduce grazing to La Honda Creek OSP.	Q3 FY12-13	\$30,000	Clayton Koopman Admin/Legal Planning Real Property
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**PROPOSED FY 2012-13 KEY ACTION PLAN PROJECTS**

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

**Ongoing**

- Participate in the development and review of Community Wildfire Protection Programs (CWPP)
- Cultural Resource Surveys \$5,000
- Natural Resource Surveys \$5,000
- Pond Monitoring
- Administer the Resource Management Grants Program \$25,000
- 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)
- Conduct wildlife surveys, specifically for deer and nesting bluebirds
- Inventory newly purchased properties for natural resources and respond to resource management needs.
- Inventory, map and control invasive species
- New grazing leases and management agreements
- Protect and restore biodiversity of preserves
- Protect rare species and habitat
- Provide CEQA support
- Restore natural ecological conditions on disturbed lands

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

# PLANNING DEPARTMENT

ACTION PLAN FY 2012-13

## **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, staff facilities, and stewardship of cultural resources
- B. Develop and maintain current and long-range use and management plans, policies, and procedures for Preserves
- C. Manage the District Geographic Information Systems (GIS)
- D. Comply with the California Environmental Quality Act (CEQA) and all permitting, code, and regulation requirements
- E. Work with other entities to obtain funding, plan for and protect District and Regional greenbelt use and public access
- F. Engage public and partner agency involvement in planning activities

## **STAFF RESOURCES: (STATED IN FTE'S – FULL TIME EQUIVALENTS)**

<b>FTEs</b>	<b>Position Title</b>
1.0	Administrative Assistant
1.0	Geographic Information Systems Administrator
0.5	Geographic Information Systems Intern
1.0	Geographic Information Systems Technician
1.0	Planner I
2.0	Planner II
2.0	Planner III
<b>1.0</b>	<b>Planner III – contingent project manager position devoted to grant-funded projects (Mt. Umunhum/Mindego Gateway/Hawthorns)</b>
1.0	Planning Manager
2.0	Senior Planner (one FTE defunded in FY12-13)
12.5	Total FTE's

PROPOSED FY 2012-13 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 (City) to refine and adopt a Use and Management Plan (U&M Plan) amendment to allow public recreational use at the Cooley Landing Peninsula of Ravenswood Open Space Preserve.	Coordinate with City and provide technical assistance during site remediation and Phase I construction. Work with City to evaluate the following uses: fishing, kayaking, canoeing. Assist City with other Phases of work, including amendments to U&M Plan and Partnership Agreement.	Q1 FY12-13 - Completion of any remaining site remediation; Phase I public access facilities construction	\$30,000	Tina Hugg  Legal Operations Public Affairs Real Property Natural Resources  Cooley Landing Ad Hoc Committee
Mount 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 the Mount Umunhum Environmental Restoration and Public Access Plan for Board consideration and approval, including CEQA certification.	Q1 FY12-13 - CEQA certification Q1/Q2 FY12-13 - Tentative Board approval of Plan Q2/Q3 FY12-13 - Final Board Approval of Plan	\$200,000	Meredith Manning  All Departments General Manager Legal  Sierra Azul/Bear Creek Redwoods Ad Hoc Committee

**Priority 2**

La Honda Creek Master Plan	Develop a long-range, 30-year blueprint to guide use, management, and facilities development.	Complete CEQA review and seek Board final approval and CEQA certification.	Q2 FY12-13 - Board final approval of Master Plan and CEQA certification	\$20,000	Lisa Bankosh  All Departments General Manager Legal
Sierra Azul/Bear Creek Redwoods Master Plan  <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; seek Board final approval and CEQA certification.	Q4 FY12-13 - Board final approval of Master Plan and CEQA Certification	\$92,000	Lisa Bankosh  All Departments General Manager Legal  Sierra Azul/Bear Creek Redwoods Ad Hoc Committee

**Priority 3 - None**

PROPOSED FY 2012-13 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted
<b>PROGRAM: LONG RANGE PLANNING (Cont'd)</b>					
<b>Deferred</b>					
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
<b>PROGRAM: GEOGRAPHIC AND INFORMATION SYSTEMS SERVICES</b>					
<b>Priority 1</b>					
Ward Election Maps	Ensure the successful transfer, use, and correct display of new ward boundary data for the upcoming election to facilitate the correct mailing of voter ballots.	Work with counties to ensure the successful transfer and correct display of new ward boundary data for the upcoming election; assist District Clerk with ward map requests, online postings, etc.	Q3 FY12-13	\$0	Casey Cleve  Administration General Manager Legal
<b>Priority 2</b>					
ArcGIS Server Installation	Create an ArcGIS Server application to provide non-GIS users access to essential GIS data.	Work with Administration/IT to install ArcGIS Server software and complete initial setup/troubleshooting.	FY12-13 - Complete installation of ArcGIS Server	\$0 <i>ArcGIS Server was purchased in FY11-12</i>	Casey Cleve  IT
<b>Priority 3</b>					
Integration of Work Order Database	Improve internal operational efficiencies by logging and tracking work orders via GIS.	Review Work Order system and determine if and how best to link to GIS.	FY12-13 - Review system and brainstorm methods for linking FY13-14 - Implement changes	\$0	Casey Cleve  Operations

PROPOSED FY 2012-13 KEY ACTION PLAN PROJECTS

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

**PROGRAM: GEOGRAPHIC AND INFORMATION SYSTEMS SERVICES (Cont'd)**

**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.	Inventory District-wide GPS equipment; select preferred GPS software and hardware; purchase replacement equipment as needed; conduct training and integrate as part of field work.	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 Phase I trail improvements. Begin Phase II trail design work and permitting.	Award bid and complete construction of the parking lot. Complete trail design and permitting for Phase I trails (including relocated trail crossing across Highway 35). If permits for Phase I trails are secured early, complete Phase I trail construction. Begin trail design for Phase II trails.	Q1 FY12-13 - Phase I bidding Q2 FY12-13 - Phase I staging area and trail construction Q3 FY12-13 - Phase II trail design Q4 FY12-13 - Phase II permitting Q3 FY14-15 - Project completion (all phases)	\$713,000	Tina Hugg  Operations Real Property Natural Resources Legal
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PROPOSED FY 2012-13 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted
<b>PROGRAM: PUBLIC RECREATION ACCESS (Cont'd)</b>					
<b>Priority 1 (Cont'd)</b>					
Mindego Gateway Project	Partner with Peninsula Open Space Trust (POST) to design and implement new public access facilities to open the Mindego Ranch area of Russian Ridge to public use, consistent with the former Silva Property purchase agreement with POST.	Seek Board approval of a Use and Management Plan Amendment and CEQA certification for all four project components: Audrey Rust Commemorative Site (POST- managed); new staging area; Ancient Oaks Trail Connection; and Mindego Hill Trail. Project also includes studies (habitat assessment, sensitive species surveys, and cultural surveys) to inform project design. Secure permits and proceed with construction of project elements.	<p>Staging area and commemorative site: Q1 FY12-13 -Final Board approval, CEQA certification; Q1-Q4 FY12-13 - Permitting Q2-Q3 FY12-13 - Commemorative site construction (assumes quicker permit review) Q2-Q3 FY13-14 - Construction</p> <p><u>Trails:</u> Q1 FY12-13 - Board approval; CEQA certification Q1-Q3 FY12-13 - Complete construction plans Q3 FY12-13 - Q1 FY13-14 - Permitting Q2-Q3 FY13-14 - Construction</p>	\$450,000  <i>\$420,000 is fully funded by POST; remaining amount funded by District to implement Mindego Hill Trail element.</i>	<p>Gina Coony - staging area; Commemorative site liaison with POST</p> <p>Lisa Bankosh - surveys, studies, CEQA, and trail connection to Ancient Oaks Trail</p> <p>Gretchen Lausten - Mindego Hill Trail</p> <p>Operations Natural Resources</p> <p>Use and Management Committee Legislative, Finance, and Public Affairs Committee</p>

PROPOSED FY 2012-13 KEY ACTION PLAN PROJECTS

Key Project	Purpose	Project Description			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted
<b>PROGRAM: PUBLIC RECREATION ACCESS (Cont'd)</b>					
<b>Priority 2</b>					
Mount Umunhum Implementation Phase I - Year 1	Begin to Implement Phase I -Year 1 of the Environmental Restoration and Public Access Plan projects.	Develop construction plans for new trail connection from Barlow Road to the summit, new staging/parking area off Mount Umunhum Road, and ecological restoration of the former army base. Seek additional grant funding for future phases of work.	Q1 FY12-13 - Apply for grant funding Q3 FY12-13 - Complete trail construction plans Q4 FY12-13 - Complete staging/parking area construction plans and initiate restoration plans	\$200,000	Meredith Manning  Operations Public Affairs Real Property Natural Resources Legal
La Honda Creek Master Plan Phase I Implementation	Begin Phase I -Year 1 Master Plan project implementation.	Work with tenant to design sign plan and language for Phase I trail use; complete construction plans; submit permits to establish trail loop off Sears Ranch Road; coordinate with Natural Resources Department on ranch road repairs and new trail construction. Seek grant funding.	Q2-Q4 FY12-13 - Prepare construction plans for road repair and new trail loop FY13-14 - Permitting Q1 FY14-15 - Bidding and award of contract Q1-Q3 FY14-15- Trail construction	\$80,000	Planner II (currently vacant)  Operations Real Property Natural Resources
Mary Davey Memorial	Install memorial on District land to celebrate accomplishments of former Board member Mary Davey.	Work with LFPAC to finalize memorial design and seek Board approval and CEQA certification of a Use and Management Plan amendment to allow for project implementation. Secure permits as necessary. Work with crew to install memorial.	Q1 FY12-13 - Board approval of Use and Management Plan amendment and CEQA certification Q3 FY12-13 - Memorial installation	\$10,000	Gretchen Lausten  Operations Public Affairs  Legislative, Finance and Public Affairs Committee

PROPOSED FY 2012-13 KEY ACTION PLAN PROJECTS

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

**PROGRAM: PUBLIC RECREATION ACCESS (Cont'd)**

**Priority 3**

Alpine Pond Long-Term Management Plan	Provide new interpretive elements, trail improvements, and habitat restoration for rare aquatic species at Alpine Pond.  <i>Project is fully contingent on grant funding. If grant funds are awarded, work would proceed in earnest during FY13-14.</i>	Monitor grant application and submit additional material as needed.	Q3 FY12-13 - Grant award notification	\$0  <i>Awaiting grant notification</i>	Lisa Bankosh
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**Deferred**

Pulgas Ridge Trail Connection	Work in partnership with City of San Carlos (City) to establish 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.	TBD	TBD	TBD
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**PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION**

**Priority 1**

Fremont Older Staging Area Public Safety Improvements	Improve public safety at staging area by reaching a mutually acceptable resolution with the Saratoga Country Club.	Negotiate canopy and other site safety improvements with the Country Club; seek Board approval of site improvements; complete construction plans and secure permits; prepare bid package, solicit bids, and administer contract. Project scope contingent on negotiations with Country Club.	Q1-Q2 FY12-13 - Conduct study of golf ball landings once new golf course layout is in use Q3 FY12-13 - Refine canopy design and seek Board approval of new safety improvements Q4 FY12-13 - Permitting FY13-14 - Construction	\$27,500	Gretchen Laustsen  All Departments General Manager Legal
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PROPOSED FY 2012-13 KEY ACTION PLAN PROJECTS

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

**PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION (Cont'd)**

**Priority 1 (Cont'd)**

Purisima Creek Bridge Repair	Protect public health and safety and trail connectivity across Purisima Creek; bridge abutments appear to be compromised.	Assess trail bridge condition; if deemed necessary, begin design for repairs/new bridge installation.	Q1 FY12-13 - Assess bridge conditions Q4 FY12-13 - Complete design documents FY13-14 - Permitting Q2 FY14-15 - Construct repairs	\$60,000	Planner II (currently vacant)  Operations Natural Resources
Peter's Creek Trail Bridge Replacement	Protect public health and safety and trail connectivity across Peter's Creek.	Prior assessment confirmed need for bridge replacement. Begin design for new bridge installation.	Q4 FY12-13 - Complete design documents FY13-14 - Permitting FY14-15 - Construct repairs	\$60,000	Planner I (currently vacant)  Operations Natural Resources

Priority 2 - None

Priority 3 - None

Deferred - None

**PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION**

**Priority 1**

Mount Umunhum Demolition	Clean and restore the former Almaden Airforce Base (Mount Umunhum and Mount Thayer).	Complete permitting/bidding process and award contract to demolish buildings and structures, consistent with a Board-approved Restoration and Public Access Plan.	Q1 FY12-13 - Bidding Q2 FY12-13 - Award of contract Q3 FY12-13 - Demolition complete	\$1,608,380  <i>\$1,241,196 to be reimbursed through FY09/10 federal appropriation; \$367,184 District funds</i>	Gina Coony  All Departments Legal
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PROPOSED FY 2012-13 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 (Cont'd)**

**Priority 1 (Cont'd)**

Former Carilli Property Land Restoration	Potential land purchase agreement with Santa Clara Valley Water District would require development and implementation of a Land Management Plan; project is dependent upon Board approval of potential purchase.	Pending purchase of new property, work with Santa Clara Valley Water District to develop, fund, and implement a Land Management Plan; Plan would be due at time of purchase.	Q1 FY12-13 - Develop Land Management Plan Q1-Q4 FY12-13 - Complete design and permitting Q1-Q3 FY13-14 - Implementation	Refer to Real Property Department's budget	Kirk Lenington - negotiations Meredith Manning - implementation  Real Property Legal Operations Natural Resources
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Priority 2 - None

Priority 3 - None

Deferred - None

**PROGRAM: CULTURAL RESOURCE STEWARDSHIP**

**Priority 1**

Hawthorns Site Management Phase I (stabilization and partner development)	Complete additional building stabilization and partnership development for long-term care and maintenance of historic structures.	Assess need for and implement additional stabilization measures to protect buildings from inclement weather and vandalism. Seek interested partners and funders to help with long-term maintenance and preservation.	Q1 FY12-13 - Complete building assessments/ stabilization measures Q2-Q3 FY12-13 - Prepare interim and long-term site recommendations Q4 FY12-13 - Board review of site recommendations	Expenses to be paid out of Hawthorns endowment fund. Estimated costs at \$50,000 for FY12-13	Gina Coony  Real Property Operations
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Priority 2 - None

Priority 3 - None

PROPOSED FY 2012-13 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 (Cont'd)**

**Deferred**

Alma College Site Use Partnership	Develop partnership for reuse of former Alma College site.	Preparation 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.	TBD	TBD	TBD
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**PROGRAM: STAFF FACILITY INFRASTRUCTURE**

**Priority 1**

Folger Ranch House Remodel	Implement basic habitability upgrades to District residence.	Complete residence remodel.	Q1 FY2012-13 - Complete Construction	\$105,000	Matt Baldzikowski  Real Property Operations Legal
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**Priority 2**

Skyline Field Office Improvements	Implement field office improvements to address current and future staff facility needs.	Determine feasible facility improvement options for the Skyline Field Office based on expected costs, needs, and future budgetary constraints and priorities.	FY12-13: Present options and recommendations to Committee and pursue preferred option.	\$50,000	Tina Hugg  Legal Operations  Facilities Ad Hoc Committee
Administrative Office - Feasibility Analysis of Long-Term Options	Review office layout and site relocation options and determine best approach for accommodating future staff growth and needs of the Administrative Office	Review and update information collected to date regarding needs, growth, layout options, etc. Review options for remodel/relocation. Present data and recommendations to Facilities Ad Hoc to confirm direction.	FY12-13	\$25,000	Tina Hugg  General Manager All Departments  Facilities Ad Hoc Committee

**Priority 3 - None**

PROPOSED FY 2012-13 KEY ACTION PLAN PROJECTS

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

**PROGRAM: STAFF FACILITY INFRASTRUCTURE (Cont'd)**

<b>Deferred</b>					
South Area Field Office Site Preparation and Design	Site planning and design for new south area field office facility.	Site planning and design for new field office facility.	TBD	TBD	TBD
Administrative Office HVAC and South End Remodel	Replace aging HVAC system and expand capacity of the Administrative Office to accommodate future staff growth.	Complete design plans for new HVAC system and interior improvements to expand number of work stations.	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
- Streamline permitting process with San Mateo County
- Participation in Details and Specifications Committee to develop standard construction details and specifications
- 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
- Environmental review/CEQA support (including Jikogi trail realignment)
- Cultural Resource Surveys
- Road and Trail Inventories

**MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

# **OPERATIONS DEPARTMENT**

**ACTION PLAN FY2012-13**

**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. Provide in-the-field services to protect and restore the natural resources
- B. Protect public health and safety through enforcement, fire protection, and safe access
- C. Provide visitor services as the frontline “Face of the District”
- D. Maintain and construct new District trails
- E. Foster neighbor, partner, and jurisdictional-oversight agency relationships and engage in multi-stakeholder efforts to further District goals

**STAFF RESOURCES: (Stated in FTE’s – Full Time Equivalents)**

<b>FTEs</b>	<b>Position Title</b>
<b>3.0</b>	<b>Administrative Assistant – Add 1.0 FTE *</b>
2.0	Area Superintendents
4.0	Equipment Mechanic-Operator
1.0	Farm Maintenance Worker
4.0	Lead Open Space Technician
2.0	Maintenance/Construction Supervisor
2.0	Maintenance/Resource Supervisor
2.0	Management Analyst
11.0	Open Space Technician
1.0	Operations Manager
<b>20.0</b>	<b>Ranger – Add 2.0 FTE *</b>
4.0	Supervising Ranger
4.0	Seasonal Open Space Technician hours (8,500 hours)
1.7	Seasonal Open Space Technician hours for Natural Resources (3,500 hours)
62.4	Total FTE Staffing

\* Change from FY2011-12

FY 2012-13 OPERATIONS ACTION PLAN KEY PROJECTS

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

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

**Priority 1**

Radio Improvement Project	To provide for greater staff safety and improve communications capabilities	Complete the final phase of the project, test the new system and train staff on its use.	Q3 FY12-13	\$180,000	David Topley
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**Priority 2**

Skyline Boulevard Afterhours Parking Signing	Address illegal afterhours use and increase officer safety in District Preserves by reducing the number of night time contacts rangers make.	Conduct public input process for installation of "No Parking 1/2 hour after Sunset" signs in roadside pullouts in the Skyline area that are typically used for preserve after-hours parking.  Sign installation will be in FY 13-14.	Q4 FY 12-13 Complete Public outreach process  Q2 FY13-14 Install Signs	None for FY 12-13	Brian Malone Planning
Radar Database	Improve efficiency and information availability in the existing radar database.	Update the existing radar database to allow for data entry and retrieval by the field offices.	Q3 FY12-13	\$2,500	Gordon Baillie  Admin/IT

FY 2012-13 OPERATIONS ACTION PLAN KEY PROJECTS

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

**PROGRAM: PUBLIC SAFETY, LAW ENFORCEMENT, AND FIRE PROTECTION (Cont'd)**

**Priority 3**

Seasonal Ranger Program Research	To update research previously done on a Seasonal Ranger Program.  This project is contingent upon the results of negotiations with the FEA.	Update the proposal from 1/2009 for the creation of a Seasonal Ranger program.  <ul style="list-style-type: none"> <li>Review proposed job descriptions for Seasonal Ranger Level I and II.</li> <li>Update informal wage survey for proposed positions.</li> <li>Update program proposal</li> <li>Develop budget &amp; timeline for FY 2013-14 implementation of program.</li> <li>Present to Board for review/approval of program, and job specifications.</li> </ul>	Q4 FY 12-13	None for FY 12-13.  In 2009 costs to establish the program were estimated to be \$61,800.	Gordon Baillie  Admin/HR Admin/Legal
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**Deferred**

Fire Program Research	Continue research on the District's Fire Program.	Depending on the results of negotiations with the Field Employees' Association (FEA), continue research on alternatives for the District's Fire Response Program.	Q3 FY 12-13	\$0	David Sanguinetti  Admin/Legal
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FY 2012-13 OPERATIONS ACTION PLAN KEY PROJECTS

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

**PROGRAM: PUBLIC RECREATIONAL ACCESS**

**Priority 1**

**Priority 2**

Black Mountain Trail Improvements	Improve the current historic alignment to create reduced ongoing maintenance and safe use by equestrians.	Improve trail route as necessary.  Layout and construction will be performed by District staff, reducing the need for outside costs.	Q4 FY12-13	\$10,000	Michael Newburn  Admin/Legal Planning
Peters Creek Trail Reroute	Address the neighbors (Jikoji) concern over the distraction of the noise and traffic created by the visitor use adjacent to, and across, their property.	Negotiate an agreement for constructing a new Peters Creek Trail alignment for a 1/4 mile segment. New alignment will preserve District's rights on Jikoji lands while assisting with noise and privacy concerns.  Realignment of the trail is contingent upon the ability to meet any requirements in a CEQA review.  \$31,060 for environmental review is in Natural Resources Dept. budget. A cost sharing agreement will be negotiated with Jikoji.  Construction of the trail will occur in FY2013-14	Q3 FY 12-13 Complete CEQA  Q4 FY12-13 Complete Agreement	Funds carried in Natural Resources Dept. budget.	Brian Malone  Natural Resources Planning Real Property
Replace and Upgrade Preserve Signboards	Install newer style preserve sign boards where current sign boards are deteriorating.	Replace four outmoded and degraded sign boards.  Purchase and install four sign boards will be in FY 12-13.	Q4 FY 12-13	\$24,000	Brendan Downing

**FY 2012-13 OPERATIONS ACTION PLAN KEY PROJECTS**

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

**PROGRAM: PUBLIC RECREATIONAL ACCESS (Cont'd)**

**Priority 2 (Cont'd)**

Permits Database	Provide improved required permit service to members of the public.	Implementation of the Permits Database created in FY2011-12. Includes linking four offices, testing of system, and making changes as necessary based on user feedback.	Q4 FY12-13	\$5,000	Gordon Baillie  Admin/IT
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**Priority 3  
Deferred**

**PROGRAM: ENVIRONMENTAL RESTORATION AND REMEDIATION**

**Priority 1**

**Priority 2**

Demolition and Clean up of Abandoned Structures	Remove attractive nuisances, limit environmental pollution, and limit employee exposure to hazardous materials.	Evaluate and choose highest priority structures for demolition in the Skyline. Contract out the demolition and clean up of listed structures.  Only buildings which are deemed to not have historic value will be included in this project.	Q4 FY 12-13	\$20,000	Brian Malone  Natural Resources Planning Real Property
Demolition and Clean up of Abandoned Structures	Remove attractive nuisances, limit environmental pollution, and limit employee exposure to hazardous materials.	Evaluate and choose highest priority structures for demolition in the Foothills. Contract out the demolition and clean up of listed structures.  Only buildings which are deemed to not have historic value will be included in this project.	Q4 FY 12-13	\$20,000	Michael Newburn  Natural Resources Planning Real Property

**Priority 3  
Deferred**

**FY 2012-13 OPERATIONS ACTION PLAN KEY PROJECTS**

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

**PROGRAM: STAFF FACILITY INFRASTRUCTURE**

**Priority 1**

Repave Skyline Facility Driveway	Improve deteriorating driveway.	Repave driveway from Skyline Blvd., through Skyline Field Office, to the employee residence. Some areas may just need resealing. Expand paved area for improved access to current parking areas.	Q3 FY 12-13	\$30,000	Craig Beckman
Skyline Facility Improvements	Provide adequate flooring for Skyline office. Improve working conditions and reduce heating costs for shop.	Replace and upgrade flooring in the Skyline office. Install insulation in the shop.	Q4 FY 12-13	\$20,000	Brian Malone

**Priority 2**

**Priority 3**

**Deferred**

**PROGRAM: ADMINISTRATIVE SUPPORT**

**Priority 1**

Operations Administrative Manual	Provide an improved method for staff to be advised of current administrative policies and procedures that are specific to the Operations Department.	Plan for the creation of the third in a series of three manuals for the Operations Department.  Create structure for the manual, including Table of Contents, and organize a team to research and begin writing draft sections to consolidate and organize existing policies and procedures, and to memorialize current practices.	Q4 FY12-13	\$2,000	Gordon Baillie  Admin/Legal Admin/HR
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**FY 2012-13 OPERATIONS ACTION PLAN KEY PROJECTS**

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

**PROGRAM: ADMINISTRATIVE SUPPORT (Cont'd)**

**Priority 2**

Work Order Improvement System	Continue work started in FY 2011-12 to improve the Work Order System.	Research options associated with IAFS (accounting software), and other options as appropriate, to improve the current work order system to allow for better communication and record keeping.	Q4 FY 12-13	\$0	Craig Beckman Michael Jurich  Admin
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**Priority 3  
Deferred**

**ONGOING**

- Assist Planning Department in development of Site Plan for Skyline Field Office
- Assist Planning Dept with new boardwalk and restoration of Alpine Pond
- Assist Planning with restoration of Driscoll ponds DR07 and DR08
- Assist Planning Department with the design and development of new trails as identified in Use and Management Plans
- Assist Real Property Department with identification and mitigation of encroachments to District preserves
- 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 undesigned trail construction and use at Sierra Azul and El Corte de Madera Creek Open Space Preserves
- Conduct wildlife surveys, specifically for deer and nesting bluebirds
- Continue liaison efforts with police, fire, municipal court, and other public jurisdictions
- Continue maintenance of installed plants and erosion control at Skyline Ridge tree farm restoration site
- Continue management of Rancho San Antonio County Park
- Control sedimentation and erosion
- 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

**FY 2012-13 OPERATIONS ACTION PLAN KEY PROJECTS**

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

**ONGOING (Cont'd)**

- Incorporate newly purchase properties into regular patrol and maintenance schedules
- Inventory newly purchased properties for natural resources and respond to resource management needs.
- Inventory, map and control invasive species
- 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
- New property surveys
- Participate in Real Property's "New Land Acquisition Process."
- Protect rare species and habitat
- 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
- Restore natural ecological conditions on disturbed lands
- 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

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

# PUBLIC AFFAIRS DEPARTMENT

ACTION PLAN FY2012-13

**BASIC POLICY OBJECTIVE:**

The District educates and makes clearly visible to the public the purposes 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 public awareness and understanding of the District
- B. Generate constituent support for District activities
- C. Influence and propose legislation that affects and/or benefits the District’s ability to carry out its mission
- D. Engage the public through programs that educate and involve the community and expand the District’s capacity
- E. Collect and evaluate constituent feedback and recommend action

**STAFF RESOURCES: (STATED IN FTE’S – FULL TIME EQUIVALENTS)**

<b>FTEs</b>	<b>Position Title</b>
1.0	Administrative Assistant
<b>1.0</b>	<b>Community Outreach Coordinator: 3-Year Contingent for Strategic Plan *</b>
1.0	Docent Program Manager
1.0	Media Communications Specialist
1.0	Public Affairs Manager
1.0	Public Affairs Program Coordinator
1.0	Public Affairs Specialist
<b>0.5</b>	<b>Volunteer Program Lead *</b>
1.0	Volunteer Program Manager
1.0	Website Administrator
9.5	Total FTEs

\* Change from FY2011-12

FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description Revisions/Additions			Project Manager
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	Other Depts/BOD Involved/Impacted
<b>PROGRAM: PUBLIC INFORMATION, MEDIA AND OUTREACH</b>					
<b>Priority 1</b>					
District Coffee Table Book	Celebrate the District's 40th anniversary in November 2012; improve knowledge of the District.	Review and approve first pass of book layout; review and approve color proofs; finalize book for early fall 2012 delivery.	Q1 - sign off on first pass layout and color proofs. Q2 & Q3 - book promotion and sales.	\$25,000	Public Affairs Specialist  Planning Legal
Diversity Outreach	Engage new audiences	Develop outreach strategy in coordination with strategic plan.  Continue meetings with community organizations.	Q1 - strategy Q2-Q4 meetings with partner orgs	\$2,000	Rudy Jurgensen Veronica Davis
North American Congress for Conservation Biology	July 14, 2012 event at summit of Mount Um	Work with Santa Clara County Open Space Authority to set up an event during the North American Congress for Conservation Biology	Q2	\$700	Planning Operations Natural Resources
40th Anniversary Event	Celebrate the District's 40th anniversary in November 2012; improve knowledge of the District.	Plan, hold anniversary banquet event on Friday, November 16, 2012 at the Historic Del Monte Building.	Q1 - develop project timeline, to dos, event theme. Q2 & Q3 - develop program, invitation list, select decorations, menu, etc.	\$15,000	Public Affairs Specialist
Maintain Redesigned News Page	To directly reach our public with breaking District news and as an additional way to generate story ideas for media.	Continually provide updated content to redesigned news page to make it useful and relevant to public and media.	Q1 - Q4- Continually provide content, track site traffic and news stories generated.	\$0	Vicky Gou

FY 2012-13 ACTION PLAN KEY PROJECTS

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

**PROGRAM: PUBLIC INFORMATION, MEDIA AND OUTREACH (Cont'd)**

**Priority 2**

Health Incentive Program; "Park Prescriptions"	Program to encourage people to improve their health by recreating on District preserves; improve knowledge of the District.	Investigate feasibility of working with S.F. Department of Public Health round table group on a possible "park prescriptions program"; seek to expand to San Mateo and Santa Clara counties. Engage constituents in diverse communities.	Q4	\$500	Public Affairs Specialist  Planning Operations
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**Priority 3**

Deferred

**FY 2012-13 ACTION PLAN KEY PROJECTS**

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

**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	\$23,000	Rudy Jurgensen Planning Operations Real Property 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 2012-2013 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
State Legislation	Draft 2013-2014 Legislative Program	Draft 2013-2014 legislative program (2013-2014 Regular Session convenes December 3, 2012 after November 6, 2012 general election)	Ongoing	\$0	Rudy Jurgensen All Departments

**Priority 2**

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 2012-2013 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 3**

**Deferred**

FY 2012-13 ACTION PLAN KEY PROJECTS

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

**PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION**

**Priority 1**

Plan, coordinate, implement, and evaluate 2012 Volunteer Recognition Event	Recognize volunteers for their contributions to the District's successes.	Plan, implement event.	Q3	\$20,000	Paul McKowan Public Affairs Dept.
Volunteer training classes	Enable Trail Patrol and Crew Leaders to receive proper training.	Recruit for and manage 2012 spring Trail Patrol and fall Crew Leader training classes.	Q1 and Q3	\$1,400	Paul McKowan
Outdoor Activity Docents Training	Train Outdoor Activity Docents.	Organize District's every-other-year-training for 2012 from April 2012-June 2012.	Q1	\$10,500	Renee Fitzsimons
Geocaching Program	To promote outdoor time for children and families in a style that is relevant to today's technology-driven youth.	Print and distribute District materials; promote event in community and in various media outlets.	Q4	\$1,000	Jennifer Williams
District-Wide Interpretive Plan: Implementation	Continue development and implementation of interpretive opportunities identified in the District-wide Interpretive Plan. Understand and use interpretive media and methods to engage the public in the District's mission.	Investigate installation of boardwalk feature and an underwater viewing scope at Alpine Pond to enhance visitor experience. Implement if feasible.	Q1 - Review criteria and selection process; select project /preserve. Q2 - Develop SOW/RFP and distribute RFP for project consultant; select consultant. Q3 - Set up contract/site visits/project input/design review. Q4 - Begin implementation, if feasible.	\$0 (work to be covered by M. Davey fund - \$13,000 - and POST fund - \$9,000 - for Alpine Pond/Daniels Nature Center)	Renee Fitzsimons  Operations Planning

FY 2012-13 ACTION PLAN KEY PROJECTS

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

**PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION (Cont'd)**

**Priority 1 (Cont'd)**

Volunteer Memorial	To recognize District volunteers who made considerable contributions to the Volunteer and/or Docent Programs.	Implementation of the new program (pending LFPAC approval in March 2012).	Q4	\$4,000	Paul McKowan
Community-hosted Outreach Events (i.e. Woodside Envirofest); Research, respond to requests, attend as appropriate.	Recommence the Community Outreach Volunteer (COV) Program to assist with District outreach opportunities.	Recruit and train past and new COVs. Work with Public Affairs to coordinate COV participation at appropriate Bay Area outreach events.	Q1 - recruitment Q2 - training Q3 - coord events w/ PA	\$2,000 + Training Exp \$250 Booth Costs - Public Affairs needs to determine whether the District will set-up in Free Speech Areas or pay for better booth locations	Paul McKowan Jennifer Williams

FY 2012-13 ACTION PLAN KEY PROJECTS

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

**PROGRAM: COMMUNITY INVOLVEMENT AND EDUCATION (Cont'd)**

**Priority 1 (Cont'd)**

Collaborative Family Programming with Diverse Audience Partners	To involve new audiences and underserved community members in District programs and activities.	Continue to research and establish partnerships; implement joint activities; incorporate methodology, information and contacts from Diversity Outreach efforts	Q1 - Research potential (new) partners and project/activities. Q2 - Enter into agreement/s with partners and define/scope activity; set date. Q3 - Recruit assistance (volunteers); plan activity (one time or multiple?); advertise media outreach. Q4 - Offer/provide activity.	\$2,000 - 5,000	Renee Fitzsimons  Operations
ARMS Program Expansion	Hire new Volunteer Program field lead position to oversee the ARMS volunteers.	The Volunteer Program Lead will work with Resource Management and Operations to identify priority resource management areas and work with volunteers to help manage our lands.	Q1 - coordinate with Resource Management and Operations on areas of priority. Q 2 - recruit position. Q 3 - hire position.	\$60,854 (0.5 FTE Budgeted position)	Paul McKowan

**Priority 3  
Deferred**

FY 2012-13 ACTION PLAN KEY PROJECTS

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

**ONGOING**

• 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 <i>Spaces &amp; Species</i> 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.	
• 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.	
• 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.	
• Coordinate and lead Volunteer Trail Patrol-Team Patrol Days at preserves with general regulations or other ongoing challenges.	
• 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 250+ annual docent-led activities for the public; including production of Quarterly Activity Schedule for newsletter and Web.	
• Process requests for docent-led hikes and other activities from constituents.	
• Manage Daniels Nature Center, including docent scheduling, exhibit refurbishment, managing consultant contracts, coordination of maintenance and operational needs.	
• Conduct OEL and NCH trainings as timing allows: Spring or Fall (six weeks) for OELs, and in late Winter-Spring (2 days) for NCHs.	
• Plan/coordinate annual Fremont Older House & Garden Tours for public - including docent scheduling, media outreach, etc. once or twice a year.	
• 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.	
• Stevens Canyon Ranch long-term orchard management agreement.	
• Promote diverse media coverage of the District. Build relationships and work on getting regular coverage of the District in diverse media outlets to reach new audiences.	
• Host special events and celebrations such as a Legislative Meet-and-Greet, Mt. Umunhum events, Mary Davey dedication event, etc.	
• Produce the quarterly newsletter <i>Open Space Views</i> , including the 2011-12 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.	
• Work with Planning and Operations to design, write, and edit content for signs and signboards; attend Sign Committee meetings.	

FY 2012-13 ACTION PLAN KEY PROJECTS

Key Project	Purpose	Project Description Revisions/Additions			Project Manager Other Depts/BOD Involved/Impacted
		Scope	Schedule (Quarterly Milestones & Completion Date)	Budget	
<b>ONGOING (Cont'd)</b>					
		• 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.			
		• Plan and give regular community presentations about the District.			
		• Publish and distribute weekly blog posts to communicate about the District and nature, particularly with the media and younger readers online.			
		• Alpine Pond Long Term Management Plan -Public Access and Interpretation Interface (Daniels Nature Center).			
		• Implement Media Management Software			

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

# ADMINISTRATION DEPARTMENT

ACTION PLAN FY2012-13

## 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 financial management and accounting services
- B. Administer Human Resources Programs and coordinate employee relations activities
- C. Provide Information Technology services
- D. Provide District Clerk support to the District Board and staff
- E. Provide legal review and advice to the District Board and staff, represent the District in litigation and legal matters with outside agencies, and provide risk management services
- F. Provide office management and public reception/customer service for the Administrative Office

## STAFF RESOURCES: (STATED IN FTE'S – FULL TIME EQUIVALENTS)

FTEs	Position Title
1.0	Accountant
1.0	Accounting Technician
1.5	Administrative Assistant
1.0	Administrative Services Manager
1.0	Assistant General Counsel
<b>1.0</b>	<b>Assistant General Manager *</b>
1.0	District Clerk
1.0	Executive Assistant
1.0	General Counsel
1.0	General Manager
1.0	Grants Specialist – 2-Year Contingent
<b>1.0</b>	<b>Human Resources Analyst *</b>
1.0	Human Resources Supervisor
1.0	Human Resources Technician
<b>1.0</b>	<b>IAFS Project Manager – 1-Year Contingent *</b>
1.0	Information Technology Administrator
<b>1.0</b>	<b>Information Technology Technician – Convert to Full-Time Permanent *</b>
1.0	Senior Administrative Assistant
1.0	Senior Management Analyst
1.0	Training & Safety Specialist
20.50	Total FTE Staffing

\* Change from FY2011-12

**FY 2012-13 ACTION PLAN KEY PROJECTS**

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

**PROGRAM: STRATEGIC PLANNING**

**Priority 1**

Strategic Plan	See District-wide Projects			\$760,000	Kate Drayson  General Manager All Departments Board
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**Priority 2**

**Priority 3**

**Deferred**

**PROGRAM: INFORMATION TECHNOLOGY**

**Priority 1**

District Software	Software Licensing Compliance	Make sure the District is up to date and compliant on licensed software. Last one done in FY 08-09. Will need to add budget if out of compliance	Q1 FY12-13	\$0	Owen Sterzl
Anti-Virus	Anti-Virus Software Renewal	Negotiate new service contract. Need to evaluate and demo new vendors.	Q1 FY12-13 - Research Vendors Q2 FY12-13 - Install or continue with current vendor.	\$4,000	Benny Hsieh

**Priority 2**

**Priority 3**

District-wide Intranet	Enhance efficiency of providing internal information for staff in a secure format	Design intranet site interface and determine content. Pilot launch - Administration & Operations	FY12-13	\$0	Benny Hsieh  Operations
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**Deferred**

**FY 2012-13 ACTION PLAN KEY PROJECTS**

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

**PROGRAM: HUMAN RESOURCES**

**Priority 1**

Negotiate and Renew Memorandum of Agreement (MOA)	MOA contract was extended status quo for 15 months through 6-30-2012.	Finalize and implement negotiated items.	Q1 FY12-13 - Monetary items Q4 FY11-12 - Non-monetary items	\$15,000	Annetta Spiegel  General Manager Admin - Legal Operations Board of Directors
Classification and Compensation Study	Board accepted the study on 9/13/11 and directed the GM to return in December 2011 with his recommendations for changes and implementation.	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.	Q2 FY12-13	\$10,000	Annetta Spiegel  General Manager Legal Operations Board of Directors

**Priority 2**

Remote Access Policy	Establish Remote Access Policy for District employees	Research and develop a policy and procedures to allow employee access to the District computer network to do work remotely.	FY12-13	\$0	Annetta Spiegel  Admin- IT Managers
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**Priority 3**

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.	FY12-13	\$0	Annetta Spiegel  General Manager Admin - Legal Managers
Training Database	Update Database functionality to meet current informational needs	Work with consultant to add multiple user access, more reports, and more data fields to database.	FY12-13	\$10,000	Jeff Griffith-Jones  All Departments

**Deferred**

**FY 2012-13 ACTION PLAN KEY PROJECTS**

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

**PROGRAM: DISTRICT CLERK SERVICES**

**Priority 1**

CY2012 Elections	To conduct elections for Wards 2, 3, 4, 7 <i>(need to include other Wards in scope)</i>	Ward 2, 3, 4 and 7	Q3 FY12-13	\$67,000	Michelle Radcliffe  Board Public Affairs Planning
Fair Political Practices Commission (FPPC) - Conflict of Interest Code	Update the District's Conflict of Interest Code per FPPC 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.	FY12-13	\$0	Michelle Radcliffe  Admin - Legal

**Priority 2**

**Priority 3**

**Deferred**

**PROGRAM: FINANCIAL MANAGEMENT**

**Priority 1**

Integrated Accounting and Financial System	See District-wide Projects		Q4 FY12-13	\$181,275	Kate Drayson  General Manager All Departments
Develop CapEx 5-Year Forecast Model	Responds to Board direction in final FY2011-12 Budget report on March 23, 2011	Develop a financial forecasting model for 5-year capital expenses to be used during annual budget development process.	FY12-13	\$0	Kate Drayson Lynn Tottori  Planning Operations Real Property

**FY 2012-13 ACTION PLAN KEY PROJECTS**

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

**PROGRAM: FINANCIAL MANAGEMENT (Cont'd)**

**Priority 1 (Cont'd)**

Annual audit and single audit for Mt. Umunhum	Annual audit compliance and Mt Umunhum grant compliance	Review and evaluate the District's financial statements in compliance with regulations.	Q1 FY12-13	\$22,500	Accounting Staff Managers
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**Priority 2**

**Priority 3**

**Deferred**

**PROGRAM: LEGAL AND RISK MANAGEMENT**

**Priority 1**

Streamline District Contracting Procedures	Improve ease of use for contractors and staff for more efficient processing.	Review, revise and streamline current contracting procedures & documents.	Q2 FY12-13	\$0	General Counsel Admin - Legal Board
Streamline Purchase Order (PO) process	Reduce District's risk exposure by ensuring Contractors/Vendors provide needed insurance coverage in conformance with CJPIA's recommendations.	Work with staff on incorporating indemnity and insurance language in Purchase Orders as needed.	FY12-13	\$0	General Counsel Managers Admin - Accounting

**Priority 2**

**Priority 3**

**Deferred**

**FY 2012-13 ACTION PLAN KEY PROJECTS**

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

**ONGOING**

- Staff Recognition Events
- Site Safety Inspection
- OPEB biannual study
- Personnel Policies & Procedures Interpretation & Updating
- Benefits Administration -- health, dental, vision, open enrollment, life & LTD insurance, flex plan, retirement, workers compensation and leaves of absence
- Recruitment and Staffing
- Payroll support
- Labor relations
- 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
- 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
- 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
- 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
- Provide CEQA advice to Planning, Real Property and Operations Departments to insure adequacy of environmental documents
- Advise District concerning labor relations and personnel matters; assist in resolving personnel issues
- Assist Real Property in administering Guadalupe Land Company

**FY 2012-13 ACTION PLAN KEY PROJECTS**

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

**ONGOING (Cont'd)**

- 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