



Midpeninsula Regional
Open Space District

**SPECIAL MEETING
ACTION PLAN AND BUDGET COMMITTEE**

Administrative Office – Board Room
330 Distel Circle
Los Altos, CA 94022

November 12, 2014

DRAFT MINUTES

I. ROLL CALL

Director Kishimoto called the Special Meeting to order at 2:00 p.m.

Members Present: Yoriko Kishimoto, Curt Riffle, and Pete Siemens

Members Absent: None

Staff Present: General Manager Steve Abbors, General Counsel Sheryl Schaffner, District Controller Mike Foster, Assistant General Manager Ana Ruiz, Assistant General Manager Kevin Woodhouse, Administrative Services Manager Kate Drayson, Real Property Manager Mike Williams, Natural Resources Manager Kirk Lenington, Public Affairs Manager Shelly Lewis, Planning Manager Jane Mark, Operations Manager Michael Newburn, and District Clerk Jennifer Woodworth

II. ORAL COMMUNICATIONS

No speakers present.

III. ADOPTION OF AGENDA

Motion: Director Riffle moved, and Director Siemens seconded the motion to adopt the agenda.

VOTE: 3-0-0

IV. COMMITTEE BUSINESS

1. Approve the Minutes from the October 31, 2014 meeting, as amended.

Motion: Director Riffle moved, and Director Siemens seconded the motion to approve the minutes, as amended.

VOTE: 3-0-0

2. District Controller's FY2014-15 Mid-Year Financial Review

District Controller Mike Foster provided a brief summary of the District's current financial statements as of September 30, 2014, including current spending to date, tax revenue, and grant income. Mr. Foster described the current fiscal year's spending as compared to spending during the previous fiscal year at the same time.

Public comment opened at 2:22 p.m.

No speakers present.

Public comment closed at 2:22 p.m.

No Committee action required.

3. Acceptance of the Fiscal Year 2014-15 Midyear State of the District Report and Approval of the Recommended Action Plan and Budget Adjustments (R-14-139)

Administrative Services Manager Kate Drayson provided the staff report summarizing new projects added to the FY2014-15 Action Plan, completed projects, and delayed and deferred projects.

The Committee members asked questions about current and proposed Action Plan projects.

Ms. Drayson provided information on operating and capital expenditures as of September 30, 2014 as compared to budgeted amounts. Ms. Drayson described new staff positions and changes proposed as part of the midyear budget which includes the addition of four new positions budgeted at the Management Analyst level and making permanent three currently contingent positions to be included in the District Classification Plan.

Director Kishimoto inquired as to the four recommended Management Analyst positions including their roles and which departments they would join.

General Manager Steve Abbors explained that staff has proposed these additions as part of the midyear budget in order to prevent delays in the implementation of Measure AA projects.

Assistant General Manager Ana Ruiz explained that the proposed positions are meant as placeholders, and more information regarding the positions including their departments will be available when the Board considers the midyear budget at its December 17th meeting. Ms. Ruiz explained that the proposed four new positions will not be included in the budget until FY2015-16, but recruitment may begin in FY2014-15.

Director Kishimoto requested staff include an updated District Organization Chart with the materials submitted for the December 17th Board meeting to include the proposed positions and include information regarding when the proposed new positions will be funded.

Ms. Drayson summarized the proposed midyear budget changes explaining that the shift of \$150,000 into the operating budget would cause it to exceed the OpEx Guideline but anticipated expenditure savings would offset that increase, resulting in a net zero change to the total FY2014-15 budget.

Public comment opened at 3:18 p.m.

Julie Andersen, Planner II in the Natural Resources department, spoke regarding the District's practice of making contingent positions a permanent position without opening the position to internal or external recruitment, instead using the individuals currently in the contingent positions to fill the permanent position.

Public comment closed at 3:21 p.m.

Director Kishimoto commented that the Board is only approving making the contingent positions permanent, and is not approving the individuals to fill the permanent positions.

Motion: Director Riffle moved, and Director Siemens seconded the motion to accept the Fiscal Year 2014-15 Midyear State of the District Report and recommend to the Board of Directors approval of the recommended Midyear Action Plan and Budget adjustments, with the following additions to the Board report: inclusion of a District organizational chart, language explaining the proposed recruitment and funding timeline for the new Management Analyst positions, and an explanation that the Board will be approving changes to the Budget and Action Plans.

VOTE: 3-0-0

V. ADJOURNMENT

Director Kishimoto adjourned the special meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 3:28 p.m.

Jennifer Woodworth, CMC
District Clerk