



Midpeninsula Regional
Open Space District

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

ACTION PLAN AND BUDGET COMMITTEE

Administrative Office
5050 El Camino Real
Los Altos, CA 94022

Wednesday, May 27, 2026

DRAFT MINUTES

CALL TO ORDER

Chair Holman called the meeting of the Action Plan and Budget Committee to order at 1:08 p.m.

ROLL CALL

Members present: Karen Holman, Margaret MacNiven, Curt Riffle

Members absent: None

Staff present: General Manager Ana M. Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Maria Soria, Executive Assistant/Deputy District Clerk Shaylynn Nelson, Controller Mike Foster, Budget & Finance Manager Rafaela Ocegueda, Natural Resources Manager Kirk Lenington, Visitor Services Manager Matt Anderson, Planning Manager Jane Mark, Facilities and Fleet Manager Brandon Stewart, Land Stewardship and Trails Manager Michael Gorman, Engineering & Construction Manager Scott Reeves, Information Systems & Technology Manager Casey Hiatt, Public Affairs Manager Lori Low, Real Property Manager Allen Ishibashi, Budget & Analysis Supervisor Elissa Martinez, and Management Analyst I Jordan McDaniel

ADOPTION OF AGENDA

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

ROLL CALL VOTE: 3-0-0

ORAL COMMUNICATIONS

Deputy District Clerk Shaylynn Nelson reported there were no public speakers for this item.

COMMITTEE BUSINESS

1. Approve the May 12, 2026 Action Plan and Budget Committee Meeting Minutes

Public comment period opened.

Ms. Nelson reported there were no public speakers for this item.

Public comment period closed.

Motion: Director Riffle moved, and Director MacNiven seconded the motion to approve the May 12, 2026 Action Plan and Budget Committee meeting minutes.

ROLL CALL VOTE: 3-0-0

2. Continue Discussion of Fiscal Year 2026-27 Budget and Three-Year Capital Improvement and Action Plan Review (R-26-60)

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, Assistant General Manager Susanna Chan, and Assistant General Manager Brian Malone presented. General Manager Ana Ruiz, Natural Resources Manager Kirk Lenington, Planning Manager Jane Mark, General Counsel Hilary Stevenson, and Controller Mike Foster assisted in answering questions.

Chair Holman requested a copy of slide 6 that pertains to the New Administrative Office expenses and total offsetting costs.

Mr. Jaskulak responded that staff will provide the updated slide deck to the Committee that includes slide 6.

Director Riffle noted that, during the previous meeting, there was a discussion regarding Bear Creek Stables (BCS), specifically whether BCS should remain under the Area of Interest for Agriculture or be moved to Diversity, Equity, and Inclusion (DEI), and asked if staff had given any consideration.

Mr. Jaskulak stated that it would be best for the Committee to discuss whether BCS should be moved from Agriculture to DEI, or perhaps it may be included under both Areas of Interest.

Director MacNiven commented that BCS could remain under Agriculture or be moved to DEI and expressed that either option is fine.

Director Riffle commented that classifying BCS under Agriculture could be difficult to justify, especially to the constituents on the coast who may be interested in understanding how much funding is being allocated toward agriculture. He further stated that BCS involves significant

efforts to bring diverse community members to the preserve, which was one of the key drivers. He questioned whether it would be best to categorize it under the DEI Area of Interest.

Ms. Ruiz acknowledged that there are valid arguments for both sides, and noted that, while she does not generally recommend dividing projects across categories, BCS is a unique project. She suggested that 50% of the BCS budget could be categorized as DEI and the other half could be categorized as Agriculture. She asked Mr. Jaskulak if this option is feasible.

Mr. Jaskulak stated that it could be possible.

Director Riffle said that this matter could be forwarded to the full Board of Directors (Board) with the information that the Committee voted 2-1 to keep BCS in the Agriculture focus area, and if concerns arise it could be moved to the DEI focus area.

Chair Holman appreciated the recommendation provided by the General Manager and noted that Director Riffle's comments have persuaded her to support either moving BCS to DEI or splitting its allocation 50/50 between DEI and Agriculture. She requested that this recommendation be brought to the full Board for their consideration, and for staff to move BCS to DEI when it is presented to the full Board.

Director MacNiven expressed that she has no strong feelings either way regarding the placement and noted that if the funds are removed from Agriculture, the funds would be reduced to \$4.5 million, which is still a significant amount.

Ms. Ruiz requested clarification of when the item is presented to the full Board, will BCS be placed in DEI or split with a 50/50 allocation between Agriculture and DEI.

Chair Holman responded that BCS should be moved to DEI, with the option of splitting the allocation between Agriculture and DEI.

Director Riffle commented that the updated slides being presented were not provided to the Committee and requested that the updated presentations be shared with the Committee in advance of future meetings.

Mr. Jaskulak affirmed that the updated presentation will be sent to the Committee.

Director Riffle commented on slide 33 regarding the General Fund Balance and noted that he finds the distinctions between the categories difficult to understand without careful review. He suggested that it would be helpful when staff presents it to the full Board to pause on this slide to ensure that the Board understands the information.

Director Riffle suggested staff be prepared to answer questions when the item is presented to the full Board regarding volunteer trail building capabilities for the Phase II Multiuse Trail in the Bear Creek Redwoods area, and noted that constituents are eager to see progress, with many volunteers willing to help and become engaged.

Chair Holman noted that the page numbers listed in the Attachment 1 table of contents on page 3, section 3 do not appear to correspond correctly with the associated projects.

Mr. Jaskulak stated that staff will review the attachment and correct it before it is presented to the Board.

Director Riffle asked whether any training is planned for the Board to better understand CEQA guidelines, noting that the Board has been receiving a significant number of CEQA related actions.

Planning Manager Jane Mark responded that staff have participated in CEQA 101 training and with the permission of the General Manager, the training video recording could be shared with the Board.

General Counsel Hilary Stevenson stated that staff had previously discussed providing the Board with a briefing and background materials on CEQA. She noted that she will be sharing a memo with the Board with useful resources available and then determine whether additional training or supplemental information is needed.

Director Riffle commented that, in his view, it would be beneficial to increase the Board's understanding of CEQA in order to support more informed and constructive discussions regarding CEQA guidelines.

Chair Holman commented that while the available resources are helpful, she also values real-time, interactive training. She added that it would also be helpful for the Board to have both the policy level understanding of CEQA, as well as to know what types of actions the Board approves under CEQA.

Chair Holman requested that on Attachment 6, under the "Big Rocks", to include page numbers in order to reference each project.

Public comment period opened.

Ms. Nelson reported there were no public speakers for this item.

Public comment period closed.

Chair Holman reiterated the requests of the Committee for staff to provide an updated slide deck to the Board, move the BCS project to the DEI Area of Interest with the option for the Board to leave it as DEI or split its allocation 50/50 between DEI and Agriculture, use a consistent numbering system for the table of contents and supporting materials, and add relevant page numbers to the Big Rock projects.

Director Riffle also noted that there were additional requests from the Committee that were captured on the May 12 Committee minutes.

Chair Holman confirmed with staff that they would delineate what was included in the minutes from the previous Committee meeting.

Motion: Director Riffle moved, and Director MacNiven seconded the motion to review and affirm, with any changes requested by the Action Plan and Budget Committee, that the Proposed Fiscal Year 2026-27 Budget and Fiscal Year 2026-27 through Fiscal Year 2028-29 Capital Improvement and Action Plan may be forwarded to the full Board of Directors.

ROLL CALL VOTE: 3-0-0

3. Annual Review of Fiscal Management Policies for Fiscal Year 2026 (26-79)

Budget & Finance Manager Rafaela Ocegüera and Controller Mike Foster presented.

Director Riffle noted that in Attachment 3 of the staff report under Section 2.03 there is a portion of text that is underlined and asked whether the underlined text indicated a change to the policy.

Ms. Ocegüera responded that there are no recommended changes to the policy and stated that she was unsure whether the underline was part of the original document or a mistake.

Chair Holman inquired whether Board Policy 3.03 *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchase Policy* should be brought before the Board to review the environmental factors listed on page 8, Section C: Environmentally Preferable Purchasing.

Mr. Jaskulak stated that the main goal now is to increase the General Manager's signing authority from \$53,000 to \$54,000 and noted that staff will return to the Board later in the year with a more in-depth revamp of the policy.

Public comment period opened.

Ms. Nelson reported there were no public speakers for this item.

Public comment period closed.

Motion: Director Riffle moved, and Director MacNiven seconded the motion to forward proposed amendments to Board Policy 3.03 – *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchase Policy*, Board Policy 3.08 – *Investment Policy*, and affirm Board Policy 3.09 - *Debt Management Policy*. to the full Board of Directors for consideration of their approval and affirmation.

ROLL CALL VOTE: 3-0-0

ADJOURNMENT

Chair Holman adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 3:25 p.m.

Maria Soria, MMC
District Clerk