From: Jennifer Woodworth
Bcc: BOARD; Ana Ruiz; Kevin Woodhouse; Stefan Jaskulak
Subject: Responses to Board Member Questions for 4/27/16 Board Agenda
Date: Tuesday, April 26, 2016 3:22:59 PM
Attachments: 30YRCF032416 with graph scenarios.pdf

Good afternoon all,

Please find staff's responses below in blue to questions submitted by the Board regarding tomorrow's agenda items. As always, thank you for submitting these in advance of the meeting.

From Director Kishimoto:

I see you left out the Bear Creek item - is that coming up next meeting?

The Balance Hydrologics Contract Amendment item was changed to the May 11 Board meeting in order to refine the report to be focused on this specific contract amendment, with a more comprehensive update about Bear Creek water resources assessment information forthcoming as a later FYI to the Board at the May 25 Board meeting.

Items 3 and 4 - the two positions. One of the reports talk only about the salary levels and the other reports the fully loaded salary and benefits. Can you clarify the current and proposed range of salaries and also fully loaded cost impact?

The current and proposed salary ranges are as follows:

Current: Executive Assistant, $65,784 - 82,152
Proposed: Executive Assistant/Deputy District Clerk, $69,072 - 86,244

Current: District Clerk, $92,556 - 115,596
Proposed: District Clerk/Asst. to the General Manager, $97,188 - 121,380

The full costs (salary+benefits), calculated based on top step salary, are as follows:

Executive Assistant/Deputy District Clerk, $124,121
District Clerk/Asst. to the General Manager, $156,644

The proposed salary ranges are 5% higher than current.
Benefit costs add approximately 25-40% above the salary, with the precise % depending on the salary range and benefits package selected by the employee.

Related to Item 7:

* Could I see the 30 year spreadsheet our controller prepares for us? With assumptions on number of positions added when, etc. would be helpful.

Attached is the information that formed the basis for the analysis and presentation regarding the 21 positions.

There are 2 spreadsheets:

Spreadsheet 1 – Controller's 30-year forecast (3 pages)
Prepared by Mike and includes the proposed 21 new employees. Also paying $35 million cash for new facilities. Future expense increase at 5.5%, slightly higher than the 4% revenue increase. You'll by year 25 the annual cash flow will turn negative, but the District will have ample fund balance. With this much advance notice, adjustments can be made to correct this.

Spreadsheet 2 – Operating Forecast with add'l reimbursement, grant revenue and finishing FOSM (1 page)
This sheet takes the 30-year forecast for General Fund operating revenue and expenses (excluding MAA capital). With the additional information, the cash flow remains positive for 30-years.

Spreadsheet 2 shows the benefit and strength of the Controller's model in that we have ample time to adjust and correct. Additional consideration is that the revenue increase in the model at 4% is well below the long time average of 6.6%.

Jennifer Woodworth, MMC
District Clerk
jwoodworth@openspace.org
Midpeninsula Regional Open Space District
330 Distel Circle, Los Altos, CA 94022
P: (650) 691-1200 - F: (650) 691-0485

E-mail correspondence with the Midpeninsula Regional Open Space District (and attachments, if any) may be subject to the California Public Records Act, and as such may therefore be subject to public disclosure unless otherwise exempt under the Act.