



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

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

January 29, 2015

DRAFT MINUTES

I. ROLL CALL

Director Kishimoto called the Special Meeting to order at 1:03 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, and District Clerk Jennifer Woodworth

II. ORAL COMMUNICATIONS

No speakers present.

III. ADOPTION OF AGENDA

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

VOTE: 3-0-0

IV. COMMITTEE BUSINESS

1. Appointment of Committee Chair

Director Kishimoto nominated Director Riffle as Chair. By consensus, the Action Plan and Budget Committee chose Director Riffle to be the committee chair for calendar year 2015.

2. Approve the December 10, 2014 Action Plan & Budget Committee Minutes

Motion: Director Kishimoto moved, and Director Siemens seconded the motion to approve the minutes.

VOTE: 3-0-0

3. Review Committee's Responsibilities

Administrative Services Manager Kate Drayson briefly reviewed the committee's responsibilities.

4. Review of Committee's Recommendations from Prior Fiscal Years

Ms. Drayson briefly reported on the status of the committee's recommendations from prior fiscal years.

5. Review of Fiscal Year 2015-2016 Action Plan/Budget Process

Ms. Drayson reviewed the effects of the passage of Measure AA on the development of the FY2015-16 Action Plan and Budget.

6. Overview of District Proposed Fiscal Year 2015-2016 Action Plan

Assistant General Manager Ana Ruiz provided an overview of the FY2015-16 Action Plan stating that as vacancies continue to be filled and a redeployment of staff resources to core functions, staff anticipates being able to complete the action plan projects. Ms. Ruiz described the inclusion of Measure AA projects in the action plan and the funding sources for action plan projects. Finally, Ms. Ruiz described changes to the action plan documents including the removal of Districtwide projects and inclusion of the Board involvement information in the Board's Master Calendar.

7. Review of Proposed Fiscal Year 2015-2016 Action Plans

Ms. Drayson briefly provided comparisons of key projects between the FY2014-15 and FY2015-16 Action Plans.

The Committee members briefly discussed the format of the documents provided and inquired regarding the percentage of projects completed in the previous fiscal year and the number of projects being carried over between fiscal years.

The Department Managers briefly reviewed key projects included in their departmental action plans.

The Committee members provided comments and requested clarification regarding several departmental action plan projects.

Director Riffle suggested creating a Community Advisory Committee to help determine methods of connecting the District to the community.

Director Siemens expressed his concerns that the Bear Creek Redwoods Preserve has not yet been opened despite being owned by the District for a while.

The Committee directed staff to return with options for opening the Bear Creek Redwoods Preserve for public access sooner than currently planned. The Committee requested information regarding either opening small sections of the preserve and opening the full preserve at a later date and other projects that could be made a lower priority in order to allow this project to become a Priority 1 project.

8. Discussion of Other General Issues Concerning Committee's Roles, Responsibilities, and Tasks for Fiscal Year 2015-2016 Action Plan and Budget Development

V. ADJOURNMENT

Director Riffle adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 4:03 p.m.

Jennifer Woodworth, CMC
District Clerk