



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

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

February 3, 2015

DRAFT MINUTES

I. ROLL CALL

Director Riffle called the Meeting to order at 1:04 p.m.

Members Present: Curt Riffle and Pete Siemens

Members Absent: Yoriko Kishimoto

Staff Present: General Manager Steve Abbors, General Counsel Sheryl Schaffner, District Controller Mike Foster, Assistant General Manager Ana Ruiz, Administrative Services Manager Kate Drayson, Real Property Manager Mike Williams, Natural Resources Manager Kirk Lenington, Public Affairs Manager Shelly Lewis, Planning Manager Jane Mark, Planner III Lisa Bankosh, 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: 2-0-0

IV. COMMITTEE BUSINESS

1. Complete Review of FY2015-16 Proposed District Action Plan

Planning Manager Jane Mark provided information in response to the Committee's direction from the previous Action Plan & Budget Committee (ABC) meeting describing three options for opening the Bear Creek Redwoods Open Space Preserve on an accelerated schedule.

Planner III Lisa Bankosh provided additional information regarding Option C as described by Ms. Mark. Ms. Bankosh explained that additional concept analysis and public review would not be conducted, and staff would be implementing previously reviewed concept plans.

Director Siemens provided comments in support of Option C to complete public access improvements, and delay action regarding Alma College to allow the preserve to be opened in 2016.

Ms. Bankosh explained that additional staff work must be completed to allow for the preserve to be opened in 2016 in order to determine the finalized schedule for the project. Ms. Bankosh also explained that Option B only anticipates completing work related to public access, not resource management or stewardship actions.

Motion: Director Siemens moved to speed up the Bear Creek process using Option B description and schedule and Option C-1 to hire an additional staff member. The Alma College site would be addressed in a separate CEQA document.

General Counsel Sheryl Schaffner stated that for CEQA purposes the projects would need to be separated into three projects: public access, Alma College site, and stewardship actions.

Motion died for lack of a second.

Director Riffle expressed his support for Option C-1 and requested staff return with additional information regarding project scope and budget information.

Ms. Mark stated that staff will return on Thursday with additional information.

Real Property Manager Mike Williams reviewed key Real Property Department projects for FY 2015-16.

2. Review Controller's Report on the FY2015-16 Budget

District Controller Mike Foster provided the Controller's Report summarizing the 2014-15 financial review, 2013-15 tax revenue, and 2015-16 tax revenue forecast and estimated operating revenue. Mr. Foster provided the preliminary 2015-16 budget including the Operating and Capital summary. Finally, Mr. Foster summarized the 30 year cash flow projection for 2014-2044 and projected Measure AA tax rate.

3. Review FY2015-16 Proposed District Budget Summary

4. Review 5-Year Operating Budget (OPEX) Forecast

5. Review 5-Year Capital Improvement Program (CIP)

6. Review FY2015-16 Hawthorns Budget

Administrative Services Manager Kate Drayson provided the staff report outlining the FY2015-16 proposed District budget including 5-year operating expenditure forecast, 5-year capital improvement program, and Hawthorns budget. Ms. Drayson also described the proposed staffing for FY2015-16 proposed staff, organizational chart as outlined by the Financial and Operational Sustainability Model study, and the 5-year operating expenditure forecast, which includes nine new positions being added during FY2015-16.

Assistant General Manager Ana Ruiz provided comments regarding proposed nine new positions for FY2015-16 as recommended by the FOSM, to provide support services as project delivery increases, and to maintain current service levels.

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

Ms. Ruiz provided information regarding the benefits and relevancy in using a 5-Year Capital Improvement Program in years four and five. Beyond year three, the information is often not a true reflection of the capital budget for those outlying years.

Directors Riffle and Siemens agreed with the recommendation to use a 3-Year Capital Improvement Program going forward.

Director Riffle stated that for the meeting on Thursday, he would like to discuss the information staff will be providing regarding Bear Creek Stables, the connections between adding staff and the proposed projects for the coming years.

Director Siemens suggested highlighting the Controller’s model that shows the financial sustainability of adding additional District staff positions.

V. ADJOURNMENT

Director Riffle adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 3:45 p.m.

Jennifer Woodworth, CMC
District Clerk