



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

Administrative Office
330 Distel Circle
Los Altos, CA 94022

December 5, 2017

DRAFT MINUTES

ROLL CALL

Director Cyr called the meeting to order at 2:33 p.m.

Members Present: Jed Cyr and Yoriko Kishimoto

Members Absent: Curt Riffle

Staff Present: Assistant General Manager Ana Ruiz, General Counsel Sheryl Schaffner, Chief Financial Officer Stefan Jaskulak, District Clerk/Assistant to the General Manager Jennifer Woodworth, Grants Specialist Melanie Askay, Budget Analyst II Marion Shaw, Budget Analyst I Elissa Martinez

ADOPTION OF AGENDA

Motion: Director Kishimoto moved, and Director Cyr seconded the motion to adopt the agenda and moved Item 4 to be heard after Item 1.

VOTE: 2-0-0 (Director Riffle absent)

ORAL COMMUNICATIONS

No speakers present.

COMMITTEE BUSINESS

1. Approve the May 31, 2017 Action Plan & Budget Committee Minutes.

Motion: Director Kishimoto moved, and Director Cyr seconded the motion to approve the Action Plan and Budget Committee minutes for May 31, 2017.

VOTE: 2-0-0 (Director Riffle absent)

2. Establish a Public Agencies Post-Employment Benefits Section 115 Trust administered by Public Agency Retirement Services (PARS) to provide the District with an alternative investment strategy to pre-fund a portion of the pension obligations (R-17-114)

Chief Financial Officer Stefan Jaskulak presented the staff report explaining any payments into PARS would help the District diversify and maintain additional control over its pension funds.

Direction Kishimoto inquired regarding any additional fees for using the PARS.

Mr. Jaskulak explained the differences in fees is absorbed in a higher anticipated rate of return for PARS as compared to the lower net return for CalPERS.

Mr. Jaskulak also explained Controller Mike Foster has been involved in the process of evaluating PARS and is in favor of the proposed change.

Public comment opened at 2:42 p.m.

No speakers present.

Public comment closed at 2:42 p.m.

Motion: Director Kishimoto moved, and Director Cyr seconded the motion to recommend approval to the Board of Directors the District's proposal to establish a Section 115 Trust, administered by Public Agency Retirement Services (PARS), for pre-funding of the District's pension obligations as related to the unfunded actuarial accrued liability.

VOTE: 2-0-0 (Director Riffle absent)

3. Update to Board Policy 3.10 – District Grantmaking Program (R-17-133)

Grants Specialist Melanie Askay provided the staff presentation describing the District's current grant program and summarized the work of previous recipients of District grants. Ms. Askay summarized proposed updates to four funding categories: applied science; increasing capacity support for networks and partnerships; increased policy advocacy via networks and partnerships, subject to internal policy controls; and funding education and interpretation opportunities. The revised process and controls include internal controls to ensure grants awarded support the District's mission, grant funds are spent as approved, and grant application and reporting framework. Finally, depending on Committee and Board approval, the first grants could be issued under the new policy before the end of 2018.

Director Kishimoto suggested the grants for education and interpretation should align the District's emphasis on diversity.

Ms. Askay reported engagement with diverse organizations is key to encourage their involvement.

Director Cyr cautioned that policy and advocacy grants must be carefully reviewed and monitored.

Public comment opened at 3:20 p.m.

No speakers present.

Public comment closed at 3:20 p.m.

Motion: Director Kishimoto moved, and Director Cyr seconded the motion to recommend approval of updates to Board Policy on the District's Grantmaking Program with the suggested edits.

VOTE: 2-0-0 (Director Riffle absent)

4. Budget Process Update (R-17-134)

Mr. Jaskulak outlined the proposed budget process enhancements, including additional coordination department meetings, combination of the capital improvement program and action plan to increase accuracy and efficiency, and improvements to three-year project budgeting. However, the Board will continue to adopt the budget on an annual basis. Staff will also be introducing departmental performance metrics to help measure effectiveness of department activities. The proposed changes to the budget process timeline include additional departmental meetings to coordinate multi-department project phases and Board and Committee review of the proposed capital improvement and action plan and annual budget.

Director Kishimoto suggested performance metrics should flow from the District's mission statement and Measure AA commitments to deliver on all 25 projects.

Public comment opened at 3:45 p.m.

No speakers present.

Public comment closed at 3:45 p.m.

No Committee action required.

Directors Cyr and Kishimoto suggested providing and informational update to the full Board on the new process.

ADJOURNMENT

Director Cyr adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 3:50 p.m.

Jennifer Woodworth, MMC
District Clerk