



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

Administrative Office
330 Distel Circle
Los Altos, CA 94022

April 24, 2018

DRAFT MINUTES

ROLL CALL

Director Riffle called the meeting to order at 3:00 p.m.

Members Present: Curt Riffle and Pete Siemens

Members Absent: Yoriko Kishimoto

Staff Present: Acting General Manager Ana Ruiz, Acting General Counsel Hilary Stevenson, Chief Financial Officer Stefan Jaskulak, Acting Assistant General Manager Brian Malone, Acting Assistant General Manager Christine Butterfield, Controller Mike Foster, District Clerk/Assistant to the General Manager Jennifer Woodworth, Natural Resources Manager Kirk Lenington, Visitor Services Manager Matt Anderson, Planning Manager Jane Mark, Acting Land & Facilities Manager Elaina Cuzick, Engineering & Construction Manager Jay Lin, Human Resources Manager Candice Basnight, Information Systems & Technology Manager Garrett Dunwoody, Acting Public Affairs Manager Cydney Bieber, Real Property Manager Mike Williams, Budget Analyst II Marion Shaw, and Budget Analyst I Elissa Martinez

ADOPTION OF AGENDA

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

VOTE: 2-0-0

ORAL COMMUNICATIONS

No speakers present.

COMMITTEE BUSINESS

- 1. Select a Committee Chair for Calendar Year 2018**

Director Siemens nominated Director Riffle to serve as the Action Plan and Budget Committee Chair for Calendar Year 2018.

Director Riffle accepted the nomination.

VOTE: 2-0-0

2. Approve the December 5, 2017 Action Plan & Budget Committee Minutes

Motion: Director Siemens moved, and Director Riffle seconded the motion to approve the Action Plan and Budget Committee minutes for December 5, 2017.

VOTE: 2-0-0

3. Proposed Fiscal Year 2018-19 Budget and Action Plan Overview (R-18-43)

Acting General Manager Ana Ruiz provided opening remarks related to the upcoming fiscal year capital improvement and action plan, including proposed budget funds to purchase a new administrative office building at 5050 El Camino Real, additional capital improvements at Bear Creek Redwoods and La Honda Creek Open Space Preserves (OSP), and three net new full time equivalent (FTE) positions to allow for continued progress on Midpen project delivery, respond to increased visitation, and address support needs for internal business systems.

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an overview of the FY2018-19 budget, comparing it to the adopted FY2017-18 budget. Mr. Jaskulak described the budget by funding source, including Measure AA, grants, and general fund, and described the staff positions proposed for inclusion in the FY2018-19 budget.

Controller Mike Foster described the cash projections and funding revenues forecast for the upcoming budget year as compared to previous budget years.

Mr. Jaskulak described the four new proposed positions and removal of one FTE for a net of three new FTE, and forecasted the request for a future additional FTE during the midyear related to education/interpretation in the Visitor Services Department.

Director Riffle inquired if the hiring model included in the Financial and Operational Sustainability Model (FOSM) should be updated next fiscal year in order to confirm the positions are financially sustainable and whether new positions should be included.

Director Siemens suggested budgeting for the future forecasted position in the proposed budget rather than later in the fiscal year.

Director Riffle expressed concern regarding budgeting for a position before the Board approves the classification; however, he is open to moving the recommendation forward to the full Board for discussion.

Mr. Jaskulak described various capital and operating projects for each of the departments.

Department managers provided additional information related to various projects in response to Committee member questions.

Acting Assistant General Manager Christine Butterfield described the Land Acquisition and Preservation Program, including potential new land purchases and resolution of protection/acquisition of property rights for land currently owned by the District.

Ms. Butterfield described projects included in the Natural Resources Protection and Restoration Program to manage agriculture, wildlife/fisheries, water resources and vegetation, site remediation/cleanup, and restoration, and projects associated with the La Honda and Bear Creek Redwoods OSPs.

Director Riffle suggested completing the agricultural policy review prior to considering new programs or plans like the Toto Ranch Resources Plan that may affect agricultural operations.

Natural Resources Manager Kirk Lenington reported staff will be conducting a literature review of existing agricultural policies during the upcoming fiscal year, and that the Toto Ranch Resources Plan may inform the lease renewal, which is scheduled for the fall of 2018.

The Committee continued the item to the following Action Plan and Budget Committee meeting on May 1, 2018.

ADJOURNMENT

Director Cyr adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 4:59 p.m.

Jennifer Woodworth, MMC
District Clerk