



Midpeninsula Regional  
Open Space District

## **ACTION PLAN AND BUDGET COMMITTEE**

Administrative Office  
330 Distel Circle  
Los Altos, CA 94022

**May 14, 2019**

### **DRAFT MINUTES**

#### **ROLL CALL**

Director Riffle called the meeting to order at 2:00 p.m.

**Members Present:** Jed Cyr, Yoriko Kishimoto, and Curt Riffle

**Members Absent:** None

**Staff Present:** General Manager Ana Ruiz, General Counsel Hilary Stevenson, Chief Financial Officer Stefan Jaskulak, Assistant General Manager Brian Malone, Assistant General Manager Susanna Chan, 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, Land & Facilities Manager Michael Jurich, Engineering & Construction Manager Jay Lin, Human Resources Manager Candice Basnight, Acting Information Systems & Technology Manager Casey Hiatt, Public Affairs Manager Kori Skinner, Real Property Manager Mike Williams, Budget Analyst I Lupe Hernandez, and Budget Analyst I Elissa Martinez

#### **ADOPTION OF AGENDA**

**Motion:** Director Cyr moved, and Director Kishimoto seconded the motion to adopt the agenda.

**VOTE: 3-0-0**

#### **ORAL COMMUNICATIONS**

No speakers present.

#### **COMMITTEE BUSINESS**

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

Director Cyr nominated Director Riffle to serve as the Action Plan and Budget Committee Chair for Calendar Year 2019.

Director Riffle accepted the nomination.

**VOTE: 3-0-0**

**2. Approve the November 20, 2018 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 November 20, 2018.

**VOTE: 3-0-0**

**3. Proposed Fiscal Year 2019-20 Budget and Action Plan Overview (R-18-43)**

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an overview of the FY2019-20 budget, comparing it to the adopted FY2018-19 budget. Mr. Jaskulak described the budget by funding source, including Measure AA, grants, and general fund, and changes to the proposed budget since the Board's February retreat. Mr. Jaskulak described the cash projections and funding revenues forecast for the upcoming budget year as compared to previous budget years.

The Committee members recommended including notations to differentiate the capital and operating projects.

Mr. Jaskulak described changes in personnel costs, including labor reimbursements from Measure AA and described the 4.5 new proposed positions and conversion of 1 FTE to a permanent position for a net of 3.5 new FTE. Mr. Jaskulak reviewed the budget for each of the District departments.

Director Kishimoto requested the following information be provided to the full Board when the budget is presented: organizational charts for the departments, a copy of the chart outlining the proposed FY2019-20 personnel budget, and copies of the responses to questions submitted by the Committee members for this meeting.

The Committee recessed at 3:28 p.m. and reconvened at 3:34 p.m. with all Committee members present.

Assistant General Manager Brian Malone presented the Natural Resource Protection and Restoration Program, including review and development of an agriculture policy, Caltrans review process of the Highway 17 wildlife crossing, continued implementation for the Climate Action Plan, projects supporting the District's Wildfire Program, and restoration and mitigation work.

Director Cyr requested clarification of the costs for the master permitting project.

Natural Resources Manager Kirk Lenington described the scope of the project including the timeframe and permitting agencies included in the master permitting project.

Director Kishimoto inquired regarding the San Mateo County vegetation map in whether it would also include geologic information.

Mr. Lenington reported this specific project would not include geologic information because it is a joint project with Golden Gate Parks Conservancy. The District's geologic information is included in the District's GIS mapping data.

Mr. Malone described projects included in the Vehicles, Equipment, Facilities, and Other Program. Projects include agricultural workforce housing at the La Honda Creek Open Space Preserve, construction at the new administrative and South Area offices, improvements at various residences, and improvements to business system and administrative processes.

Director Kishimoto inquired regarding methods of evaluating vehicle usage and replacement to determine the number of vehicles in the District in the fleet.

Mr. Malone provided information regarding the District's administrative guidelines for vehicle replacement. Staff continues to evaluate the District's vehicle needs, including those used by administrative staff, for patrol, and by maintenance staff.

Mr. Malone reviewed areas of interest for the Capital Improvement and Action Plan, including projects supporting agriculture, diversity, and fire prevention.

The Committee continued the item to the following Action Plan and Budget Committee meeting on May 24, 2019.

**ADJOURNMENT**

Director Riffle adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 4:18 p.m.

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Jennifer Woodworth, MMC  
District Clerk