



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

Administrative Office
330 Distel Circle
Los Altos, CA 94022

May 24, 2019

DRAFT MINUTES

ROLL CALL

Director Riffle called the meeting to order at 10:00 a.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 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, Real Property Manager Mike Williams, Budget Analyst I Lupe Hernandez, and Budget Analyst I Elissa Martinez

ORAL COMMUNICATIONS

No speakers present.

COMMITTEE BUSINESS

1. Approve the May 14, 2019 Action Plan & Budget Committee Minutes

Director Riffle asked that the minutes be continued to the Committee meeting on June 18, 2019.

2. Continued Item from May 14, 2019 Meeting: Proposed Fiscal Year 2019-20 Budget and Action Plan Overview (R-19-56)

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak reviewed the responses provided by staff to Director Kishimoto's questions submitted prior to the Committee meeting.

Mr. Jaskulak reviewed changes to the proposed budget to include additional grant funding for the Bear Creek Redwoods Multi-Use Trail project in the Measure AA funds.

Assistant General Manager Susanna Chan 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.

Director Kishimoto requested the project description for Cloverdale Ranch to be described as a future “potential” acquisition because the Board has not yet approved acquisition. Additionally, Director Kishimoto requested staff provide information regarding ongoing maintenance and staffing needs for the Cloverdale Ranch if the District were to acquire it.

Director Riffle commented on the ongoing parking concerns as the District opens additional preserves in the coastal areas.

Director Riffle requested an update on the District’s field office on the coast.

General Manager Ana Ruiz reported the District has opened a coastal area office with four to six staff members working there. Staff will continue to look for other locations for this office to expand as needed when more staff are located in the coastal area.

Committee members requested and received additional information regarding specific projects

Ms. Chan described the projects included in the District’s Public Access and Education Program, including a strategic communications plan and projects related to public access at La Honda Creek and Bear Creek Redwoods Open Space Preserves. Additionally, staff will continue working on numerous other program projects, including the Ravenswood Bay Trail, Highway 17 wildlife and trail crossing, Districtwide ADA barrier removal, and Saratoga to the Sea Trail.

Public comments opened at 11:14 a.m.

No speakers present.

Public comments closed at 11:14 a.m.

Motion: Director Kishimoto moved, and Director Cyr seconded the motion to recommend Board adoption of the Fiscal Year 2019-20 Budget and Action Plan.

ADJOURNMENT

Director Riffle adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 11:25 p.m.

Jennifer Woodworth, MMC
District Clerk