



Midpeninsula Regional
Open Space District

R-18-129
Meeting 18-37
November 14, 2018

AGENDA ITEM 8

AGENDA ITEM

Fiscal Year 2017-18 Annual Year End Report

GENERAL MANAGER'S RECOMMENDATION

No Board action required for review of the Fiscal Year 2017-18 Annual Year End Report.

SUMMARY

Over the course of the last fiscal year, Midpeninsula Regional Open Space District (District) has accomplished major milestones and made considerable progress on the 131 Key Action Plan Projects adopted by the Board of Directors (Board). Major accomplishments include opening up the Mount Umunhum Summit and lower La Honda Creek Open Space Preserve to public access, two significant Vision Plan and Measure AA-funded projects. A comprehensive list of notable accomplishments are captured in the Fiscal Year (FY) 2017-18 Major Accomplishments Report (refer to Attachment 1). In addition, the Year-End Action Plan Review provides a status update for each key project at the end of FY2017-18 and, if applicable, the reason(s) for any variance from the anticipated schedule (refer to Attachment 2).

DISCUSSION

Major Accomplishments Report:

A comprehensive list of the major accomplishments for FY2017-18 is included as Attachment 1. The accomplishments are captured in five categories:

- (1) Public Access, Education, and Outreach;
- (2) Natural Resources Protection and Restoration;
- (3) Land Acquisition and Preservation;
- (4) General/District-Wide Support of Mission; and,
- (5) Awards/Grants/Recognition.

The list includes major and notable projects and milestones that were completed and underway as part of the FY2017-18 Action Plan, as well as those relating to unanticipated projects. Highlights of the major accomplishments are provided below.

- Completed **major actions to open the Mount Umunhum Summit** at Sierra Azul Open Space Preserve for public access, including:

- Constructed the Mount Umunhum Summit Project with a new 57-car parking lot, two summit shelters, an ADA drop-off area, ceremonial circle, ADA-accessible pathways, stairs, trail steps, vista points, benches, and other site amenities.
- Enriched the visitor experience with interpretive displays of the site's natural, cultural, and military history, and a free audio tour titled “Stories of Mount Umunhum”.
- Completed the Mount Umunhum Road Improvement Project, installing culverts and drainage improvements, guardrails and protective barriers, retaining walls, chip seal re-surfacing and striping, fencing, signage, and other road improvements for safe public vehicular passage to and from the summit area.
- Constructed the award-winning Mount Umunhum Trail, with three new trail bridges, the Guadalupe Creek Overlook vista point, and interpretive signage.
- Hosted approximately 1,180 guests at eight (8) separate events from September 9 to September 17 as part of the Grand Opening.
- Facilitated extensive grand opening media coverage, which generated sixteen (16) print and online articles, seven (7) news segments, and two (2) radio stories.
- Completed major actions to **open lower La Honda Creek Open Space Preserve to the public**, including:
 - Constructed the new Sears Ranch parking area with 25 parking spaces, ADA-accessible amenities, new restroom, trailhead and interpretive signage, and fencing.
 - Completed six (6) miles of trail and road repairs, and installed signage and self-closing pasture gates to prepare the site for public use.
 - Demolished numerous dilapidated structures and removed old ranch debris to improve public safety.
 - Rebuilt the Harrington Bridge superstructure, adding new decking and railings for safe public, tenant, patrol, and maintenance passage over Harrington Creek.
 - Hosted a Grand Opening Celebration on November 30, 2017 with approximately 150 guests in attendance, including elected officials, partners, and neighbors.
 - Worked with six (6) media outlets who ran stories on the preserve opening with five (5) print and online articles and two (2) broadcast news segments.
- Continued preparing for the grand opening of Bear Creek Redwoods Preserve in 2019 with numerous natural resource and public access projects: invasive species removal in riparian corridors; a new Bat Habitat Enhancement and Relocation Plan to protect bat colonies; construction of two trail segments to complete the west side trail loop; and began construction on a new 53-car parking lot with a restroom and 0.25-mile loop trail encircling Upper Lake.
- Issued 2017 Green Bonds, refunding part of the 2012 Bonds to save \$18.4 million, and issued 2018 Green Bonds, selling 34% of the new bonds at retail to fund Measure AA projects.
- Completed successful grant applications totaling \$1,349,500, including the \$750,000 Gordon and Betty Moore Foundation Grant for the Twin Creeks property purchase in the

Loma Prieta area of Sierra Azul Preserve and \$50,000 from the David and Lucile Packard Foundation to support the search for a long-term operator at Cooley Landing.

Year-End Action Plan Review:

The FY2017-18 Action Plan, for the period July 1, 2017 to June 30, 2018, was adopted by the Board at its Regular meeting on June 14, 2017 (R-17-14). Of the 131 Key Action Plan Projects, the District made considerable progress on 124 Key Action Plan Projects, or 95% of the total project list as shown in Table 1 below. Of these, the District completed the projected scope of work for 56 Key Projects, or 43%, as of June 30, 2018. A total of 68 Key Projects, or 52%, remain in progress, and the remaining 7 projects, or 5%, were deferred to FY2018-19.

Compared to prior years, the District is decreasing the number of deferred action plan items, while making progress on the majority of action plan projects. The District made progress on 94% of the total projects list in FY2017-18, compared to 89% in FY2016-17, and 83% in FY2015-16.

Table 1 – Year-End Action Plan Project Status

Project Status	FY2017-18		FY2016-17		FY2015-16*	
	Total	Total (%)	Total	Total (%)	Total	Total (%)
Complete	56	43%	60	46%	85	49%
In Progress	68	52%	55	43%	59	34%
Deferred	7	5%	14	11%	29	17%
Total	131	100%	129	100%	173	100%

*FY2015-16 was 3 months longer (April 1, 2015 – June 30, 2016) as the District transitioned to a July to June fiscal year schedule (from April to March).

FISCAL IMPACT

The Annual Accomplishments report and FY2017-18 Action Plan Year-End review have no fiscal impact on the FY2018-19 budget.

BOARD COMMITTEE REVIEW

There was no prior Board Committee review for this agenda item.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. No additional notice is required.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

Attachments:

1. Fiscal Year 2017-18 Major Accomplishments
2. Year-End Review of Fiscal Year 2017-18 Action Plan Key Projects

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Midpeninsula Regional Open Space District

Fiscal Year 2017-18 Major Accomplishments



FISCAL YEAR 2017-18 MAJOR ACCOMPLISHMENTS

Midpeninsula Regional Open Space District

Mission Statement:

*To acquire and preserve a regional greenbelt of open space land in perpetuity;
protect and restore the natural environment;
and provide opportunities for ecologically sensitive public enjoyment.*

Midpeninsula Regional Open Space District

Coastside Protection Mission Statement:

To acquire and preserve in perpetuity open space land and agricultural land of regional significance, protect and restore the natural environment, preserve rural character, encourage viable agricultural use of land resources, and provide opportunities for ecologically sensitive public enjoyment and education.

The accomplishments listed below highlight the Midpeninsula Regional Open Space District's (District) focused efforts on each part of its mission—land acquisition and preservation; natural resources protection and restoration; public access, education, and outreach; and for the coastside, supporting local agriculture. These accomplishments are extensive and varied, and include major projects to open new preserve areas to the public, including Mount Umunhum, lower La Honda Creek Preserve, and the western area of Bear Creek Redwoods Preserve. They also show extensive progress on resource restoration priorities, education and outreach to diverse visitors, collaborative partnerships with other organizations, and ongoing administrative and operational requirements of preserving over 63,000 acres of public open space. On the San Mateo County Coast, accomplishments include improving agricultural infrastructure to support the conservation grazing program while preserving the coast's rural character.

Fiscal Year 2017-18 (July 1, 2017 to June 30, 2018) was a busy and productive year!

LAND ACQUISITION AND PRESERVATION

- ❖ Purchased, exchanged, or received gifts of 221.64 acres of open space lands valued at \$4.3 million dollars, including:
 - 45-acre riparian conservation and public access easement over private property along Lobitos Creek as an addition to **Purisima Creek Redwoods Preserve**, protecting significant scenic, open space, riparian, and natural wildlife habitat values. The easement also contains provisions for a possible future public trail through the area.
 - 153.59-acre Twin Creeks Property in the Mt. Umunhum area of **Sierra Azul Preserve**, providing water quality protection within the Los Alamitos Creek watershed, continuity of wildlife habitat corridors, and a potential future trail connection with

Rancho Canada de Oro Open Space Preserve. A \$750,000 grant from the Gordon and Betty Moore Foundation offset the \$2.8 million purchase cost.

- 9.37-acres and two trail easements totaling 2.2-acres as additions to ***El Sereno Preserve*** to fill a gap in the Bay Area Ridge Trail between El Sereno Preserve and Sanborn County Park.
 - One Redwood Park parcel gift totaling 0.11 acres to ***Purisima Creek Redwoods Preserve***.
- ❖ Secured a key 0.6 mile Ravenswood Bay Trail Easement from the City and County of San Francisco to close a gap within the SF Bay Trail and connect 80 miles of continuous Bay Trail as an addition to ***Ravenswood Preserve***.
 - ❖ Granted a 36-acre Cultural Conservation Easement to the Amah Mutsun Tribal Band atop Mount Umunhum Summit in ***Sierra Azul Preserve***, a place central to their creation story, for the tribe to assist with natural resource stewardship provide opportunities for cultural relearning; sharing of indigenous plant restoration techniques; and deepening public understanding of Native American history.
 - ❖ Finalized and recorded a public access easement, drainage easements, and fee title on Mt. Umunhum Road in ***Sierra Azul Preserve*** to secure public vehicular access to the summit and allow for ongoing maintenance of the newly completed road improvements; also secured a separate easement to Mount Thayer for ongoing patrol and maintenance of District lands.
 - ❖ Completed a Phase 2 environmental assessment and ranch road assessment on a potential future property transfer that would become part of ***Purisima Creek Redwoods Preserve***.

NATURAL RESOURCES PROTECTION AND RESTORATION

- ❖ Completed numerous natural resource protection and restoration projects in ***Sierra Azul Preserve***, including:
 - Year Six (6) of the coordinated monitoring effort to reduce mercury within the Guadalupe River Watershed.
 - Addressed wildlife entrapment issues inside the Mount Umunhum radar tower.
 - Installed native plantings at Mount Umunhum and surrounding areas to restore native landscapes and meet permit requirements for trail and roadwork associated with the summit project.
 - Performed biological monitoring to protect local wildlife during the demolition of dilapidated structures on the former Twin Creeks property.
 - Finalized resource agency permits (CA Department of Fish and Wildlife, Regional Water Quality Control Board, and Army Corps of Engineers) and performed biological monitoring to protect local wildlife and water quality in support of the Hendrys Creek Restoration Project.

- Collaborated with outside researchers to study newt toxins and insects at Mount Umunhum.
- ❖ Continued numerous natural resource protection and restoration projects in ***La Honda Creek Preserve***:
- Hosted a Central Coast Rangeland Coalition meeting at the preserve to exchange information and lessons learned with fellow experts in natural resource stewardship and agriculture.
 - Completed a fisheries restoration project, installing large woody habitat within San Gregorio Creek to improve salmonid habitat.
 - Performed annual California red-legged frog monitoring in support of the District's recovery permit for the federally threatened species and participated in the successful release of a rehabilitated California red-legged frog.
 - Conducted the 1st year of Marbled Murrelet surveys in upper La Honda Creek to inform the District's Restoration Forestry Demonstration Project.
 - Continued compliance work associated with the San Gregorio Watershed adjudication.
- ❖ Continued natural resource protection and restoration projects in ***Bear Creek Redwoods Preserve*** in preparation for opening the preserve to the public in 2019, including:
- Assessed the presence of cultural resources at ten sites, as required by the Bear Creek Master Plan EIR, in advance of Phase 1 road and trail repairs, parking lot construction, and pond improvements.
 - Began the 1st year of targeted invasive species removal in riparian areas, which is funded in part through a 5-year Santa Clara Valley Water District grant.
 - Installed western pond turtle basking platforms at Upper Lake that will be featured in an interpretive panel to promote community science and learning when the preserve opens to the public.
 - Investigated an old landfill to determine size and potential characterization for further investigations.
 - Established and filed pre-1914 water rights, installed meters, and completed required annual reporting.
 - Executed the Bat Habitat Enhancement and Relocation Plan to protect bat colonies at Alma College.
- ❖ Provided ***District-Wide*** support related to natural resource protection and restoration, including:
- Implemented eleven (11) new invasive species management projects, adding 7.4 acres to the District's 1,238 acres under active management.

- Trained staff and purchased equipment to initiate a new program to monitor, survey, and provide permitting assistance for protected bat species across District lands.
- Trained staff on the Resource Agency permitting process related to District projects.
- Collaborated with outside researchers to study the restoration response of two special status salamanders (Santa Cruz Black and California Giant).
- Provided ongoing support of Measure AA-funded priority projects (permitting, CEQA compliance, pre-construction surveys, construction monitoring).
- Managed fifteen (15) on-call biological consultants to support District-wide projects.
- Investigated, reported, and posted informational signs and closures in response to ongoing mountain lion sightings and encounters to help maintain visitor safety.
- Installed crumb-clean educational signage to protect native birds and eggs from predation.
- Began 1st year of federally endangered Marbled Murrelet surveys to understand the scale and extent of the current population and inform future management actions.
- Launched a Natural Resources Service Request Form to improve inter-departmental coordination and response.
- Actively participated in the Wildlife Society, and attended the Western Section Wildlife Society Conference.
- Collaborated with outside researchers to study hantavirus distribution, rare plants, climate change, and bird counts at multiple preserves.
- Completed the Coastal Riparian Corridor Study to inform the protection of coastal streams.
- Completed a baseline Greenhouse Gas (GHG) Inventory of District administrative operations and researched GHG reduction targets to inform the development of a new Climate Change Policy and Climate Action Plan, which the Board adopted in October 2018.
- Initiated development of the District-wide Prescribed Fire Program to enhance habitat management and reduce the wildland fire hazard on District land.
- Trained staff to serve as Resource Advisors on wildland fire incidents as part of the District's Wildland Fire Management program.
- Developed new water resources policies to guide the conservation, use, stewardship, and protection of water resources on District land.
- Provided annual training for staff and contractors on pesticide safety, the Invasive Pest Management Program, and related best management practices.
- Worked with outside researchers to study non-chemical approaches and seedbank longevity to inform the control of the invasive and noxious slender false brome plant.

- ❖ Completed numerous resource agency permit streamlining efforts, including:
 - Maintained strong relationships with US Fish and Wildlife Service and California Department of Fish and Wildlife to support protected species recovery work under the District's Recovery Permit.
 - Received permit approval from the California Department of Fish and Wildlife (CDFW) and Regional Water Quality Control Board for up to 50 discrete maintenance projects under the District's Routine Maintenance Agreements.
 - Renewed and expanded the District's Routine Maintenance Agreement with CDFW for five additional years to continue a streamlined permitting approach for maintenance work.
 - Began programmatic permitting renewal with the Regional Water Quality Control Board for routine maintenance projects.
 - Secured outside expert assistance to streamline the permitting process with the U.S. Army Corps of Engineers for capital and maintenance projects.
- ❖ Hosted Mountain Lion Awareness Week at **Rancho San Antonio Preserve** from June 17 to June 22, 2017, kicking off the week with a team of five Volunteer Trail Patrol teams traveling several routes to make contact with preserve visitors. District staff and volunteers also hosted information tables near Deer Hollow Farm, and posted information on social media.
- ❖ Completed bathymetric (depth) surveys and installed staff gages at Horseshoe Lake in **Skyline Ridge Preserve**, and continued ongoing monitoring of large ponds to maintain water rights.
- ❖ Completed the 1st year of a stream gauge and sediment study at **El Corte De Madera Creek Preserve** to assess the effectiveness of erosion reduction projects under the preserve-wide Watershed Protection Project.
- ❖ Completed focused biological surveys and habitat characterization for the California red-legged frog at two ponds and nearby streams within Madonna Creek Ranch in **Miramontes Ridge Preserve**.
- ❖ Continued the Highway 17 Wildlife and Regional Trail Crossings project, identifying and analyzing new crossing alternatives in response to partner, stakeholder, and public comments.
- ❖ Expanded in-house and consultant capacity to remove invasive bullfrogs. Successfully removed the first confirmed bullfrogs at **La Honda Creek Preserve**.
- ❖ Implemented western pond turtle monitoring at multiple preserves leading to the removal of an invasive red-bellied cooter from Alpine Pond in **Skyline Ridge Preserve**.
- ❖ Renewed grazing leases for both October Farms at **Purisima Creek Redwoods Preserve** and Tunitas Creek Ranch at **Tunitas Creek Preserve**, and repaired perimeter fencing on Tunitas Creek Ranch, supporting the District's conservation grazing program to maintain grassland habitat for native wildlife, reduce wildfire fuel loads, and help sustain local agriculture.

- ❖ Initiated the District's 1st Design-Build project to enhance and restore habitat for California red-legged frog and San Francisco garter snake at two Mindego Ranch ponds in ***Russian Ridge Preserve***.
- ❖ Completed brush management of the south pasture at Mindego Ranch in the ***Russian Ridge Preserve*** to preserve grasslands and expand the available cattle forage to support the District's conservation grazing program.
- ❖ Supported partner work to restore the stream corridor and enhance steelhead fish habitat below Stevens Creek Dam.

PUBLIC ACCESS, EDUCATION, AND OUTREACH

- ❖ Completed major actions to open the Mount Umunhum Summit at ***Sierra Azul Open Space Preserve*** for public access, including:
 - Constructed the Mount Umunhum Summit Project with a new 57-car parking lot, two summit shelters, an ADA drop-off area, ceremonial circle, ADA-accessible pathways, stairs, trail steps, vista points, benches, and other site amenities.
 - Enriched the visitor experience with interpretive displays of the site's natural, cultural, and military history.
 - Completed the Mount Umunhum Road Improvement Project, installing culverts and drainage improvements, guardrails and protective barriers, retaining walls, chip seal re-surfacing and striping, fencing, signage, and other road improvements for safe public vehicular passage to and from the summit area.
 - Constructed the award-winning Mount Umunhum Trail, with three new trail bridges, the Guadalupe Creek Overlook vista point, and interpretive signage.
 - Hosted approximately 1,180 guests at eight (8) separate events from September 9 to September 17 as part of the Grand Opening. These events included preview site tours to thank neighbors, partners, and stakeholders for their support, highlight the restoration progress and re-contouring of the mountaintop, inform the press of the site history and project work, and host a Native American ceremony at the summit to reconnect native people to the site of their origin. The large Public Grand Opening on September 17 received nearly 700 members of the public who arrived to the site via shuttle to enjoy the views and guided tours led by District volunteers and staff.
 - Facilitated extensive grand opening media coverage, which generated sixteen (16) print and online articles, seven (7) news segments, and two (2) radio stories.
 - Produced the "Stories of Mount Umunhum" free audio tour mobile device application, with over 1,800 downloads, offering the public a "virtual guided tour" of the summit.

- Assisted Plan M Productions in the creation of "Umunhum", a short documentary film highlighting the Amah Mutsun Tribal Band's return to the restored summit of Mount Umunhum.
 - Showcased a video of San Jose students learning hands-on science at the summit.
- ❖ Completed major actions to open lower ***La Honda Creek Preserve*** to the public, including:
- Hosted a groundbreaking ceremony to kick off construction at the new Sears Ranch Road parking area on August 1, 2017.
 - Constructed the new Sears Ranch parking area with 25 parking spaces, ADA-accessible amenities, new restroom, trailhead and interpretive signage, and fencing.
 - Completed six (6) miles of trail and road repairs, and installed signage and self-closing pasture gates to prepare the site for public use.
 - Demolished numerous dilapidated structures and removed old ranch debris to improve public safety.
 - Rebuilt the Harrington Bridge superstructure, adding new decking and railings for safe public, tenant, patrol, and maintenance passage over Harrington Creek.
 - Hosted a Grand Opening Celebration on November 30, 2017 with approximately 150 guests in attendance, including elected officials, partners, and neighbors.
 - Worked with six (6) media outlets who ran stories on the preserve opening with five (5) print and online articles and two (2) broadcast news segments.
 - Featured the newly opened La Honda Creek Preserve in a seven (7) minute segment on the NBC Bay Area television show "Open Road with Doug McConnell" on March 25, 2018 and April 29, 2018.
 - Co-Hosted San Francisco Chronicle Outdoors Writer Tom Stienstra and 30 members of the public on a hike in the preserve.
- ❖ Completed, commenced, or continued major actions toward opening ***Bear Creek Redwoods Preserve*** to the public in 2019, stewarding the natural resources, and improving site conditions, including:
- Completed the construction documents for the new Alma College parking area, pedestrian crossing, and trailhead.
 - Hosted a groundbreaking for the new parking lot on May 1, 2018 with 36 guests in attendance, including board, staff, partners, and media.
 - Worked with thirteen (13) media outlets who ran stories on the upcoming preserve opening, including five (5) print and online articles, and four (4) news segments.
 - Began construction of the new 53-car parking lot with a double pit toilet restroom, and 0.25-mile loop trail encircling Upper Lake on March 2018 to open the western area of the preserve to the public.

- Constructed two (2) new trail segments to complete the new west side trail loop, upgraded existing roads with drainage improvements, and began construction of a roadside retaining wall.
 - Began reconstruction of the Webb Creek Bridge in March 2018, a crucial stream crossing for public trail and emergency vehicle access that supports the 2019 grand opening.
 - Featured the preserve in a seven-minute segment on the NBC Bay Area television show "Open Road with Doug McConnell" on April 22, 2018.
 - Installed site safety and security fencing around the former Alma College site.
 - Conducted site feasibility studies, and code and regulatory research, to inform the development of concept plans, design alternatives, and cost estimates for site improvements to Bear Creek Stables.
 - Completed the design, permitting, and extension of a main water line and hose bib to provide water for ongoing preserve operations and construction projects, and serve as a future water system connection for Bear Creek Stables.
 - Completed Schematic Designs (30% Plans and Specifications) for the Alma College Cultural Landscape Rehabilitation Project and began the permitting process with Santa Clara County.
 - Worked with consultants to develop a 60% plan set for the Mud Lake Drainage Improvement Project to improve storm water drainage in the preserve.
- ❖ Completed, commenced, or continued major actions to close a gap in the San Francisco Bay Trail at ***Ravenswood Open Space Preserve*** and assist the City of East Palo Alto in developing the adjacent Cooley Landing Park, including:
- Provided technical assistance to the City of East Palo Alto on the final design and bidding for Phases IV and V of the Cooley Landing Vision Plan, which the District will partially fund with a \$1.25M Measure AA contribution.
 - Completed the second year of plant restoration work with Grassroots Ecology.
 - Completed geotechnical investigations and developed a 65% plan set for upcoming construction of the 0.6-mile Ravenswood Bay Trail connection.
 - Submitted a Joint Aquatic Resource Permit Application to streamline the regulatory permitting process for construction of the Ravenswood Bay Trail Connection project..
- ❖ Completed public access projects and specific milestones in ***Purisima Creek Redwoods Preserve***, including:
- Secured design and construction drawings of a new, two-stall restroom to replace the existing, deteriorated single stall restroom in the lower area of the preserve. Construction is scheduled for Fall 2018.

- Installed a new vehicle and trail bridge over Purisima Creek to maintain an important trail and road connection within the preserve.
- ❖ Completed public access projects and specific milestones in **Rancho San Antonio Preserve**, including:
- Assessed the historic significance and structural integrity of the Deer Hollow Farm White Barn to inform the development of structural repair plans; developed partnership agreements with the City of Mountain View and Friends of Deer Hollow Farm to co-fund the repairs.
 - Met with Santa Clara County, Santa Clara Valley Transportation Authority, and adjoining cities to identify potential parking and multi-modal access solutions to address the high parking demand.
 - Completed a Visitor Use Level Measurement Study to inform future planning and management actions.
- ❖ Completed multiple **District-Wide** actions in support of public access goals, including:
- Cleared vegetation for fire safety and public access along roads and trails, and maintained defensible space around 40 District structures.
 - Cleared hundreds of downed trees and repaired numerous roads and trails.
 - Collected visitor use counts at various preserves to understand use patterns.
 - Regraded multiple roads and trails for improved drainage.
 - Hosted a series of 10 hikes for the public in partnership with Latino Outdoors at eight (8) different preserves, reaching 285 participants.
 - Explored opportunities with regional partners to expand trail connectivity on the Peninsula.
 - Surveyed over 1,400 visitor groups at 19 Open Space Preserves to gather information about visitor demographics and satisfaction; 98.5% of respondents ranked their quality of experience at District Preserve as either Good or Very Good.
 - Hosted a public open house in Half Moon Bay to review the San Mateo County Coastal Service Plan and projects completed to date and underway on the coast.
 - Hosted informational booths at 36 community outreach events throughout the District, providing information about District preserves and programs to the public.
 - Developed an internal customer contact tracking system to expedite responses to public questions and concerns.
 - Completed the Docent and Volunteer Programs Structure Study to identify recommendations for the future growth and development of each program for enhancing public programming, education, and stewardship opportunities.

- Advocated for the passage of key legislative actions: SB 492 (Beall) – Regulatory streamlining for the acquisition of San Jose Water Company (SJWC) watershed lands; SB 793 (Hill) – Design Build authority to add a new contracting mechanism for capital projects; SB 5 (de León) – \$4.1 billion Park Bond (Prop 68); and \$10 million budget request (Beall, Kalra) to assist with the acquisition of SJWC lands.
- Met with state legislators and their aides as part of an annual Legislative Delegation Visit in Sacramento to discuss key District projects and legislative items of interest.
- Sent out 18 press releases on District projects and activities resulting in dozens of stories in various local media outlets to continue informing the public of recent events.
- Developed an informational brochures to develop new partnerships and attract new grant funding sources.
- Expanded ongoing partnerships with local volunteer-based organizations, including the Student Conservation Association, Village Harvest, Grassroots Ecology, Morgan Autism Center, and Golden Hour to increase public participation in land stewardship activities.
- Trained 42 new Trail Patrol members who are now part of the District’s Volunteer Trail Patrol Program.
- Hosted the Annual Volunteer Recognition Event to honor and thank our Volunteers and Docents for their hard work in support of the District’s mission.
- Planned, scheduled and coordinated environmental education programming with Outdoor Education Leader Docents and local schools, including: 35 Spaces & Species field trips for 3rd-5th grades (approximately 750 students), and 6 Redwood Ecology & Climate Change high school field learning excursions (in partnership with Save the Redwoods League; approximately 120 students). An additional 1,200 students participated in field trips to Monte Bello, Los Trancos, and Windy Hill Preserves in partnership with Environmental Volunteers.
- Signed a Memorandum of Agreement with the University of California's statewide California Naturalist (CalNat) Program to certify Docents as California Naturalists as part of the District’s Outdoor Activity Docent training program. The mission of the CalNat Program is to foster a diverse community of naturalists and promote stewardship of California's natural resources through science education and service.
- Provided biennial 14-week training for 25 new Outdoor Activity Docent Naturalists who will lead guided hikes and rides for the public. The 2018 class is the first to become certified California Naturalists through UC California's program.
- Volunteer Outdoor Activity Docents provided over 270 guided interpretive activities for the public (approximately 2,400 participants) on District preserves.
- Co-hosted a screening of "The Cat that Changed America" with Peninsula Open Space Trust and Pathways for Wildlife along with a panel discussion on wildlife corridors

and the Highway 17 Wildlife Crossing. The screening was a success with over 325 attendees.

- ❖ Demolished a seismically unsound structure adjacent to **El Sereno Preserve** and restored the site, creating a natural entrance to the preserve.
- ❖ Collaborated with partner agencies (Caltrans, Santa Clara County Parks, Santa Clara Valley Water District, Bay Area Ridge Trail) to identify opportunities for a public trail crossing at Highway 17 to close a major gap in the regional trail system; also ground-truthed multiple potential crossings and trail alignment options with Santa Clara County Parks.
- ❖ Began construction of Phase IV of the Oljon Trail at **El Corte de Madera Creek Preserve** after securing all necessary permits from San Mateo County. Work included road abandonment, bridge construction, puncheon installation, and road to trail conversion. The project will provide a new loop trail from the parking area and restore steep, eroded roads and trails.
- ❖ Hosted a beginners backpacking camping trip at Black Mountain Backpack Camp at **Monte Bello Preserve** in partnership with Latino Outdoors; 10 participants joined the camping trip, many of whom were first-time campers.
- ❖ Finalized a California Department of Fish and Wildlife Section 1602 permit and received City of Palo Alto building permits for the Stevens Creek Nature Trail Bridges project at **Monte Bello Preserve**; a biological consultant started botanical surveys to prepare for construction.
- ❖ Initiated early permitting discussions with the Town of Portola Valley for the potential reuse and rehabilitation of historic structures in the Hawthorns area of **Windy Hill Preserve** by a private operator as an independent living facility for adults with disabilities.
- ❖ Completed initial public access programming and feasibility assessments to inform an upcoming public planning process that will identify future public access opportunities and uses for the Hawthorn Property addition to **Windy Hill Preserve**.
- ❖ Finalized a Partnership Agreement with the City of Saratoga to provide funding assistance for the final design and environmental review of the planned Saratoga-to-the-Sea Trail.
- ❖ Completed an updated Road & Trail inventory for **Coal Creek Preserve**, and prepared a preliminary design memo for two large failures on Alpine Road Trail. After presenting options to the Board for repairs and improvements, the Board approved repairing failures to maintain the regional trail connection.
- ❖ Identified the preliminary trail alignment for the upcoming Phase II La Honda Creek Loop Trail at **La Honda Creek Preserve**.
- ❖ Completed historic and structural assessments of the La Honda Creek White Barn at **La Honda Creek Preserve** to inform future repair plans.
- ❖ Completed a site assessment, water well assessment, and geotechnical study to inform the replacement of Agriculture Workforce Housing at **La Honda Creek Preserve**.
- ❖ Hosted annual spring event with docent-led public tours of the historic "Woodhills" home in **Fremont Older Preserve** for 130 participants.

- ❖ Managed operation of and programming at the Daniels Nature Center in ***Skyline Ridge Preserve***, including coordination and scheduling of Nature Center Host docents; 2,000+ visitors were welcomed on weekends between April and November.

GENERAL/DISTRICT-WIDE SUPPORT OF MISSION

- ❖ Contracted with Santa Clara County Fire Safe to remove fire-prone eucalyptus trees and improve fire safety at ***Los Trancos Preserve***.
- ❖ Issued 2017 Green Bonds, refunding part of the 2012 Bonds, resulting in a savings of \$18.4 million; issued \$12.5 million of 2017 Parity Bonds to finance the new South Area Field Office and new Administrative Office; and issued 2018 Green Bonds, selling 34% of the new bonds at retail to fund Measure AA projects.
- ❖ Continued implementation of critical Financial and Operational Sustainability Model Study recommendations to enhance the District's delivery of Measure AA projects and fulfillment of its Vision Plan and Mission, including:
 - Fully implemented the two-unit special projects crew program and hired a Capital Projects Field Manager to oversee the program. The two special projects crews work on capital projects to improve public access and restore District preserves.
 - Implemented additional finance and human resources software enhancements and modules to improve business system functionality and support.
 - Held first internal Leadership Academy with 16 graduates to address internal succession planning needs.
 - Implemented a New Hire Onboarding Program to welcome new hires and introduce them for their new position, role, and organizational structure so they can quickly become productive and contributing members.
 - Finalized new and completed updates to numerous policies, including the Housing Program Policy.
- ❖ Held three Diversity Ad Hoc Committee meetings to implement the Board-approved Equality, Diversity and Inclusion Policy.
- ❖ Finalized the Grantmaking Policy to support research on District preserves.
- ❖ Implemented the grants management database AmpliFund to keep track of all past and current grant sources.
- ❖ Participated in regional networks and relationship building with state agencies to maintain open lines of communication with grant funders for future grant funding opportunities.
- ❖ Completed a District-wide ADA self-assessment of policies, programs, and procedures to determine current levels of service and potential barriers to accessibility for persons with disabilities to inform the development of a transition plan that identifies ADA-related improvements.

- ❖ Hosted an overview of the 2014 Open Space Vision Plan and Conservation Atlas on November 15, 2017 for the Board and public.
- ❖ Updated the Five-Year Measure AA (MAA) Projects list, which informed the development of Three-Year Capital Improvement Plan.
- ❖ Began repairs and replacement of water systems at Big Dipper Ranch, Stevens Canyon Ranch, Silva residence, and Toto Ranch.
- ❖ Completed repairs to 32 residences, some of which house rangers and maintenance staff who provide onsite, after-hours monitoring of the preserves.
- ❖ Purchased a corporation yard as the new South Area Field Office to house field-related operations for the District's southern region. Completed a conditional use permit, environmental review, and space programming, and initiated preliminary design for reconfiguration and repairs to the new property.
- ❖ Entered into a purchase contract for a new Administration Office building to consolidate all administrative staff and functions. Completed a space needs and programming analysis, as well as building assessments for the new office space. Initiated the Request for Qualifications/Proposals process to hire an architectural firm to complete the design and repair plans for the new Administrative Office. Formed an Administrative Office Ad Hoc Board Committee to assist in the planning and design process.
- ❖ Completed the La Honda Creek Wildland Fire Response Plan that outlines key preserve features such as emergency access roads and water resources to assist fire suppression activities and guide the safe evacuation of visitors and residents. The Plan also identifies sensitive natural and cultural resources to protect from accidental damage.

AWARDS/GRANTS/RECOGNITION

- ❖ Completed successful grant applications totaling \$1,349,500; grants awarded include:
 - Gordon and Betty Moore Foundation Grant (\$750,000) for the Twin Creeks property purchase in the Loma Prieta area of ***Sierra Azul Preserve***.
 - County of Santa Clara grant (\$400,000) for construction of the Bay Trail Connection at ***Ravenswood Open Space Preserve***.
 - Santa Clara Valley Water District Grant (\$149,500) for the construction of Webb Creek Bridge at ***Bear Creek Redwoods Preserve***.
 - David and Lucile Packard Foundations grant (\$50,000) to support the search for a long-term operator at Cooley Landing at ***Ravenswood Open Space Preserve***.
- ❖ Received a National Recreational Trail designation for the Mt. Umunhum Trail by the U.S. Secretary of the Interior, one of only 19 trails in 17 states, and the only one in California in 2017.
- ❖ Awarded the "Excellence in Design: Park Planning" by the California Parks and Recreation Society for the Mount Umunhum Summit Project.

- ❖ Received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the second time and the Operating Budget – Meritorious Award from California Society of Municipal Finance Officers for the first time.
- ❖ Received the Outstanding Financial Reporting Award from both the Government Finance Officers Association and the California Society of Municipal Finance Officers.
- ❖ Recognized for the “Best Overall Performance for Non-Municipal Agencies” as part of the 2018 Risk Management Awards by the California Joint Powers Insurance Authority, highlighting the District’s dedicated effort and achievement in risk management.

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

Key Project	Project Description			FY2017-18 Project Status (As of June 30, 2018)	
	FY2017-18 Project Scope	Schedule (Quarterly Milestones & Completion Date)	Department	Project Scope Status	Reason for Delays/Variations if "In Progress or Deferred" and other comments
PROGRAM: LAND ACQUISITION AND PRESERVATION					
NEW LANDS					
Lot Line Adjustment/Property Transfer Purisima Uplands (MAA 03-001)	Giusti Upland Parcel Transfer 1. Obtain lot line adjustments approval from San Mateo County. 2. Negotiate Transfer Agreement with property owner. 3. Secure Subordination Agreement with owners lender 4. Obtain RP Committee and Board Approval of Purisima Uplands property transfer to District. 5. Coordinate POST & Planning, EC, LF & VS, NR, and GIS for planning of Staging Area & Trail.	FY 17-18 Q1-Q2 FY 17-18	Real Property	In Progress	Revisions to lot line adjustment application were needed to address minor changes and delayed subsequent tasks. Lot Line adjustment approved by County in FY18-19. Project will be presented to the Real Property Committee in November 2018.
Purisima Uplands Site Cleanup and Soil Remediation Assessment (MAA 03-002)	1. Obtain cost estimate for removal of oil tank & facilities, site restoration and any required site remediation w/ E&C & NR 2. Cabin demo & site restoration w/ E&C. 3. Road assessment NR & LF	FY 17-18 Q1 FY 17-18 Q2	Real Property E&C	In Progress	1. Cost Estimate for oil facilities removal completed by RP. 2. Cabin Demo and oil facilities clean up by E&C deferred to FY18-19 Q4. 3. Road assessment completed by RP/L&F.
Bay Area Ridge Trail: Highway 17 Crossing (MAA 20-002/ Facilitates MAA 20-001)	REAL PROPERTY 1. Secure trail easements over private properties. Consult w/ Planning, L&F & VS a. Negotiate easement or fee terms b. Draft Easements c. Secure Board Approval 2. Meet with County on lot-line adjustment of private property a. If lot line adjustment is possible work on deal terms with private property b. Appraise property c. Draft transactional documents d. Secure Board Approval PLANNING: Continue pre-planning activities and stakeholder/agency engagement to support the review and design of the wildlife/trail crossings and potential connection trails	Q1-Q4: Continue preliminary planning activities for the connection trails and participate in the Caltrans review process for the highway crossings.	Planning Real Property	In Progress	Project scope expanded to include more crossing alternatives than originally anticipated. Project placed on hold pending the outcome of negotiations with San Jose Water Company related to properties in the immediate area. Board approved contract on June 27, 2018, following PNR Committee review on June 5 to complete the feasibility study. L100

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

Key Project	Project Description			FY2017-18 Project Status (As of June 30, 2018)	
	FY2017-18 Project Scope	Schedule (Quarterly Milestones & Completion Date)	Department	Project Scope Status	Reason for Delays/Variations if "In Progress or Deferred" and other comments
El Sereno Wildlife Corridors	1. Secure trail easements over private properties. Consult w/ Planning, L&F & VS. a. Negotiate easement or fee terms b. Draft Easements. c. Secure Board Approval	FY 17-18	Real Property	Complete	
Miramontes Ridge Land Conservation (Facilitates MAA 01)	Pursue Land Conservation Opportunities (Fee & Easement) Gateway to San Mateo Coast 1. Present appraisal/planning study to owner 2. Present offer to owner/Negotiations POST(Johnston Ranch Uplands) 1. Evaluate road/trail access & connections w/ L&F & Planning 2. Assess regional trail link to Wavecrest & Coastal trail w/ POST 3. Meet with City of Half Moon Bay to discuss shared public parking, City GP, Highway 1 crossing at south end of Main St., & trail/bike path along Higgins Road. 4. Conservation grazing plan w/ POST, NR & L&F. 5. Meet with State Parks regarding Burleigh Murray 6. GIS/Mapping	FY 17-18	Real Property	In Progress	Gateway to San Mateo Coast 1. Presentation of appraisal/planning study to owner complete. 2. A formal offer has not yet been presented to the owner as Real Property has not received a positive response on the appraisal and planning study previously submitted. All tasks in progress as part of pre-acquisition planning and interagency coordination.
Resolve access Rights to Madonna Creek Ranch Area of Miramontes Ridge OSP (Non MAA)	1. Research title and historic use of access to Madonna Creek Ranch. 2. Meet with private property owners who own and use access road. 3. Secure or purchase access easement to Madonna Creek Ranch and Miramontes Ridge OSP.	FY 17-18	Real Property	In Progress	1. Research of title and historic uses complete. 2. Meeting with property owners complete. 3. Purchase of access easement on hold. Owners of underlying fee property are not interested in selling an easement to the District at this time.
Complete Ridge Trail Gaps at El Corte de Madera OSP (Facilitates MAA 04)	1. Pursue purchase, exchange & gift opportunities (fee & easement) with conservation partners to connect El Corte de Madera OSP with Upper La Honda Creek OSP. 2. Consult with L&F, Planning, Natural Resources	FY 17-18	Real Property	In Progress	1. Real Property pursued opportunities. At this time, project is deferred as private property owners are not willing sellers. 2. Consultation with other departments on possible alignments deferred pending willing sellers.

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

Key Project	Project Description			FY2017-18 Project Status (As of June 30, 2018)	
	FY2017-18 Project Scope	Schedule (Quarterly Milestones & Completion Date)	Department	Project Scope Status	Reason for Delays/Variations if "In Progress or Deferred" and other comments
La Honda Creek Phase II Trail Connections (Facilitates MAA 05)	Pursue trail connection on California Hiking & Riding Trail Alignment at Red Barn Area, Survey trail area, Appraisal, Negotiate trail easement or fee interest, RP Committee, and Board Meetings. Plan and design trails to connect the Red Barn area to former Dyer Ranch area and former Driscoll Ranch area. Conduct technical studies and data gathering to evaluate landslide area. Begin preliminary permitting.	Q1- Q3: Alignment planning and technical studies on landslide area Q4: Begin preliminary permitting	Real Property	In Progress	Planning for trail connections dependent on final decisions for public access in the Red Barn area, forward progress of which has been put on hold pending further parking investigations. The project is also on hold pending negotiations with landowner for access across La Honda Creek bridge near LH10 as the land owner would like to focus on the waterline easements before focusing on the trail easement.
Scope POST (Cloverdale Ranch) Land Purchase Opportunity (Facilitates MAA 13)	1. Identify access rights & riparian protections reserved from identified private agricultural transfer parcels. 2. Work with POST to identify infrastructure, water and habitat restoration projects. 3. Review property reports and assessments, and identify additional studies to be completed by POST. 4. Work with Natural Resources to assess Lake Lucerne Mutual Water Company infrastructure and operation. 5. Prepare scope of work for potential future purchase of Cloverdale property.	FY 17-18	Real Property	In Progress	All tasks in progress as part of pre-acquisition planning. The scope, size and complexity of potential acquisition has slowed some tasks. Due diligence research continues for the consideration of a future acquisition.
Pursue Land Purchase Opportunities at Long Ridge OSP MAA #15 & 16 (Facilitates MAA 15)	1. Pursue purchase opportunity in Slate Creek. 2. Pursue purchase opportunity in Peters Creek. 3. Assess Natural Resource values and opportunities for management actions to improve habitat for old growth redwood dependent species.	FY 17-18	Real Property	In Progress	This project is in progress and dependent on willing sellers. There were no willing sellers in FY17-18.
Sierra Azul Rancho de Guadalupe Land Conservation (Facilitates MAA 24)	1. Pursue new land purchase opportunities as they become available. 2. Meet with County to discuss lot-line adjustment for Pheasant Creek Property. 3. Negotiate deal terms for Properties above Guadalupe Reservoir. 4. SCVWD Hicks Road relocation consult w/ NR, E&C & POST (CE holder) exchange for Hicks & Pheasant culvert replacement to improve fish passage	FY 17-18	Real Property	In Progress	Negotiations are in progress with SCVWD to pursue land purchase opportunities. All other tasks require willing sellers. There were no willing sellers in FY17-18.

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

Key Project	Project Description			FY2017-18 Project Status (As of June 30, 2018)	
	FY2017-18 Project Scope	Schedule (Quarterly Milestones & Completion Date)	Department	Project Scope Status	Reason for Delays/Variations if "In Progress or Deferred" and other comments
Sierra Azul Loma Prieta Land Conservation (Facilitates MAA 25)	1. Pursue land purchase opportunity in upper Herbert Creek. 2. Pursue land purchase opportunity along Loma Prieta Ridgeline.	FY 17-18	Real Property	In Progress	Project in progress and pending willing sellers. There were no willing sellers in FY17-18.
Pursue Watershed Protection Opportunities at Sierra Azul & El Sereno (Multiple MAA 18, 19, 20, 21, 22, 23 & 25)	1. Secure needed state legislation. 2. Notify and coordinate with partners. 3. Meet with owner to negotiate details of transaction. 4. Tour Property 5. Hire appraiser 6. Draft Purchase and Sale Agreement 7. RP Committee, and Board Meetings. 8.Coordinate w/ Partners all Departments	FY 17-18	Real Property	In Progress	Secured the required state legislation. Held meetings with owner and prepared appraisal for 182-acres in El Sereno OSP. Next step is to enter into additional discussions and negotiations with owner.
Lower San Gregorio Creek Watershed Land Conservation (Non-MAA)	1. Pursue partnership with POST to protect water resources and agricultural lands in the Lower San Gregorio watershed. 2. Pursue riparian and farmland conservation partnership opportunity with POST in Lower San Gregorio watershed.	FY 17-18	Real Property Natural Resources	In Progress	Project in progress pending willing sellers. Final deal terms are being negotiated as this is a complicated transaction.
Cal-Water Exchange, El Corte de Madera and Teague Hill OSPs (Non-MAA)	1. Identify trail easement to exchange consult w/ L&F & Planning. 2. Draft exchange agreement. 3. Draft trail easement and tank easement. 4. Secure replacement approval for Land and Water Grant. 5. Real Property Committee. 6. Closed Session.	FY 17-18	Real Property	In Progress	Trail easement to be exchanged identified. Remaining project tasks in progress. Seeking approval from the state because the state has a development restriction on El Corte de Madera OSP that was granted in exchange for a \$75,000 grant.

PROGRAM: LAND ACQUISITION AND PRESERVATION PROTECTION / ACQUISITION OF PROPERTY RIGHTS

Sierra Azul Mt. Umunhum Public Access and Property Rights (Non-MAA : 20111)	1. Complete eminent domain case with McQueen. 2. Complete exchange with PG&E for Mt Um Road and Woods Trail easements for Pulgas Ridge gas line easement. a. Draft transactional documents. b. Hire surveyor for legal descriptions. c. Secure Board approval. 3. Rossetta site-cleanup & restoration (E&C/NR)	FY 17-18	Real Property	Complete	
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YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

Key Project	Project Description			FY2017-18 Project Status (As of June 30, 2018)	
	FY2017-18 Project Scope	Schedule (Quarterly Milestones & Completion Date)	Department	Project Scope Status	Reason for Delays/Variations if "In Progress or Deferred" and other comments
Encroachment Resolutions Saratoga Gap and Sierra Azul OSP	Gullicksen: Monitor remediation of site as part Santa Clara County lawsuit. Marshall: Execute exchange (license agreement and conservation easement) for existing house that extends across the property line. Green Eyes: Work with neighboring property owner to resolve fence dispute on the Kennedy Trail	FY 17-18	Real Property	In Progress	Gullicksen: remediation monitoring is pending settlement or resolution of current litigation. Marshall: deferred due to limited staff time and competing priorities. Green Eyes: Property line was surveyed and the fence determined to be on the property line; no further action required.

PROGRAM: NATURAL RESOURCES PROTECTION AND RESTORATION

LA HONDA CREEK OSP

La Honda Creek Endangered Wildlife Protection: Fisheries Enhancement, Event Center (MAA 07-004)	Working with partner, San Mateo County Resource Conservation District, construct fourteen in-stream large woody debris structures to restore and improve spawning and rearing habitats within San Gregorio Creek. Project is funded through California Department of Fish and Wildlife, Fisheries Restoration Grant Program.	Q1: Permitting assistance to RCD. Q2-Q3: Construction, biological monitoring.	Natural Resources	Complete	
La Honda Wildland Fire Response Plan	Work with the Planning, GIS, Natural Resources and Land and Facilities departments to create a plan for wildland fire response in the La Honda Preserve. Work on this project will be integrated with the emergency evacuation plan project.	Q3: Create draft plan.	Visitor Services	Complete	

PROGRAM: NATURAL RESOURCES PROTECTION AND RESTORATION

BEAR CREEK REDWOODS OSP

Bear Creek Redwoods: Alma college Western Pond Turtle mitigation (MAA 21-005)	Provide oversight and advice to Alma college parking lot project team to ensure impacts to Western Pond Turtle habitat are being mitigated.	Q1-Q4: Begin Mitigation Plan Implementation	Natural Resources Planning Engineering & Construction Land & Facilities	Complete	
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YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

Key Project	Project Description			FY2017-18 Project Status (As of June 30, 2018)	
	FY2017-18 Project Scope	Schedule (Quarterly Milestones & Completion Date)	Department	Project Scope Status	Reason for Delays/Variations if "In Progress or Deferred" and other comments
Bear Creek Redwoods: Cultural Resources Evaluations (MAA 21-005)	Hire consultant to assess unevaluated cultural resources within the west-side (Phase 1) area of the Preserve. Provide determinations of eligibility to Historic Register, and make recommendations for avoidance or mitigations if eligible. Implement mitigation measures as necessary.	Q1-Q2: Hire consultant and conduct field assessments. Q2-Q3: complete assessment report. Q2-Q4: implement mitigation measures	Natural Resources	Complete	
Bear Creek Redwoods Preserve Plan: Invasive Weed Treatment/ Restoration Plan (MAA 21-007)	Implement second year of targeted weed treatments at Bear Creek Redwoods to restore native habitats and roads and trails. Project is expected to require five years of treatment before habitats are restored to maintenance levels.	Q1-Q4: Continue treatment.	Natural Resources	Complete	
Bear Creek Redwoods: Ponds Restoration and Water Rights (MAA 21-008)	Determine water needs/availability for wildlife and habitat values at aquatic sites. Assess potential impacts from water development project(s). Assess geotechnical stability of pond infrastructure and develop and implement restoration plans for pond habitats at Bear Creek Redwoods OSP. Complete documentation for pre-1914 water rights. Monitor and report annual water use at Bear Creek Redwoods Open Space Preserve. Complete water monitoring of ponds and diversions.	Q1-Q2: Prepare recommendations and restoration plans for priority pond habitats. Q1-Q4: Monitoring. Q4: Water Rights Reporting	Natural Resources	Complete	

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

Key Project	Project Description			FY2017-18 Project Status (As of June 30, 2018)	
	FY2017-18 Project Scope	Schedule (Quarterly Milestones & Completion Date)	Department	Project Scope Status	Reason for Delays/Variations if "In Progress or Deferred" and other comments
PROGRAM: NATURAL RESOURCES PROTECTION AND RESTORATION					
WILDLIFE / FISHERIES MANAGEMENT					
Endangered Species Programmatic Permitting	Evaluate federal permitting options for Endangered Species Act compliance, including the value of entering a Federal Habitat Conservation Plan/State Natural Community Conservation Plan (HCP/NCCP). Renew Regional Water Quality Control Board (RWQCB) and California Department of Fish & Wildlife (CDFW) Routine Maintenance Agreements. Develop San Francisco dusky-footed woodrat Memorandum of Understanding (MOU) with CDFW. Develop Regional General Permit with Army Corps.	Q1-Q4: Hire consultant, develop agreements, have a consultant prepare CEQA.	Natural Resources	In Progress	Consultant hired July 25 following Board approval. Consultant is currently interviewing Departments with Permitting needs (PL, E&C, RP, L&F) and outlining the proposed permitting approach or USACE permit.
Marbled Murrelet Recovery Planning	Identify and fund priority science, management, and recovery actions. Work with California State Parks and other partners to develop Santa Cruz Mountains Landscape Management Plan for Marbled Murrelet.	Q3: Fund priority projects Q4: Midpen studies	Natural Resources	Complete	
Mindego Ranch Aquatic Species Habitat Enhancement Plan Implementation	Year 4 SFGS studies and ongoing bullfrog eradication efforts.	Q1-Q2: Complete fourth year SFGS monitoring and staff training. Q4: Complete Year 4 Report.	Natural Resources	Complete	
Predator/Livestock Predation Policy	Develop policy and hire consultant to complete CEQA evaluation for Board adoption of Policy.	Q1-Q4: Develop Policy and CEQA review	Natural Resources	In Progress	Interviewed District tenants regarding predator issues and completed literature review. Further work delayed to address Mt Um tower bird entrapment and provide biological surveys in support of MAA projects and new land purchases (Twin Creeks). Currently scheduled for PNR end of Q2 FY2019.
Mindego (Russian Ridge) Pond Improvements (MAA 09-003)	Hire engineering consultants to design the enhancement of aquatic habitat for San Francisco garter snake, Western pond turtle and California red-legged frog by following the recommendations in the Mindego SFGS Habitat Management Plan. Coordinate with regulatory agencies for permitting and conduct environmental review.	Q1-Q2: Hire engineer and design Q3-Q4: Permitting	Natural Resources	In Progress	Project originally bid in early 2018, however bids received greatly exceeded anticipated costs. Reevaluated contracting approach and shifted to Design-Build. Contract was awarded on June 27, 2018 to Design Build Entity. Project is underway.

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

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Wildlife Corridor Improvements: Highway 17 (MAA 20-001)	Based on results of Feasibility Study, finish Caltrans Project Studies Report (PSR) for recommended alternatives working with partners and begin CEQA review (planning) and permitting process.	Q1-Q2: Finish PSR Q3-Q4: Begin CEQA and Permitting.	Natural Resources	In Progress	Project scope expanded to include more crossing alternatives than originally anticipated. Project placed on hold pending the outcome of negotiations with San Jose Water Company related to properties in the immediate area. Board approved contract on June 27, 2018, following PNR Committee review on June 5 to complete the feasibility study.

PROGRAM: NATURAL RESOURCES PROTECTION AND RESTORATION
VEGETATION MANAGEMENT

Prescribed Fire Program Development	Prepare prescribed fire program for suitable MROSD grassland properties. Hire consultant to design program and prepare environmental review.	Q2: Draft program, hire consultant Q3-Q4: Begin environmental review process.	Natural Resources Visitor Services	In Progress	Project schedule delayed due to retirement of Vegetation Program lead in NR Department. Hired Fire Ecologist consultant to develop the program on June 27, 2018.
Restoration Forestry Demonstration Project	Working with Registered Professional Forester conduct technical studies to support restoration forestry pilot project and prepare plans to permit timber harvest to restore degraded forest land.	Q1-Q4: Conduct technical studies, prepare plan documents.	Natural Resources	In Progress	Project schedule delayed due to archaeological support needs at Bear Creek Redwoods for trail and parking lot construction, and to investigate former landfill site. Developed scope for the La Honda Forest Assessment and Management Plan. Consultant RFP anticipated for Q1 FY2019.
Sudden Oak Death (SOD) and soil disease Monitoring and Research	Continue and expand preventative treatments for SOD, support SOD research.	Q1: Develop remediation plan for soil diseases Q2: Conduct SOD treatments. Q3: Recruit new researchers. Q4: SOD blitz, start new SOD research.	Natural Resources	Complete	

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

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PROGRAM: NATURAL RESOURCES PROTECTION AND RESTORATION					
WATER RESOURCES MANAGEMENT					
Guadalupe River Mercury Total Maximum Daily Load (TMDL) Monitoring	Working with Partners - Develop new 5-year monitoring program and cooperative funding agreement to implement, coordinate, and monitor effort to assess TMDL implementation success at reducing mercury within Guadalupe River Watershed.	Q3: submit MOU for cost sharing with partners in Coordinated Monitoring Program to RWQCB for approval Q4: submit Coordinated Monitoring Plan to RWQCB for approval	Natural Resources	Complete	
San Gregorio Creek and Purisima Creek Watersheds Adjudication Compliance	Evaluate District water rights for domestic, stock watering and resource preservation purposes and ensure compliance with regulatory requirements in the San Gregorio Creek Watershed.	Q1-Q4: Continue assessment and documentation of water rights	Natural Resources	Complete	
El Corte de Madera Watershed Protection Plan Sediment Science	Reassess sediment monitoring pools, install stream gauges and data loggers, and measure sediment in transport and storage pools. Two-three years of data needed.	Q1: Re-assess pools, Q2: Install stream gauges, Q3: Collect data, and Q4: Measure pools	Natural Resources	Complete	

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

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PROGRAM: NATURAL RESOURCES PROTECTION AND RESTORATION					
SITE REMEDIATION, CLEANUP, AND RESTORATION					
Hendrys Creek Property Land Restoration (MAA 22-001)	1. Construction: may be initiated in late FY2017 but will continue through October 2018 for stream channel restoration. Work is restoration (not construction); E&C will assist with bid docs in FY 2017. 2. Restoration planting of native species (GrassRoots Ecology). 3. Plant establishment (GrassRoots Ecology) for a two year period after planting.	Q1-Q2: Construction Q2: Restoration planting Q2-Q4: Plant establishment	Planning Natural Resources	Complete	
PROGRAM: NATURAL RESOURCES PROTECTION AND RESTORATION					
OTHER RESOURCES MANAGEMENT					
Los Trancos - Page Mill Eucalyptus Removal	Remove one hundred mature eucalyptus trees in Los Trancos Preserve. Contract for tree removal with Santa Clara County Fire Safe Council.	Q1-2: Develop plans and permit Q4: Phase 1 removal	Land & Facilities	In Progress	The Eucalyptus project is a multi year project in contract with Santa Clara County FireSafe Council and is on hold pending their availability to start work.
Madonna Creek Agriculture Production Plan	Hire consultant through RFQ process and manage consultant to develop an Agriculture Production Plan for Madonna Creek.	Q1: RFQ/select consultant Q2: Assess property, develop plan. Q3: Finalize plan, CEQA, Board approval	Natural Resources	In Progress	Work on Agricultural Production Plan delayed to allow discussions with tenant to proceed regarding future use of property. Preliminary investigations of alternative water supply completed.
Archaeological Resource Survey, Assessment, and Curation	Working with regional archaeologists, survey District collections, catalog and curate artifacts per curation guidelines.	Q2: Survey collections. Q3-Q4: Begin cataloging / curation.	Natural Resources	Complete	
Resource Management Grants Program	Release RFP for future funding of projects based on Board revision to program. Conduct 5 year review of program and policy.	Q1: Track existing research projects Q3: Evaluate Program and release RFP. Q4: Award new grants.	Natural Resources	In Progress	Resource Management Grants Program transferred to Finance Department and incorporated into Grants Program administered by the Grants Specialist. New grants will be issued from the Grants Program with anticipated solicitation release in FY2018-19.

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

Key Project	Project Description			FY2017-18 Project Status (As of June 30, 2018)	
	FY2017-18 Project Scope	Schedule (Quarterly Milestones & Completion Date)	Department	Project Scope Status	Reason for Delays/Variations if "In Progress or Deferred" and other comments
Carbon Sequestration / Climate Change Analysis	Hire consultant to evaluate carbon footprint of District operations and opportunities to reduce footprint. Begin evaluation of carbon sequestration opportunities.	Q2-Q4: Hire consultant to evaluate carbon footprint.	Natural Resources	Complete	
Russian Ridge - Grazing Infrastructure (MAA 9-1)	Pending completion of Russian Ridge U&M amendment, install new water line, two additional troughs, and fencing of the southern pasture at the Mindego Ranch grazing unit.	Q3 FY2017-18	Land & Facilities	In Progress	Rangeland Ecologist vacancy was recently filled; new hire will work on an amendment to the rangeland management plan. Planning will follow with an amendment to the Russian Ridge Use & Management Plan.

PROGRAM: PUBLIC ACCESS AND EDUCATION					
MT. UMONHUM					
Mt Umunhum Radar Tower 2nd Assessment	Provide design for radar tower repairs and to start the permitting process. Continue studies on the impact of sealing tower on wildlife and design and implement mitigation plans.	Q1-Q4: Assessment	Engineering & Construction Planning Natural Resources	In Progress	Initiation of project was deferred to first address and remediate the discovery of peeling exterior paint. Received Board approval of the project criteria and scope of work for the tower assessment on September 12, 2018.
Mt Umunhum Summit - Trail Construction (MAA 23-002)	Engineering & Construction to complete design and procure materials. Land & Facilities to construct trail and steps.	Q1: Complete trail and steps	Engineering & Construction Land & Facilities	Complete	
Mt. Umunhum Road Design, Permitting & Implementation (MAA 23-006)	Finish Construct Mt. Umunhum Road safety and roadway improvements.	Q1: Complete road improvements	Engineering & Construction	Complete	
Mount Umunhum - Grand Opening Events	Plan and implement historic opening of mountaintop including weekend celebration event, and invitation only event, including consultation services to manage logistics.	Q1: Planning Q2: Host Series of Events Q3-Q4: Follow-up	Public Affairs ALL	Complete	
Mount Umunhum - Audio Tour	Develop and Produce Mount Umunhum audio walking tour in coordination with Grand Opening. Coordinate with Planning and Project Managers to align messages and interpretive materials, Promotional Campaign and communications	Q1: Finalize Draft for Review, develop comm plan Q2: Rollout Tour, Promote	Public Affairs Planning, Natural Resources, Visitor Services	Complete	

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

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Mt. Umunhum Summit Restoration, Parking & Landing Zone (MAA 23-004/005)	Finish construction of portion of roadway (from flagpole to summit), parking lots, accessible paths, shade structures and other improvements. Continue coordination with Amah Mutsun tribal group and volunteers on native planting restoration. Complete fabrication and installation of interpretive elements as part of Summit construction. Partnership project with Amah Mutsun Tribal Band and funding from California Coastal Conservancy grant.	Q1: Complete summit improvements	Engineering & Construction Land & Facilities Planning Natural Resources	Complete	
Mt. Umunhum Summit - Restoration, Parking & Landing Zone	Complete installation of plants for re-vegetation and plant establishment period.	Q1: FY 2017-18 Begin revegetation, preparation for opening Q2: FY 2017-18 Continue revegetation & monitor	Land & Facilities	Complete	

PROGRAM: PUBLIC ACCESS AND EDUCATION					
LA HONDA CREEK OSP					
Harrington Bridge - Replace Bridge Superstructure	Pending permitting, strip bridge down to railcar structural support and rebuild entire bridge superstructure, including new decking and railings.	Q1 : Set up for construction Q2: Complete construction	Land & Facilities Engineering & Construction	Complete	
La Honda Creek Red Barn Parking Area and Easy Access Trail (MAA 05-005)	Complete preliminary design; initiate and complete environmental review, design development and begin preliminary permitting.	Q1: Complete preliminary design. Q2-Q3: Complete environmental review and initiate preliminary permitting Q4:Design development and continue preliminary permitting	Planning	Deferred	On July 12, 2018, the Board directed staff to put project on hold pending an evaluation of alternate parking sites with the formation and involvement of a new task force/working group.

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

Key Project	Project Description			FY2017-18 Project Status (As of June 30, 2018)	
	FY2017-18 Project Scope	Schedule (Quarterly Milestones & Completion Date)	Department	Project Scope Status	Reason for Delays/Variations if "In Progress or Deferred" and other comments
La Honda Creek Phase II Trail Connections (MAA 05-XXX)	Pursue trail connection on California Hiking & Riding Trail Alignment at Red Barn Area, Survey trail area, Appraisal, Negotiate trail easement or fee interest, RP Committee, and Board Meetings. Plan and design trails to connect the Red Barn area to former Dyer Ranch area and former Driscoll Ranch area. Conduct technical studies and data gathering to evaluate landslide area. Begin preliminary permitting.	Q1- Q3: Alignment planning and technical studies on landslide area Q4: Begin preliminary permitting	Real Property Planning	In Progress	Project delayed due to Board's June 12, 2018 direction on the Red Barn Public Access site plan project. Until future Board input is obtained on Red Barn development, it is too speculative at this time to design a trail through the central Red Barn site.
La Honda Creek Phase II Trails: La Honda Creek Loop Trail (MAA 07-011)	Design, permit, and construct two loop trails off of the Harrington Creek Trail in Lower LHC, Sears Ranch Area.	Q3 Consultant selection and award Q4 Complete preliminary design and technical studies	Planning Land & Facilities	Complete	Completed FY2017-18 project scope to select a consultant and complete preliminary design and technical studies. More planning set for FY2018-19. Construction of trails projected to start FY2019-20.
La Honda Creek Sears Ranch Road Parking Area (MAA 07-009)	Complete construction of the parking area and roadway improvements. Open the parking area and portions of La Honda Creek Preserve to the public.	Q1: Begin construction Q2-Q3: Complete construction	Engineering & Construction	Complete	
La Honda Creek - White Barn - Historic and Structural Assessment (MAA 05-008)	Complete historic and structural assessment for stabilization of the White Barn. Revise Redwood Cabin assessment and cost estimates. Present White Barn and revised Redwood Cabin assessments to PNR Committee and Board.	Q1: Release RFP; Consultant selection Q2: Complete assessment Q3: Present to Committee and Board	Planning E&C	In Progress	Delayed due to vacancies/lack of capacity in the Engineering and Construction Department; two key vacancies were recently filled in mid October.
La Honda Creek - Sears Ranch Trail Connections associated with Parking Area (MAA 07-007)	Completion of Sears Ranch Structure Disposition at La Honda Open Space Preserve. Monitoring of hazardous material removal will be required during construction. Bat survey and relocation will be performed prior to structure disposition. Work is estimated to be completed Fall 2017.	Q1: Bat Survey and Bid Q2: Construction	Engineering & Construction	Complete	
La Honda Creek – Sears Ranch Trail Connections associated with Parking Area (MAA 07-009)	Complete trail naming, signage and formalization of the Folger Loop trail to open the Sears Ranch Road entrance/lower La Honda Creek to the public by the end of 2017. Sign budget will be carried by E&C Department.	Q1: Complete Master Plan Amendment Q2: Install signs	Land & Facilities	Complete	

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	FY2017-18 Project Scope	Schedule (Quarterly Milestones & Completion Date)	Department	Project Scope Status	Reason for Delays/Variations if "In Progress or Deferred" and other comments
La Honda Creek OSP Communications Plan	Manage District's communications and public outreach including: publicize public events, establish key messages, draft information materials such as fact sheets, supply information to the media, communicate with constituents and help at public meetings.	Q1 - Q4: Provide support as project needs	Public Affairs Planning	Complete	
La Honda Creek OSP - Groundbreaking & Grand Opening Events	Plan and implement two milestone events including invitation groundbreaking and public grand opening events.	Q1: Host groundbreaking, plan for opening Q2: Host grand opening	Public Affairs Land & Facilities Visitor Services	Complete	

PROGRAM: PUBLIC ACCESS AND EDUCATION					
BEAR CREEK REDWOODS OSP					
Bear Creek Stables Site Plan Implementation (MAA 21-004, taxable bond)	Planning: Complete concept design, geotechnical investigation and schematic design and implementation plan.	Q1-Q2: Planning: Concept plan board meeting, and schematic design Q3-Q4: Initiate construction docs and PNR	Planning Engineering & Construction	In Progress	Concept plan complete. Currently working with the County on identifying repair items that can be completed under the current legal nonconforming use. Once information is gathered and confirmed, will return to the Board for additional direction, anticipated in early 2019.
Bear Creek Redwoods - Public Access (Phase I trails) (MAA 21-005)	Complete construction of trail segments required to connect the Bear Creek Road crossing to the west side of the preserve and a segment to form a loop hiking opportunity.	Q1: FY 2017-18 Begin trail layout and construction Q2: FY 2017-18 continue trail construction	Land & Facilities	In Progress	One trail segment completed and 90% of trail connection to Bear Creek Road completed. Small section of trail next to the road will be completed just prior to the opening of the new BCR parking area.
Bear Creek Redwoods - Alma College Parking Area and Pedestrian Crossing (MAA 21-005)	Complete design and engineering documents, securing permits and assisting E&C with preparing bid packages for construction.	Q1: Complete 90% Design & obtain encroachment permits Q2: Hand-off project to E&C	Planning Engineering & Construction	Complete	

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

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	FY2017-18 Project Scope	Schedule (Quarterly Milestones & Completion Date)	Department	Project Scope Status	Reason for Delays/Variations if "In Progress or Deferred" and other comments
Bear Creek Redwoods - Alma College Cleanup and Stabilization (MAA 21-006)	Conduct Phase II Environmental Assessment (EA); construct/stabilize bat habitat; stabilize Chapel; exclude bats and seal chapel; prepare demolition plans and specs.	Q1: Phase II EA Q2: Construct bat habitat and stabilize chapel Q3: Seal chapel Q4: Prepare demo plans and specs	Planning Engineering & Construction	In Progress	Bat habitat construction was delayed due to discovery of lead soil contamination at the carport, which was identified by the consultant during an Environmental Site Assessment. The contaminated soil needs to be removed before bat habitat construction takes place. The bat habitat needs to be constructed before the stabilization and sealing of the chapel, therefore the chapel work was delayed until after the contaminated soil is removed. Completion is anticipated this winter (2018).
Bear Creek Redwoods - Water System (MAA 21-003)	Finalize water design, acquire permits and approvals, and install water infrastructure.	Q1-Q2: Design and Phase I construction Q3-Q4: Design	Engineering & Construction	In Progress	Design work for the new water system is pending Board direction on site improvements at Bear Creek Stables, anticipated in early 2019.
Bear Creek Redwoods - Road and Trail, and retaining wall. (MAA 21-005)	Natural Resources will complete design. Engineering & Construction will acquire permits and contract for construction for the road and retaining wall. Land & Facilities will construct trails.	Q1: Design Q2: Begin construction Q3-Q4: Complete construction	Natural Resources Land & Facilities Engineering & Construction	In Progress	Construction schedule was moved out by a few months to package the work with the request for bids for the new parking lot to gain economy of scale.
Bear Creek Redwoods - Webb Creek Bridge (MAA 21-009)	Complete design of the bridge and start the permitting process.	Q1-Q3: Design and permitting Q4: Construction	Engineering & Construction	In Progress	Construction schedule was moved out by a few months to package the work with the request for bids for the new parking lot to gain economy of scale.
Bear Creek Redwoods OSP Communications Plan	Manage District's communications and public outreach including: publicize public events, establish key messages, draft information materials such as fact sheets, supply information to the media, communicate with constituents and help at public meetings. Includes preserve-side communications, as well as specific to Alma College and the stables.	Q1-Q4: Provide support as project needs	Public Affairs Planning	In Progress	Plan development continues to progress as Bear Creek Redwoods opening projects progress.

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

Key Project	Project Description			FY2017-18 Project Status (As of June 30, 2018)	
	FY2017-18 Project Scope	Schedule (Quarterly Milestones & Completion Date)	Department	Project Scope Status	Reason for Delays/Variations if "In Progress or Deferred" and other comments
PROGRAM: PUBLIC ACCESS AND EDUCATION					
OTHER LOCATIONS					
Purisima Creek Redwoods - Bridge 1 – Replace Bridge Superstructure	Pending permitting. E&C staff to complete design, acquire permits, and procure material. L&F staff to replace degraded vehicle bridge decking and install new rails. Strip bridge down to railcar structural support and rebuild entire bridge superstructure, including new decking and railings.	Q2 or Q4 for installation, possibly deferred due to road damage in the area	Land & Facilities Engineering & Construction	In Progress	Project delayed pending internal discussions regarding engineers report that limits load rating of bridge without major improvement/repair to bridge structures.
Ridge Trail Crossing: Highway 17 (Facilitates MAA 20-001)	Provide trail planning support for the regional trail crossing along Highway 17 in the Los Gatos/Lexington Reservoir area	Q3 for Project Study Report	Natural Resources Planning	In Progress	Project scope expanded to include more crossing alternatives than originally anticipated. Project placed on hold pending the outcome of negotiations with San Jose Water Company related to properties in the immediate area. Board approved contract on June 27, 2018, following PNR Committee review on June 5 to complete the feasibility study.
Preserve Use Survey	Year two of 2-year project - Conduct preserve usage study to establish a baseline on preserve visitors including demographics, use patterns, awareness and satisfaction; use Consultant in fall/winter 2017. (Year one included development and design, and hiring of consultant)	Q1: RFP for contract Q2-Q4: Data collection	Public Affairs Visitor Services	Complete	
Rancho San Antonio Non-motorized Mobility, Transit Connections and Parking Alternatives	Stakeholder outreach and engagement with County of Santa Clara, VTA, Cities and other entities; Initiate scoping for feasibility study of potential access connections using non-motorized means, transit and parking alternatives.	Q1/Q2: Stakeholder engagement Q3/Q4: Scoping; consultant selection	General Manager's Office Planning (budget)	In Progress	Project delay due to shift in project lead given key staff departure (from GMO to Planning). Proposed phased scope of work is coming to the Planning and Natural Resources Committee for review in early 2019.

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

Key Project	Project Description			FY2017-18 Project Status (As of June 30, 2018)	
	FY2017-18 Project Scope	Schedule (Quarterly Milestones & Completion Date)	Department	Project Scope Status	Reason for Delays/Variations if "In Progress or Deferred" and other comments
Hawthorns Historic Complex Partnership	Focus on completing the partnership development for long-term care and maintenance of historic complex. Determine the viability of the proposed partnership with the selected potential partner (Partner) within the one-year license agreement (set to end in August). If viable, retain an historic preservation/ architectural consultant to evaluate the Partner's proposed plans for rehabilitation and reuse of the historic complex in late 2017. Coordinate with Peninsula Open Space Trust (POST) on the development proposal review and consistency with Conservation Easement. Evaluate permitting requirements through Town of Portola Valley. Present the Partner plans to the Planning and Natural Resources Committee (PNR) and Board for concurrence and direction on development of a long-term lease and CEQA review. In the event of an unsuccessful partnership, return to PNR and the Board with alternative options and a recommendation for managing the historic structures. Consider other potential support roles for the interested Partner. Also in the interim, complete critical actions as needed to deter future resource damage. Pending Board approval of next steps, lay out the schedule, scope of work, and retain an historic preservation/ architectural consultant to evaluate and prepare cost estimates for mothballing, stabilization, and/or rehabilitation of select structures. Complete CEQA review as required.	Q1: Assess selected potential partner's success under one-year license agreement and determine need for extension. Q1-Q4: Consultant selection; evaluate partner's proposed rehabilitation and reuse of the historic complex; permitting ; PNR and Board review and direction on long-term lease. Conduct CEQA review.	Planning	In Progress	Schedule pending external proposer and external agency permitting coordination.

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

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Cooley Landing Interpretative Facilities Design & Implementation (MAA 2-001)	<p>PHASES II - V of Cooley Landing Vision Plan. Ongoing partnership project with City of East Palo Alto.</p> <p>City of East Palo Alto to design and implement the remaining site improvements related to Cooley Landing Park. Provide technical assistance. Update Partnership Agreement. Pending Board approval related to the use of Measure AA funds, prepare Agreement and coordinate reimbursement of eligible expenses incurred by the City. The District will continue to provide technical assistance and will amend the current Partnership Agreement to include six elements out of this phase of work for which the Board has approved MAA funding. Per the City, construction must be completed by June 30, 2019 to meet requirements of the City's \$5M Prop 84 Statewide Park Development and Community Revitalization Program Round 2 grant. Design is expected to continue through Winter 2017. Grassroots Ecology is continuing habitat restoration work (Year 2 of 3).</p>	<p>Schedule set by City of East Palo Alto. Construction must be completed by June 30, 2019 to meet Prop 84 grant requirements.</p>	Planning	In Progress	<p>Schedule was set by City of East Palo Alto. The City bid the project and awarded a contract to Goodland Landscape Construction in June 2018. Construction began in July 2018.</p>
Cooley Landing Park Business and Operating Plan	<p>Working closely with the City, prepare a Request for Qualifications and Proposals (RFQP) to solicit and hire specialized services to prepare the business and operating plan for Cooley Landing Park. Plan will evaluate management strategies and identify existing and new funding sources to keep the park and the education center operating as envisioned. Development of the plan will require ongoing discussions and coordination with the City and exploration of new and/or expanded partnerships with other entities. Final plan to be reviewed and approved by the District Board.</p>	<p>Q1: Prepare and release RFQP, interview firms, forward selection for approval Q2: Kick-off the planning and analysis work Q3: Prepare draft plan for review and revisions Q4: Finalize plan for approval</p>	General Manager's Office	In Progress	<p>Additional time required to secure outside grant (\$50,000 from the Packard Foundation), accommodate extensive outreach of potential proposers to operate the Education Center, and additional time to work with the City of East Palo Alto to review the process, proposals, conduct interviews, and present outcomes to the City Council. Two proposals were received, one has since withdrawn. The District will be working with the City of East Palo Alto to proceed on the next phase of work with the remaining proposer (Palo Alto Museum and Zoo).</p>

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

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Ravenswood Bay Trail Design and Implementation (MAA 02-002)	The scope of work includes conceptual design, environmental review, geotechnical engineering and construction documents and permitting (obtaining all necessary resource agency and regulatory agency permits to construct the Ravenswood Bay Trail). Construction will be publicly bid and performed by contractor. The scope of construction will include a bridge, boardwalk, trail, and pavement striping. Preliminary design is expected to be complete in Fall 2017. Construction documents are expected to be complete in Winter 2019. Permitting is expected to be complete in Spring 2019. All work is anticipated to be complete by 2020.	Q1-Q3: Planning; Design Development Q4: Submit permit applications	Planning Engineering & Construction	Complete	
Harkins Bridge Replacement (MAA 03-004)	Demolition of existing Harkins Bridge in Purisima Creek Redwoods OSP and installation of a new bridge approx. 100' upstream of existing bridge. Design was performed by a consultant. Construction will be publicly bid and performed by contractor. All work is anticipated to be completed by 2018.	Q1: Continue with construction began in Q4 FY 2016-17 Q4: Complete construction	Engineering & Construction	Complete	
El Corte de Madera Oljon Trail Implementation (MAA 04-004)	E&C staff to complete design, acquire permits, and procure material. L&F staff to construct trail.	Q1: Begin construction Q2: Complete construction	Engineering & Construction Land & Facilities	In Progress	San Mateo County permitting delay. Permit has since been acquired and trail work in progress. Anticipated completion: FY2018-19 Q2.
Hawthorns Public Access Site Plan (MAA 06-XXX)	In coordination with POST, Real Property and Land & Facilities, initiate negotiations with the Town of Portola Valley (ToPV) for partnership on Alpine Road Trail widening/ realignment. Develop public access opportunities and constraints and conceptual Site Plan alternatives. Coordinate with POST, ToPV and stakeholders; public outreach and engagement. Initiate CEQA.	Q1: Initiate negotiations with ToPV & POST; Initiate project scoping/ programming for Site Plan Q2: Continue negotiations Q3: PNR Meeting Q4: Initiate CEQA	Planning	In Progress	Conducted initial discussions with the Town of Portola Valley and initial project scoping and early programming to inform upcoming public planning and stakeholder engagement process. Recent vacancy will delay the kickoff of the public planning process to FY2019-20.

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Rancho San Antonio Deer Hollow Farm White Barn Rehabilitation (MAA 11-XXX)	Complete historic and structural assessment for stabilization of the White Barn. Coordinate with City on scoping, consultant selection, review and deliverables. A qualified architectural historian will assess the condition of the White Barn, and its historical significance. A structural engineer will assess the integrity of the building to determine the need and estimated costs for structural improvements and/or repairs. A draft assessment report is anticipated to be complete in Spring 2018. The assessment will help inform the design for refurbishment of the existing barn that would be used for public interpretation, as well as ongoing management of Deer Hollow Farm.	Q1-Q2: Project scoping/RFP/ Consultant Selection Q2-Q3: Complete assessment	Planning Engineering & Construction	In Progress	Historic and structural assessments have been completed. Slight delay due to Engineering and Construction staff vacancies. Request for Proposals will be released in January 2019 for design of RSA White Barn Rehabilitation.
Saratoga-to-Sea Trail Connection (MAA 18-XXX)	L&F to provide technical support in review of City's prepared trail plans; attend field visits to ground-truth trail alignment. Planning to provide administrative support for any necessary partnership agreements related to MAA funding; review City's environmental review documents.	TBD (Schedule set by City of Saratoga)	Planning Land & Facilities	Complete	
Purisima Uplands Public Access Site Plan (MAA 03-XXX)	Pending acquisition of land rights, initiate a feasibility analysis in collaboration with POST to study staging area alternatives to facilitate the Purisima-to-the-Sea regional trail connection. Provide technical assistance to POST and San Mateo County during preliminary discussions about environmental review. Initiate cultural resource and biological assessments.	Q1-4: Feasibility study, data collection/ technical studies	Planning Real Property	Deferred	Planning work is dependent on conclusion of Real Property negotiations, which are ongoing.
Lysons Structure Disposition at Monte Bello (MAA 17-002)	Remediate, demolish, and remove uninhabitable structures and debris. Additional site grading to reduce potential impacts to stream system. Design will be performed by a geotechnical and/or civil engineering consultant for grading of the site caused by recent landslides on the property.	Q1: Evaluate landslide and permitting Q2: Begin construction Q3-Q4: Complete construction	Engineering & Construction	Deferred	Project was replaced with the Twin Creeks demolition, a new unanticipated demolition project, which was completed in Q1 FY2018-19.
Stevens Creek Nature Trail Bridges (MAA 17-004)	E&C to finish design, acquire permits, and procure materials. Land & Facilities staff to demolish the existing degraded 24-ft bridge and construct a new 48-ft bridge with abutments over Stevens Creek along the nature trail. Minor trail alignment would be necessary.	Q1: Complete design and permitting Q2: Begin construction Q3-Q4: Complete construction	Engineering & Construction	In Progress	Experienced permitting delays with City of Palo Alto. Construction is now underway. Anticipated completion in Q4 FY19

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Coal Creek - Alpine Road Regional Trail (MAA 10-001)	Continue discussions with San Mateo County regarding the failed culvert which has closed the former road to trail use and discuss other required repairs. Dependent on discussions with the county, perform assessment work and complete interim repairs and erosion control measures if feasible.	Contingent on San Mateo County	Land & Facilities	In Progress	Additional time required to evaluate various options for repair. Repair option selected by the Board on 03/04/2018. Contract for design and engineering services was awarded by the Board on 10/24/2018 and design work is underway. Discussions with San Mateo County have been ongoing.
Highway 17 - Ridge Trail and Wildlife Crossing Communications	Manage District's communications and public outreach including: meetings, establish key messages, draft and update information materials such as fact sheets, supply information to the media, communicate with constituents.	TBD	Public Affairs Natural Resources	In Progress	Communications support continues as project progresses.

PROGRAM: VEHICLES, EQUIPMENT, FACILITIES, AND OTHER INFRASTRUCTURE					
STAFF FACILITIES					
New Administrative Office (AO) Facility	Select a consultant team and begin preliminary design, working with a staff project team, General Manager's Office, and Board of Directors. Initiate permitting coordination and discussion with City of Los Altos planning staff. Preliminary design is expected to last until Spring 2018.	Q1: Consultant selection Q2-Q4: Preliminary design, initial permitting coordination	Engineering & Construction	In Progress	Additional time required to receive critical early input and direction from the full Board. The Board formed an Ad Hoc committee on 03/14/2018 to work with staff in hiring the new architect team and to review the public engagement plan. A contract was awarded by the Board for the new architect team on 08/22/2018. Preliminary schematic designs are underway.
Skyline Field Office Storage Building	Complete the programming assessment to evaluate the building requirements in terms of size, location, and other criteria. Provide design and permitting for the building.	Q1-Q2: Programming and Planning Q3-Q4: Design and permitting	Engineering & Construction Land & Facilities	Complete	
New South Area Office Facility Improvements	Continue design, environmental review, preliminary permitting with City of Campbell. Pending CUP approval, begin final design.	Q1-Q2: Design development, environmental review, preliminary permitting Q3-Q4: Begin final permitting & design	Planning Engineering & Construction Land & Facilities	Complete	

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Field Office Internet Upgrade	Implement infrastructure upgrade items listed in the IST Strategic Plan; Address the Customer Services Survey results citing poor network connectivity; Allow better access to Internet enabled services (email, Office 365, video-conferencing); Support the Districts telecommuting policy; Reduce duplicated infrastructure at field offices.	Q1-Q2: Engineering studies with telecommunications. Q3: Implementation	Information Systems and Technology	In Progress	IST has signed contracts with Comcast Business for delivery in FY2018-19. Telecom timelines can experience extensive delays.
New Admin Office Construction - Project Communications	Manage District's communications including establishing Key Messages (Not MAA funds), media responses, training, and communication plan around updates to staff (and process for input)	TBD	Public Affairs Planning	In Progress	In development as project progresses; public engagement plan finalized in October.

PROGRAM: VEHICLES, EQUIPMENT, FACILITIES, AND OTHER INFRASTRUCTURE

PROPERTY MANAGEMENT

Farm Labor Housing - La Honda Creek	Perform a housing assessment of the former Driscoll Ranch area of La Honda Creek OSP to determine where and how to replace farm labor housing for the ranch worker for AGCO Hay, LLC per the grazing lease. Continue discussions with San Mateo County on their Farm Labor Housing Pilot Program.	Q1-Q4: Housing assessment, programming, and design	Engineering & Construction Land & Facilities Services	In Progress	Project delayed due to reduced staff capacity in Engineering and Construction; Request for Bids issued in September 2018. Due to lack of bids, project is being converted to Design-Build.
Purissima Creek - Restroom Replacement	Permitting, pre-construction surveys for sensitive species, environmental review, demolition of existing restroom building and vault, installation of the new restroom and vault, and pouring a concrete slab around the restroom building.	Q1: Final permitting, environmental review Q2-Q4: Construction (weather dependent)	Land & Facilities Planning	In Progress	Construction delayed until fiscal year 2019 to avoid a conflict with construction of a new bridge at the same location. Project completion expected November 2018.
Tunitas Creek - Toto Ranch Driveway Improvements	Assess, permit and contract for repairs to degraded driveway at Toto Ranch.	Q1: Perform Assessments Q2: Obtain Permits Q3: Bid Q4: Construction	Land & Facilities	In Progress	Additional time required to complete designs and drawings. Delays also due to reduced capacity from vacancies/acting assignments. Construction now underway and anticipated to be complete by Spring 2019.

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

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Sierra Azul Meyer Residence Repair and Site Improvements	Improvements may include: 1) Upgrade to the existing studio building; 2) Disposition of the existing main house; 3) upgrades to the existing water system including the potential of digging a new well; 4) New water system piping; 4) New off-grid solar system and battery storage with electrical system; 5) Septic system improvements.	Q1-Q2: Assessment and programming Q3-Q4: Construction	Engineering & Construction	In Progress	Delayed due to limited capacity in Engineering and Construction.
Russian Ridge - Quam Residence Driveway Improvements - 20000 - 20300 Skyline Blvd.	Repair and re-rock the driveway from the edge of the chip seal section through 20000 Skyline Blvd (Bergman) to 20300 Skyline Blvd (Quam)	Q1. Perform Assessments Q2. Obtain Permits Q3. Bid Q4. Construction	Land & Facilities	In Progress	Additional time required to complete designs and drawings. Delays also due to reduced capacity from vacancies/acting assignments. Construction now underway and anticipated to be complete by Spring 2019.
Russian Ridge Ranger Residence Repairs	Remove and replace large cathedral window in Master Bedroom. Replace and reduce size of deck for safety. Handle dry rot as necessary. (B121-CIP)	Q1: Develop drawings and specs Q2: Bid Q3: Construction	Land & Facilities	Complete	
Unoccupied Structures Disposition	Determine disposition and demolish El Sereno house and cleanup and demolition of Rosetta Property structures.	Q1: Perform Assessments/Board approval for demolition Q2-Q3: Obtain permits, bid and demolition.	Land & Facilities Engineering & Construction	Complete	
La Honda Creek - Point of Diversion 17 Water Line Replacement	Replace main water line from spring to valve at creek, add additional water line for grazing and install two new tanks at junction with new grazing water line.	Q1: Prepare Plans & Specs Q2-Q3: Bid Q4: Construct	Land & Facilities	In Progress	Additional time required to complete designs and drawings. Construction now underway and anticipated to be complete by November 2018.
Bear Creek Redwoods - Stables RFP/Lease	Perform an appraisal to determine stable rent. Develop Bear Creek Stables lease and RFP requirements. Prepare RFP and manage process and selection of a tenant in coordination with Planning. Select tenant and enter into long term lease.	Q2: Appraisal, develop lease and RFP Q3-Q4: Manage RFP and select tenant	Land & Facilities	In Progress	Project is dependent on final Board direction related to the improvements at Bear Creek Stables (see above).

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Tunitas Creek - Toto Ranch Grazing Lease, Ag License	1. Work with Ag consultant to develop mini Ag Plan 2. Develop a long term Grazing lease. 3. Develop Agricultural license. 4. Negotiate and sign new long term Grazing lease and Ag license	FY2017-18	Land & Facilities	In Progress	Delay in completing the rangeland management plan has delayed the grazing and ag licenses to FY2018-19.
Skyline Christmas Tree Farm Lease	1. Conduct Appraisal of Christmas tree farms on public lands in the Bay Area. 2. Develop a long term Agricultural lease. 3. Negotiate and sign a new long term Agricultural lease.	Q3:FY2017-18 Q4: FY2017-18 Q1: FY2018-19	Land & Facilities	In Progress	Board directed a scope change to the project during FY2018-19 CIAP development process. Project completion anticipated for FY2019-20.
Tunitas Creek Ranch Perimeter Fence	1. Prepare Specifications and obtain bids. 2. Award Bid 3. Construction	Q1: FY2017-18 Q2: FY2017-18 Q3: FY2017-18	Land & Facilities	Complete	
Russian Ridge - 20000 Skyline Reconstruction (Bergman)	1. Clean up resident compound after tenant vacancy (Main, Guest, Cottage, outbuildings and surround). 2. Prepare As builds for residence compound. 3. Meet with San Mateo County regarding reconstruction plan/permitting 4. Prepare Bid/Award Bid for phased reconstruction	Q1: Clean Up Q2: Prepare as built drawings Q3: Meet with county Q4: Bid	Land & Facilities	Complete	
Monte Bello- Black Mountain Comm Site Driveway Improvements	Repair and re-rock the driveway from Monte Bello Road up to the Black Mountain communication site.	Q1: Perform Assessments Q2: Obtain Permits as needed Q3: Bid Q4: Construction	Land & Facilities	In Progress	Additional time required to complete designs and drawings. Delays also due to reduced capacity from vacancies/acting assignments. Construction expected to be completed by November 2018.
October Farm Grazing Lease	1. Develop October Farm Grazing Lease and RFP requirements. 2. Prepare RFP and manage process and selection of tenant in coordination with Natural Resources. 3. Select tenant and enter into long term grazing lease	Q1: FY2017-18 Q2: FY2017-18 Q3: FY2017-18	Land & Facilities	Complete	

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

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PROGRAM: VEHICLES, EQUIPMENT, FACILITIES, AND OTHER INFRASTRUCTURE					
BUSINESS SYSTEMS					
SharePoint v3.1 - Workflows, Document Management, Project Central, and Dept./Team Sites	Iterative and agile development cycles to develop SharePoint with specific focus on Project Sites, workflows, and build out team/department sites.	Q1-Q4: Iterative and agile development cycles to develop SharePoint in the outlined business areas	Information Systems and Technology	Complete	
NWS Migration to Cloud or Upgrade	In FY17/18, IST staff will work on migrating the New World System to the cloud or upgrade on premise. The project will include evaluation of both solutions to deem which is most supportable and cost effective	Q1: Planning and work plan developed. Q1-Q2: Implementation	Information Systems and Technology	Complete	
Work Order and Asset Management	The RFP will be drafted Q4 FY 2016-17 and released in Q1 FY 2017-18 for work to be completed in FY 2017-18. The system will go live for the FY 2018-19.	Q1: RFP released. Q2: Design. Q3-Q4: Implementation/Go live	Information Systems and Technology	In Progress	Project training schedule shifted to accommodate construction season. Go-live planned for FY2018-19 Q3-Q4.
Trail Database for District's website	In FY 17/18, three web maps will be deployed as well as the Asset Management System. This project will true up the trails data that will be stored in the Enterprise GIS and used in District web maps and the Asset Management System.	Q1: Planning and Scope Development. Q2-Q3: Develop and clean existing GIS trails data. Q4: Roll into web maps and Asset Management System.	Information Systems and Technology	Complete	

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

Key Project	Project Description			FY2017-18 Project Status (As of June 30, 2018)	
	FY2017-18 Project Scope	Schedule (Quarterly Milestones & Completion Date)	Department	Project Scope Status	Reason for Delays/Variations if "In Progress or Deferred" and other comments
Integration of Insurance Requirements into IAFS	Pursue the feasibility of integration of indemnification and insurance requirements into New World for Purchase Orders, in conformance with CJPIA's recommendations.	Q2: Evaluate feasibility Q4: Integrate if feasible	General Counsel Finance Information Systems and Technology	In Progress	Continuing to explore feasibility of the integration given the capabilities of New World.
GIS Web Development	In FY 17/18, three web maps will be deployed and GIS staff will conduct in-depth training on their use. An outside consultant will build a central web mapping application that allows users to create custom printed maps and GIS staff will create two additional web map viewers.	Q1: Scoping of web apps to be deployed. Q3-Q4: Development and deployment of web maps.	Information Systems and Technology	Complete	
GIS Data Development	In FY17/18, GIS staff will take the first step to create these layers. They will focus on developing the priority data layers as identified in the Enterprise GIS project. Relevant tasks include Field Mapping, Digitizing, Paper file investigation, and staff Training.	Q1: Develop plan for GIS data development. Q2-Q4: Data development.	Information Systems and Technology	Complete	
GIS Mobile Data Collection (Assets)	The IT Master Plan and E-GIS Project both recommend the deployment of a mobile GIS data collection system (i.e. Collector for ArcGIS application). This solution will put mapping in the hands of the District's field workforce.	Q1: Roll-out of collector application. Q2-Q4: Data collection.	Information Systems and Technology	Complete	

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PROGRAM: PUBLIC OUTREACH COMMUNITY ENGAGEMENT					
San Mateo County Coast Outreach Plan	Develop coastal outreach plan, (including development); annual direct mail piece, partnership development; speaking engagements opportunities; evaluative, partnership Chamber.	Q1: Research and write communications plan; Q2: Develop mail piece; Q3-Q4: Attend events.	Public Affairs	Complete	
PROGRAM: PUBLIC OUTREACH NEW INITIATIVES - PUBLIC AWARENESS					
Intergovernmental Affairs Strategy	Engaging lobbyist firm to assist District with legislative priorities - Other activities include Legislative Picnic, Board and GM meetings; field tours. Showcase Measure AA project status and other district projects. Meet and greets, Monitors and participate in activities, list of targeted legislation	Q1-Q4: Implement Phase 1	Public Affairs GMO	Complete	
Climate Change and Environmental Education Campaign	Develop communications plan in alignment with GM focus on healthy forest practices, innovation, coastal farmland (including annual direct mail piece, partnership development; speaking engagements opportunities; evaluate partnership with Chamber)	Q1:Refine key messages Q2-Q4: Implement Plan	Public Affairs	In Progress	Project re-aligned to track with Board approval of the new Climate Change Action Plan (which was approved on 10/10/2018).
PROGRAM: PUBLIC OUTREACH PUBLIC OUTREACH PARTNERSHIP PROGRAMS					
Latino Outdoors Program Funding	Contract with Latino Outdoors in partnership to connect with Latino audiences and establish annual events related to contract	Q1: Establish Dates Q1-Q4: Implement partnership elements	Public Affairs Visitor Services	Complete	
Youth Outreach Plan	Implement youth outreach strategy and establish relationships with organizations that serve youth with the purpose to engage in recreation, stewardship and education, Create Youth and families brochure, Update youth activity booklet, exploring translation services as needed	Q1-Q4: Implement Outreach plan	Public Affairs Visitor Services	In Progress	Delayed due to manager vacancies in Public Affairs and Visitor Services departments. Public Affairs will present a summary of all current Youth Outreach programs throughout the District and introduce a proposed pilot program for targeted outreach to the Board in early 2019.

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PROGRAM: ADMINISTRATIVE SUPPORT					
POLICY DEVELOPMENT					
Accessibility Plan Update	Form project team and develop consultant scope of work needed to update the District's Accessibility Plan. Release RFP, select consultant to assist District with plan update. Initiate project kick-off and planning to develop an ADA self-assessment tool and transition plan. Conduct self-assessment.	Q1: Develop consultant scope of work to include in RFP. Release RFP Q2: Award of Contract and project kick off Q3-Q4: Conduct self-assessment	Planning	Complete	
Explore Potential Sphere of Influence	Evaluate the steps needed to complete an annexation process with Santa Clara County LAFCO. Understand potential issues, challenges, and opportunities. Determine next steps and develop recommendations on whether to proceed, on the scope of the potential annexation, timing, and any pre-preparation activities. Forward the recommendations to LFPAC for review and confirmation. Depending on the outcome, forward the Committee's recommendations to the full Board. Budget includes funds for surveys and consulting services in the event the District determines it is an opportune time to initiate the application process.	Q1: Evaluate annexation process Q2: Confirm recommendations for LFPAC review Q3: Present findings and recommendations to LFPAC Q4: Board review (dependent on LFPAC outcomes)	Planning	Deferred	Upon consultation with Santa Clara County Local Area Formation Commission, GMO determined the timing of initiating annexation process should be deferred to focus on the construction and opening of the Mount Umunhum Summit.
Vision Plan Review and Update to 5-Year MAA Project List	Conduct two workshops (north and south areas of District) to present the 2014 Vision Plan to Board and public and present work done to date. Conduct one to two study sessions to update 5-year MAA project prioritization list.	Q1: Workshops Q2: Develop draft updated 5-year MAA project prioritization list Q3: Finalize list during annual Budget and Action Plan cycle	Planning Public Affairs	Complete	

YEAR-END REVIEW OF FY2017-18 ACTION PLAN KEY PROJECTS

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PROGRAM: ADMINISTRATIVE SUPPORT					
ORGANIZATION AND STAFF DEVELOPMENT					
Mobile IT Training	A training crash cart will ensure IT staff is able to support training opportunities in a consistent, high quality manner.	Q1: Planning and hardware acquisition Q2:	Information Systems and Technology	Deferred	Cost-benefit analysis deemed this project no longer desirable at this time. All administrative staff have a laptop and IST has a handful of laptops available for field staff who have not been provided their own laptop. At this time, this is the most cost effective solution that essentially provides the same value to the organization.
PROGRAM: ADMINISTRATIVE SUPPORT					
OTHER					
IT Audit and Security Policies Implementation	This will allow the District to better plan, budget, and execute IT Master Plan projects to achieve the goal of reducing ongoing and future technical debt. IT audit is the examination and evaluation of an organization's information technology infrastructure, policies and operations. Information technology audits determine whether IT controls protect District assets, ensure data integrity, and are aligned with the agency's overall long term technology goals.	Q1-Q2: Planning/Audit Q3-Q4: implementation of recommendations	Information Systems and Technology	In Progress	Due to the IT Program Administrator departure, the timeline for this effort has been extended. IST has phased this project in FY2018-19 into business continuity and DRaaS.
San Mateo County Permit Streamlining	Consult with San Mateo County Planning and Building Departments to evaluate the success of recent permit streamlining measures (i.e. early consultation, site visits, central staff person). Determine if other measures can be considered and implemented to further streamline the permitting process. Pilot any new measure as part of the next round of permitting review.	Q1: Consultation with San Mateo County Q2: Identify and confirm additional streamlining measures Q3-Q4: Pilot the new measures	General Manager's Office Planning Engineering & Construction	In Progress	Successfully completed permit streamlining with Sears Ranch Road Parking Area project.
Citations Management System	Work with the IST department to research software alternatives, with a focus on cloud-based solutions. Focus on solutions which will be able to function when systems are not connected. Develop a work plan to implement the systems. Project will likely involve use of a consultant. Solution will also need to meet data retrieval and reporting requirements to meet information/data requests from Board, management, and public.	Q4 - Complete a plan for implementation in FY 2018-19	Information Systems and Technology/Visitor Services	In Progress	Delayed with the departure of the Visitor Services Manager. Work continues into FY2018-19.

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FEA Negotiations	Negotiations team will work to ensure management deliverables under exiting contract are met before 2018 negotiations. Prep time to gather and share data relevant to re-opening the contract.	Q1-Q2: Planning and Preparation Q3-Q4 Negotiations	Human Resources	In Progress	Negotiations were still underway as of June 30, 2018. Negotiations were finalized in September, 2018.
MROSD Leadership Academy	Implement new internal Employee Leadership Academy with classes to start in October and wrap up in the spring	Q1: Participant Selection and Preparation Q2-Q3: Academy in Session Q4: Evaluation & Preparation for Academy FY 2018-19	Human Resources	Complete	
Innovation Team	Launch the District's second innovation team (fog-collection team was the first one) to develop, plan, and implement an innovative mission-related, small-scale project.	Q1: Finalize program parameters Q2: Identify team members Q3: Convene team and begin project planning	GMO	Deferred	Deferred due to vacancies in GMO office.
Employee Code of Ethics Development	Anticipated to be a two-year process, an employee-based ethics committee will be formed to design a process for developing an Employee Code of Ethics specifically for and by District employees.	Q3: Convene an ethics committee of employees from every department and begin to brainstorm process options Q4 and into FY2018-19: Begin code development process	GMO	Deferred	Deferred due to vacancies in GMO office.
Participation in Santa Cruz Mountains Stewardship Network	Continue active participation in the Network and contribute to Network initiatives, such as the "Spotlight Stewardship: Santa Cruz Mountains" educational program and the Permit Coordination initiative.	FY2017-18	GMO Natural Resources	Complete	

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New Employee On-Boarding Program	Implement new on-boarding process for new hires, including introductions to departments' functions, benefits, etc.	Q1: Begin to implement elements of Onboarding Program introduced in Q4 16-17; Q2-Q4 Continue Implementation, Evaluation and Refinement of Program	Human Resources	Complete	