



Midpeninsula Regional  
Open Space District

R-19-126  
Meeting 19-25  
September 25, 2019

## AGENDA ITEM 5

### AGENDA ITEM

Fiscal Year 2018-19 Annual Year End Report

### GENERAL MANAGER'S RECOMMENDATION

No Board action required.

### SUMMARY

Over the course of the last fiscal year, the Midpeninsula Regional Open Space District (District) has accomplished major milestones and made considerable progress on the 107 Key Action Plan Projects. Of this total, 94 projects were approved as part of the Fiscal Year (FY) 2018-19 Capital Improvement and Action Plan by the Board of Directors (Board) in June 2018, and 13 were subsequently added and approved during the fiscal year. More specifically, the District fully completed or made progress on 95 Key Action Plan Projects, or 89% of the 107 total projects. A significant Vision Plan and Measure AA-funded project completed last fiscal year was the opening of western Bear Creek Redwoods Open Space Preserve for public access. A comprehensive list of notable accomplishments is captured in the FY2018-19 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 FY2018-19 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 FY2018-19 is included as Attachment 1. Accomplishments are captured in five categories:

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

The list includes major and notable projects and milestones that were completed or underway as part of the FY2018-19 Action Plan, as well as unanticipated projects initiated during the fiscal year. Highlights of the major accomplishments are provided below.

- Opened western Bear Creek Redwoods Open Space Preserve for public access in June 2019, with major actions, including:
  - ❖ New parking lot, vault toilet restroom, ADA pathway around Upper Lake, new bridge installation, 6 miles of new and improved trails, and two interpretive signs for the new Alma College parking area and Upper Lake area.
  - ❖ Completed the design, content and web development of “Layers of History” online story map at [www.openspace.org/bcrstory](http://www.openspace.org/bcrstory), educating the public on the area’s rich history, which reached over 800 users in two months.
  - ❖ Engaged and trained docents to provide interpretive walks on first two opening weekends.
  - ❖ Celebrated completion of the Phase I public access improvements and progress on natural resources restoration projects with partner ribbon-cutting and tours, media outreach, and public educational outreach during the first two opening weekends.
  - ❖ Hired consultant for the design, engineering, and permitting of a new multiuse trail, and feasibility study of new Phase II trails.
  - ❖ Made further progress on the Bear Creek Stables repair project.
- Continued efforts to open additional areas of La Honda Creek Open Space Preserve to the public, including:
  - ❖ Formed a 13-member Board-appointed Public Access Working Group for the La Honda Creek Parking and Trailhead Access Feasibility Study.
  - ❖ Began the assessment and repair design for the White Barn and Redwood Cabin.
  - ❖ Submitted permits with San Mateo County for the Phase II Loop Trails; moved trail design to 90% and completed rare plant survey and wetland delineations.
- Constructed two new pedestrian bridges on the Stevens Creek Nature Trail in Monte Bello Preserve for all weather trail use during the winter.
- Secured \$1,530,234 in grant funds, including \$1,055,328 from the California Natural Resources Agency for the Ravenswood Bay Trail and \$149,906 from the Santa Clara Valley Water District for a new trail connection to Priest Rock Trail at Sierra Azul Preserve.
- Completed the demolition of dilapidated structures and restoration of the Twin Creeks area of Sierra Azul Preserve to restore riparian habitat and protect water quality.
- Adopted the Climate Action Plan to reduce administrative greenhouse gas emissions and achieved a 14% reduction of total emissions from 2016 baseline levels.
- Purchased, exchanged, or received open space land gifts totaling 433.59 acres valued at \$2.925 million dollars, including two major acquisitions:
  - ❖ Purchase of 190-acre Woodruff Redwoods property in La Honda Creek Preserve, preserving old growth redwood habitat and protecting salmonid habitat.
  - ❖ Transfer of 240-acre Giusti property with recorded lot line adjustments – finishing the land purchases needed to complete the Purisima-to-the-Sea Regional Trail corridor

***Year-End Action Plan Review:***

The FY2018-19 Action Plan, for the period July 1, 2018 to June 30, 2019, was adopted by the Board at its Regular meeting on June 13, 2018 (R-18-63). Of the 107 Key Action Plan Projects, the District made considerable progress on 95 Key Action Plan Projects, or 89% of the total project list as shown in Table 1 below. Of these, the District completed the projected scope of work for 57 Key Projects, or 53%, as of June 30, 2019. A total of 38 Key Projects, or 36%, remain in progress, and the remaining 12 projects, or 11%, were deferred to FY2019-20 or beyond.

Compared to prior years, the District is significantly increasing the percentage of completed action plan items, while making progress on most of the action plan projects. The District made progress on 89% of the total projects undertaken in FY2018-19, compared to 95% in FY2017-18, and 89% in FY2016-17.

**Table 1 – Year-End Action Plan Project Status**

Project Status	FY2018-19		FY2017-18		FY2016-17	
	Total	Total (%)	Total	Total (%)	Total	Total (%)
Complete	57	53%	56	43%	60	46%
In Progress	38	36%	68	52%	55	43%
Deferred	12	11%	7	5%	14	11%
<b>Total</b>	<b>107</b>	<b>100%</b>	<b>131</b>	<b>100%</b>	<b>129</b>	<b>100%</b>

A total of 107 key action plan projects were adopted last fiscal year; 94 by the Board at the time the Budget and Action Plan was adopted and an additional 13 were approved by the Board during the fiscal year. Many of the projects added during the fiscal year were related to land acquisition. Others include completing the Harkins Bridge Replacement; beginning the La Honda Creek Redwood Cabin Stabilization and Assessment project; collaborating on the San Mateo County Vegetation Map; initiating the La Honda Creek Parking and Trails Feasibility Study (former Red Barn); and contributing to the Tunitas Creek Beach and Cowell-Purisima Trail Improvements. Attachment 2 includes details on these important project additions.

**FISCAL IMPACT**

The Annual Accomplishments report and FY2018-19 Action Plan Year-End review have no fiscal impact on the FY2019-20 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 2018-19 Major Accomplishments
2. Year-End Review of Fiscal Year 2018-19 Action Plan Key Projects

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Midpeninsula Regional Open Space District

# Fiscal Year 2018-19

# Major Accomplishments



# FISCAL YEAR 2018-19 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.*

### **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 following accomplishments highlight Midpen's focused efforts on a balanced mission — land acquisition and preservation; natural resources protection and restoration; public access, education and outreach; and for the Coastside, supporting local agriculture.

These extensive and varied accomplishments include major projects to open new preserve areas to the public, including 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 the ongoing operational requirements of maintaining nearly 65,000 acres of protected public open space.

On the San Mateo County Coast, accomplishments also include improving agricultural infrastructure to continue conservation grazing in the coastal uplands while preserving the coast's rural character. In addition to completing projects on the land, Midpen has also placed significant effort in strengthening the administrative and organizational systems that are necessary to support our mission, now and into the future.

Fiscal Year 2018-19 (July 1, 2018 to June 30, 2019) was another busy, productive and rewarding year!

### LAND ACQUISITION AND PRESERVATION

- ❖ Purchased, exchanged or received gifts of 433.59 acres of open space lands valued at \$2.925 million dollars, including:
  - Purchase of 190-acre Woodruff Redwoods property in ***La Honda Creek Preserve*** -- advances land conservation opportunities in Measure AA Portfolio 8 to Preserve Upper San Gregorio Creek Watershed and in Portfolio 15 for Redwood Forest Protection and Salmon Fisheries Conservation.
  - Transfer of 240-acre Giusti property with recorded lot line adjustments -- finishes the Purisima-to-the-Sea Regional Trail corridor at ***Purisima Creek Redwoods Preserve*** (escrow closed July 3, 2019).
  - Purchase of 1.87-acre Haight/Peery property in ***El Sereno Preserve*** -- remedies the lack of a trail easement for the Aquinas Trail, which crosses this property.
  - New trail easement from Caltrans and a memorandum of understanding with City of East Palo Alto -- both improve access at ***Ravenswood Preserve***.
  - Purchase of 1.04-acre Cogliandro property in ***Sierra Azul Preserve*** -- remedies lack of a trail easement for the Limekiln Trail, which crosses this property.
  - New 0.68-acre road and right of way easement in ***Saratoga Gap Preserve*** -- for patrol and maintenance access.

### NATURAL RESOURCES PROTECTION AND RESTORATION

- ❖ Continued natural resources protection and restoration projects in ***Bear Creek Redwoods Preserve***, including:
  - Completed 2<sup>nd</sup> (final) year of cultural resource evaluations for 19 sites within the preserve. Completed final report and monitored parking lot and trail construction to ensure there was no impact to archeological resources.
  - Began 2<sup>nd</sup> year of targeted invasive species removal in riparian areas, which is partially funded by a five-year grant from the Santa Clara Valley Water District.
  - Received a landmark alteration permit to implement site cleanup and structures rehabilitation consistent with the Alma College Cultural Landscape Plan.
  - Completed construction documents and began the permitting process to improve drainage flow from Mud Lake to Briggs Creek.
  - Completed the characterization of a historic landfill and developed remedial actions.

- ❖ Completed 2<sup>nd</sup> 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 Program.
- ❖ Monitored sensitive species populations to assess success of habitat restoration projects in ***La Honda Creek Preserve***.
- ❖ Completed numerous natural resource protection and restoration projects in ***Sierra Azul Preserve***, including:
  - Year 7 of coordinated monitoring to reduce mercury within the Guadalupe River watershed.
  - Assessment and operations plan for the Cherry Springs water system.
  - Site cleanup and demolition of structures to support land preservation and restoration to improve runoff into two perennial creeks.
- ❖ Continued work to control invasive slender false brome plant at ***Thornewood, El Corte de Madera, La Honda Creek*** and other preserves. Continued our partnership with the San Mateo County Resource Conservation District to conduct outreach and treatment on adjacent private properties.
- ❖ Continued the Highway 17 Wildlife and Regional Trail Crossings project, identifying and analyzing additional crossing alternatives in response to partner, stakeholder and public comments. Drafted the project study report and received Caltrans initial comments. Held meetings with project partners and stakeholders (Caltrans, San Jose Water Company, Committee for Green Foothills, National Wildlife Federation and a 2<sup>nd</sup> public meeting to receive input on the alternative wildlife crossings.
- ❖ Provided support related to natural resource protection and restoration, including:
  - Compiled database of existing archaeological resources and began developing curation strategies to protect these resources. Supported numerous projects, advising, scoping and reviewing technical reports related to archaeological resources.
  - Made progress on the San Mateo County Vegetation Map; completed orthophoto acquisition and quality control on imagery and started in-the-field quality check.
  - Completed preliminary analysis, mapping, overview and draft report outline for the Water Quality Monitoring Program.
  - Completed review of records to identify 50 potential wells throughout Midpen lands that need to be investigated and decommissioned.

- Completed monitoring of 13 ponds, streams, springs and other regulated aquatic sites where water is diverted for consumptive use. Completed annual report on use to the State Water Resources Control Board.
  - Developed and implemented 5<sup>th</sup> year of Invasive Pest Management (IPM) Program activities to improve native habitats by removing invasive nonnative plants.
  - Provided annual training for staff and contractors on pesticide safety, the IPM Program and best management practices.
  - Implemented seven new invasive species management projects, adding 6.25 acres to the 1,245 acres under active invasive species management.
  - Continued phytophthora research with Oregon State University regarding soil pathogens at restoration sites to protect native vegetation from the fungal disease.
  - Continued our sudden oak death research partnership with UC Berkeley and U.S. Forest Service to study distribution, spread and treatment methodologies for forest disease pathogen.
  - Continued 2<sup>nd</sup> year of federally endangered Marbled Murrelet surveys to understand the scale and extent of the current population and completed protocol level nesting surveys at *La Honda Creek* and *Purisima Creek Redwoods* preserves, resulting in evidence of only one potential nest at Purisima Creek Redwoods.
  - Provided ongoing support (permitting, CEQA compliance, preconstruction surveys, construction monitoring) for priority Measure AA projects.
  - Managed 13 on-call biological consultants to support districtwide projects.
  - Actively participated in the Wildlife Society and attended the Western Section Wildlife Society Conference.
  - Collaborated with outside researchers to study rare plants and perform bird counts at multiple preserves.
  - Completed a 2<sup>nd</sup> Greenhouse Gas Inventory of Midpen administrative operations in support of the Climate Action Plan, adopted October 2018, to reduce in-house operational carbon emissions.
- ❖ Completed numerous resource agency permit streamlining efforts, including:
- Began Endangered Species Act programmatic permitting project with consultant to develop programmatic permit with U.S. Army Corps of Engineers to cover routine maintenance activities. Held kickoff meeting with agency staff to discuss the approach and eligible activities.

- Maintained strong relationships with U.S. Fish and Wildlife Service and California Department of Fish and Wildlife to support protected species recovery work.
  - Began programmatic permitting renewal with the Regional Water Quality Control Board for routine maintenance project.
- ❖ Completed Midpen conservation grazing program projects, including:
- Completed 2<sup>nd</sup> year of adjudication compliance monitoring and actions to improve water use and management at San Gregorio Creek.
  - Completed installation of fencing along riparian areas to keep cattle out of a creek at ***Purissima Creek Redwoods Preserve***.
  - Selected a design-build firm to improve ponds at Mindego Hill to support endangered species habitat and livestock use under Midpen’s conservation grazing program at ***Russian Ridge Preserve***. Began project survey, assessment, design and permitting process.
  - Initiated the policy development process for the Agricultural Policy by reviewing agricultural practices, guidelines and holding a policies study session. Met with stakeholders to discuss initial feedback and process to develop new policy language.
  - Developed wildlife and livestock protection policy objectives and met with partners and stakeholders to review and contribute to policy development.

#### **PUBLIC ACCESS, EDUCATION AND OUTREACH**

- ❖ Opened ***Bear Creek Redwoods Preserve*** to the public in June 2019, improvements included:
- New parking lot, vault toilet restroom, ADA pathway around Upper Lake, new bridge installation, and 6 miles of new and improved trails. Completed design, fabrication and installation of two interpretive signs for the new Alma College parking area and Upper Lake area.
  - Worked with GIS, Visitor Services, and Public Affairs to complete design, content and web development of “Layers of History” online story map at [www.openspace.org/bcrstory](http://www.openspace.org/bcrstory), educating the public on the area’s rich history, which reached over 800 users in two months.
  - Engaged and trained docents to provide interpretive walks on first two opening weekends.

- Celebrated completion of the Phase I public access improvements and progress on natural resources restoration projects with partner ribbon-cutting and tours, media outreach and public educational outreach during the first two opening weekends.
- Hired consultant for the design, engineering, and permitting of a new multiuse trail, and to complete the feasibility study of new Phase II trails.
- Bear Creek Stables:
  - Continued engagement with Santa Clara County staff on proposed repairs and site improvements. Facilitated site meeting with planning and fire marshal staff to discuss the type of repair and maintenance work that would be permissible under the existing legal, non-conforming use. Met with the county planning director and department staff to discuss proposed repair and maintenance option and clarification on threshold of allowed repairs to existing structures under legal, non-conforming use.
  - Completed a fundraising pre-feasibility assessment to understand the potential for private fundraising contributions to help fund the stables repairs.
  - Received Board approval to proceed with the Deferred Maintenance Repair Option for the stables.
  - Released a Request for Letters of Interest to gauge interest from prospective stables managers in managing the stables under a long-term lease.
- ❖ Began a conditions assessment of Alpine Trail in **Coal Creek Preserve** to develop recommendations and alternatives/cost analysis for repairs. Entered into a memorandum of understanding with San Mateo County to allow Midpen to make repairs on the county road easement and potentially take over management in the long term to ensure that Alpine Trail remains as an important regional trails link.
- ❖ Completed new section of Oljon Trail to provide a new loop trail opportunity from the parking lot and completed most restoration of an eroded, unsustainable section of the Steam Donkey Trail, with poor access off Skyline Boulevard, at **El Corte de Madera Preserve**.
- ❖ Continued efforts to open additional areas of **La Honda Creek Preserve** to the public, including:
  - Formed a new 13-member Board-appointed Public Access Working Group for the La Honda Creek Parking and Trailhead Access Feasibility Study to review and forward public access options for the central area of La Honda Creek.
  - Began the assessment and repair design for the White Barn and Redwood Cabin.

- Submitted permits with San Mateo County for the Phase II Loop Trails; trail design at 90% and rare plant survey and wetland delineations are complete.
- ❖ Completed design and contractor bidding process for site cleanup and removal of dilapidated structures to support expanded public access in **Monte Bello Preserve**.
- ❖ Constructed two new pedestrian bridges on the Stevens Creek Nature Trail in **Monte Bello Preserve**; removed a failing old bridge and restored the construction area. These bridges will allow the use of the Stevens Creek Nature Trail throughout the winter.
- ❖ Received Board approval for a Multimodal Access Study scope of work to conduct Parking and Transportation Demand Analysis at **Rancho San Antonio Preserve** to inform future options for improving parking issues, promoting greener modes of transport, and reducing parking impacts to adjacent communities to improve the preserve visitor experience. Also received Board approval to implement interim short-term measures for improving parking over the next 2 years.
- ❖ Installed a new vault restroom with ADA access ramp in **Purisima Creek Redwoods Preserve** as an improved visitor amenity.
- ❖ Continued major actions to close a 0.6-mile gap in the San Francisco Bay Trail at **Ravenswood 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 Midpen is partially funding with a \$1.25 million Measure AA contribution. These new improvements include motion-activated roadway lighting, a freestanding restroom, an outdoor classroom area, a path around the Education Center to complete a trail loop through the site, secondary unpaved trails, and a new entry sign.
  - Completed the third year of plant restoration work with Grassroots Ecology.
  - Completed construction documents for the Ravenswood Bay Trail design and implementation; obtained Caltrans and PG&E permits, solicited construction bids and awarded a contract to Graniterock.
- ❖ Completed Phase II plant restoration and sign installation at the Mount Umunhum Summit at **Sierra Azul Preserve**.
- ❖ Awarded a professional services contract for site surveys, traffic/hazardous material assessments, and environmental and biological services to inform the design of the Beatty Property Parking Area and Trail Connections at **Sierra Azul Preserve**. Completed topographic

surveys; initiated traffic counts, line of sight analyses, Phase I environmental assessments and a conceptual-level design.

- ❖ Partnered with City of Saratoga to fund the design of the Saratoga-to-Sea Trail. City completed the engineering design and environmental review, and initiated permitting. Also, extended the funding partnership agreement to co-fund the trail construction. This partnership project fulfills Midpen's goal for a regional trail connecting Saratoga to the existing Skyline-to-the-Sea Trail and local trail systems.
- ❖ Completed multiple districtwide actions in support of public access goals, including:
  - Hosted annual spring event with docent-led public tours of the historic Woodhills home in **Fremont Older Preserve** for 120 participants.
  - Produced and published quarterly outdoor activities schedules that are included in the Quarterly Open Space Views newsletter, to promote naturalist-led docent hikes and rides.
  - Outdoor Activity Docents provided over 285 guided interpretive activities for public enrichment (serving approximately 2,500 participants).
  - Developed and began executing an implementation plan for the Board-approved Docent and Volunteer Program Structure Study, which was prepared to enhance the beneficial impacts of Midpen's docent and volunteer programs.
  - Docents contributed 4,560 hours in interpretation and education.
  - Hosted a series of 10 hikes for the public in partnership with Latino Outdoors at eight different preserves, reaching 285 participants.
  - Researched options for online reservation and payment of camping and other permit fees to improve calendaring and payment systems for users.
  - Hosted informational booths at 28 community outreach events, providing information about Midpen preserves and programs to the public.
  - Sent out 20 press releases on Midpen projects and activities resulting in dozens of stories in various local media outlets to continue informing the public of recent events.
  - Hosted approximately 130 park district representatives from across the country on a tour of Mt. Umunhum and **Bear Creek Redwoods Preserve** as part of the Special Parks District Forum to share information and lessons learned with other park and open space agencies.

- 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 natural resource management and trail stewardship activities.
- Managed operation of and programming at the Daniels Nature Center in **Skyline Ridge Preserve**, including coordination and scheduling of Nature Center host docents, serving 3,400+ visitors (including 1,000 children) between April and November.
- Volunteers contributed 17,500 hours of natural resource management and trail patrol activities, supporting Midpen's land stewardship and public outreach goals.
- Trail Patrol volunteers completed over 2,600 patrols, enhancing the visitor experience by providing preserve information and providing trail condition and violation reports to ranger staff.
- ARMS (Advanced Resource Management Stewards) volunteers contributed over 600 hours at their assigned resource management project sites, helping to restore native habitat across Midpen preserves.
- Planned, scheduled, and coordinated environmental education programming with outdoor education leader docents and local schools, including: 20 Spaces & Species field trips for 3rd–5th grades (approximately 440 students), and five Redwood Ecology & Climate Change high school field learning excursions (in partnership with Save the Redwoods League; approximately 170 students). An additional 1,100 students participated in field trips to **Monte Bello, Los Trancos and Windy Hill preserves** in partnership with Environmental Volunteers.
- Hosted the Annual Volunteer Recognition Event at **Windy Hill Preserve** to honor and thank our volunteers and docents for their hard work in support of Midpen's mission, which was attended by over 220 volunteers, the Board of Directors, and staff.
- Launched a visitor services request form to process and provide public requests for staff or docent led interpretive/educational activities and general outreach presentations.
- Six rangers completed Certified Interpretive Guide Training to enhance interpretation skills for activities and presentations. Two rangers also received Certified Interpretive Guide Trainer certifications to increase internal capacity for interpretive training in coordination with Interpretation & Education program staff.
- Continued monitoring visitor use data collection, generated and provided reports to various stakeholders, and installed additional counters at **Bear Creek Redwoods Preserve** parking lot and Alma trail.

- Regraded multiple roads and trails for improved drainage.
  - Cleared downed trees and repaired numerous roads and trails.
  - Explored opportunities with regional partners to expand trail connectivity on the Peninsula.
  - Advocated for the passage of key legislative actions in support of Midpen’s mission, including working with the state legislative delegation to secure \$2 million in state funding for the acquisition of coastal open space lands, and successfully extend a \$10 million state budget allocation to protect Upper Guadalupe Creek and Los Gatos Creek watershed lands.
  - Held an annual Legislative delegation visit in Sacramento to discuss key Midpen projects and legislative items of interest with legislators and their aides.
  - Developed a Strategic Communications Plan focused on increasing public awareness of Midpen’s mission; plan will be updated annually to remain consistent with the annual Board-adopted strategic goals and objectives.
  - Issued 2,634 permits for a variety of activities, including research work, public use of the backpack campground, and group hiking events.
  - Actively participated in the National Association for Interpretation and Midpeninsula Environmental Educators Alliance to engage in professional best practices, networking, and partnership development to inform and improve Midpen’s interpretive and educational programs.
  - Standardized the information and look for all Midpen signboards.
    - Received Board approval for standardized, Midpen-branded partner recognition signboards; first signboard was installed in June 2018 for the ***Bear Creek Redwoods Preserve*** opening.
- ❖ 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; ground-truthed multiple potential crossings and trail alignment options with Santa Clara County Parks.
- Developed preliminary trail design and completed a Trail Connections Report that was shared with partner agencies (Caltrans, San Jose Water Co, Santa Clara Co Parks) and the public; presented the trail connection options at a July 9, 2019 public informational meeting to seek public input.

- ❖ Completed a site feasibility parking study for a potential parking area at the Hawthorns Property addition of **Windy Hill Preserve**. Completed a cultural resources field survey and assessment report.
- ❖ Explored a potential partnership proposal to rehabilitate and reuse the Hawthorns historic complex at **Windy Hill Preserve**. Consulted with Town of Portola Valley on proposed land use entitlements and permitting approach.
- ❖ Developed a preliminary scope with key milestones and schedule for use in seeking grant funding to support the Purisima-to-the-Sea Trail connection and parking area project.

### GENERAL/DISTRICTWIDE SUPPORT OF MISSION

- ❖ Received Board approval of Midpen’s Climate Action Plan to meet the adopted Climate Change Goals of 20% reduction in operational greenhouse gas emissions from 2016 levels by 2022, 40% by 2030 and 80% by 2050. Began implementation of the plan by changing fuel tanks to renewable diesel, purchasing 100% renewable electricity for offices, acquiring electric bikes and UTV for field staff, and purchasing carbon offsets for business flights. Completed the 2018 GHG emissions inventory. Held initial talks on carbon sequestration pilot project with San Mateo Resources Conservation District.
- ❖ Continued work to prevent and prepare for wildland fires in response to the increasing fire threat in California:
  - The Board adopted a new objective to increase work with fire agencies and surrounding communities to strengthen the prevention of, preparation for, and response to wildland fires.
  - Cleared vegetation for fire safety and public access along roads and trails and maintained defensible space/fire clearance around Midpen-owned structures.
  - Mowed staging areas and landing zones for emergency helicopter operations.
  - Formed an internal Wildland Fire Coordination Team to improve preparation for and response to wildland fires.
  - During annual mowing along priority fire access roads, increased width of mowing along road shoulders compared to past years to improve fire safety. Began development of the Wildland Fire Resiliency Program including prioritizing and planning for additional fuel management activities, monitoring, development of wildland fire preplans, and use of prescribed fire as a management tool.
  - Published **Rancho San Antonio Preserve** Fire Preplan map as an agency resource.

- Posted directional signs along two neighborhood evacuation routes through **Thornewood** and **Long Ridge preserves**.
  - Adopted more conservative procedures on mowing limitations based on temperature, humidity and wind factors to reduce risk of fire ignition during maintenance activities.
  - Expanded fuel reduction work in **Windy Hill** and **Pulgas Ridge preserves**.
  - Regraded and improved Loma Prieta Ridge Road for improved access.
  - Initiated a three-year contract with Santa Clara County Fire Safe and began permitting process to remove fire-prone eucalyptus trees and improve fire safety at **Los Trancos Preserve**.
- ❖ Continued implementation of critical Financial and Operational Sustainability Model Study recommendations to enhance Midpen’s delivery of Measure AA and Vision Plan projects, including:
- Held second internal Leadership Academy with 16 graduates, several of whom have promoted since completing the program.
  - Launched the Work Order & Asset Management System (CityWorks), enabling staff to efficiently schedule, plan, manage, monitor and track maintenance activities. Overlaid with Midpen’s GIS database, the new system tracks work history, staff hours, inspections and statuses for facilities, property management, crew, special projects, vehicles/equipment and the ADA transition plan. CityWorks is mobile-enabled, allowing field crews to manage work orders in the field.
  - Launched Project Central, a SharePoint solution that provides a unified platform for project management, status tracking, and documentation. Project Central is proving critical in monitoring and managing Midpen MAA and Action Plan projects.
- ❖ Completed majority of fiber-optics project, upgrading firewalls to allow for higher bandwidth connections, and installing fiber-optics between the Administrative Office and the new South Area Field Office and the Foothills Field Office.
- ❖ Increased data security through testing internal vulnerability to cyberattacks and providing targeted cybersecurity training.
- ❖ Transformed asset data collection in the Land & Facilities Department through deployment of 40 iPad mobile devices for in-field data collection, retrieval, and analysis.
- ❖ Ongoing work to bring new Midpen office facilities on line for improved administrative functions and delivery of projects and services:

- Selected architect consultant team, Noll & Tam, to design the Administrative Office reconfiguration project. Worked closely with the Board and public to select and approve a schematic design layout and budget. Began design development and environmental review phase of the project. Once complete, the AO project will house a majority of staff to save money on office rental and provide project delivery efficiency.
  - Continued the design and began the permitting process for the South Area Field Office, which will improve response and travel times for patrol and maintenance of south area preserves.
- ❖ Participated in regional networks and relationship building with state agencies to maintain open lines of communication with grant funders for future grant funding opportunities.
  - ❖ Received Board approval of the ADA Self-Assessment and Transition Plan Update, which incorporated comments from the public and San Mateo County Commission on Disabilities. Held ADA trainings for docents, volunteers and all staff. Completed repairs to the Cordilleras easy access trail and removal of block stiles that impeded access into preserves.
  - ❖ Initiated the development of a Business Continuity and Disaster Recovery Plan.
  - ❖ Launched over 35 Enterprise GIS web maps and applications to provide critical GIS data to all staff, support interdepartmental collaboration, and streamline asset mapping. This work facilitated the creation of multiple districtwide data inventories: fuel reduction lines, phytosphthora sample sites, cover boards, wildlife cameras, conservation easement photo sites, utility assets, bridges, culverts and more.
  - ❖ Regraded the tread surface, installed base rock, and improved drainages along an important access road at **Monte Bello Preserve**.
  - ❖ Completed repairs to multiple Midpen-owned residences, some of which house rangers and maintenance staff who provide onsite, after-hours monitoring of the preserves.
  - ❖ Facilitated staff meeting with San Mateo County Planning and Development Director and staff on streamlined permitting for Midpen projects that are covered under resource agency permitting. Discussed Master Permit approach, process and timeline.
  - ❖ Completed numerous projects that support local agriculture, including:
    - Began repairs and replacement of water systems at Big Dipper Ranch, Stevens Canyon Ranch, Silva residence and Toto Ranch in support of Midpen's conservation grazing program.

- Installed new waterline, water tank, and trough at **La Honda Creek Preserve** (adjacent to the Sears Ranch staging area) to ensure the continued viability of an employee residence, which provides onsite vigilance, and the grazing operations.
- Completed asphalt work to improve the Tunitas Ranch driveway at **Tunitas Creek Preserve** to continue facilitating the onsite grazing operation.

### AWARDS/GRANTS/RECOGNITION

- ❖ Completed three successful grant applications totaling \$1,530,234:
  - \$1,355,328 for the Ravenswood Bay Trail at **Ravenswood Preserve**, which includes a \$300,000 gift from Facebook and \$1,055,328 from the California Natural Resources Agency.
  - \$149,906 from the Santa Clara Valley Water District for the Beatty trail connection to Priest Rock Trail at **Sierra Azul Preserve**.
  - \$25,000 anonymous grant in support of Midpen's mission.
- ❖ Successfully launched a revised Grantmaking Program under three funding priorities and received 21 proposals requesting over \$750,000. The Program will distribute \$248,104 to seven organizations over the next three years.
- ❖ Received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the third year in a row. Also received the Operating Budget – Excellence Award from California Society of Municipal Finance Officers for the first time (Operating Budget – Meritorious Award was received the year prior).
- ❖ Applied for the Outstanding Financial Reporting Award from both the Government Finance Officers Association and the California Society of Municipal Finance Officers for the Consolidated Annual Financial Report (CAFR, second year) and Popular Annual Financial Report (PAFR, first year).
- ❖ Received the Technology Innovation: Leadership award from Special Districts West.
- ❖ Received an award for Innovation in Green Community Planning from the Northern Section of American Planning Association for Midpen's Climate Action Plan. Midpen is among the first few regional open space agencies in the country to adopt a Climate Action Plan and set formal goals for reducing greenhouse gas emissions.
- ❖ Received the Integrated Pest Management Achievement Award from the State of California.

- ❖ Received the Community Partnership Award from the San Jose Conservation Corps + Charter School (SJCC+CC) for our ongoing partnership work in providing life-changing, outdoor conservation experiences and skills training to SJCC+CS members.

**FRONT COVER PHOTO CREDITS**

Top (L to R): Russian Ridge Preserve by Bob Mazawa; Bear Creek Redwoods Preserve by Mike Kahn/Midpen; Rancho San Antonio Preserve by Hongyan Liu

Bottom (L to R): Bear Creek Redwoods Preserve by Alisha Laborico; Russian Ridge Preserve by David Henry; Sierra Azul Preserve by Xun Li

YEAR-END REVIEW OF FY2018-19 ACTION PLAN KEY PROJECTS

	Project Name	FY2018-19 Scope Status	Project Number	FY2018-19 Adopted Project Scope	Reason for Project Scope Variances or Delays	Additional Comments
<b>Land Acquisition and Preservation</b>						
1	Lot Line Adjustment and Property Transfer - Purisima Uplands	Complete	MAA03-001	Giusti Upland Parcel Transfer includes: execution of a lot line adjustments approval from San Mateo County, negotiate Transfer Agreement with property owner, and secure Subordination Agreement with owner's lender.		
2	Purisima Uplands Site Clean up and Soil Remediation Assessment	Complete	MAA03-002	Obtain cost estimate for removal of oil tank and facilities, site restoration and any required site remediation, including demolition.		
3	Twin Creeks Land Conservation	Complete	MAA23-007	Site clean-up and demolition of structures.		
4	Miramontes Ridge Land Conservation	Complete	VP01-001	Johnston Ranch Uplands: evaluate road, trail access and connections.		The City and District will collaborate on shared expanded parking and trailhead at the City's Johnston house property with a local trail loop and regional trail connection from the Johnston Uplands property to Burleigh Murray Ranch State Park and Miramontes Ridge Open Space Preserve.
5	La Honda Creek Upper Area Land Conservation	Complete	VP05-001	Meet with property owner to discuss a public trail (fee or easement), formalize prescriptive patrol use, proposed water improvements to shared water system, and potential grazing license.		Negotiations on reciprocal access and waterline easements and grazing license are ongoing. Draft easements and license have been sent to property owner for review.
6	Upper San Gregorio Land Conservation	Complete	VP08-001	Appraise and purchase property above Mindego Creek and Woodruff Creek in Upper San Gregorio Creek Watershed (Supports MAA08-001 Folger Property).		Purchased 190-acre Woodruff Redwoods property as an addition to La Honda Creek OSP.
7	Cloverdale Ranch Land Opportunity	Complete	VP13-001	Conduct preliminary site assessment.		Existing conditions reports have been collected and collated. Staff property tours and additional site assessments are underway. Initiated Community Outreach & Engagement Plan with POST and Public Affairs.
8	El Sereno Trails, Wildlife Corridors and Land Conservation	Complete	VP19-001	Negotiate and secure fee and/or trail easements with private property owners. Complete pre-planning, site assessment, trail alignment assessment, technical studies and preliminary trail design.		Purchased 1.87-acre Haight/Peery property, including a portion of the Acquinis Trail as an addition to El Sereno OSP.
9	Mt. Umunhum Land Purchases	Complete (Added Mid-Year)	20111	N/A		Completed replacement camera was installed on McQueen property. Reimbursement payment to McQueen for camera relocation was made in November.
10	Haight-Perry LV Land Acquisition	Complete (Added Mid-Year)	MAA19-003	N/A		Purchased 1.87-acre property under General Manager's authority as addition to El Sereno OSP.
11	Low Value Land Acquisition - Kennedy-Limekiln	Complete (Added Mid-Year)	VP53-001	N/A		Purchased 1.04-acre Cogliandro Property in Sierra Azul on May 3, 2019. Limekiln Trail crosses this property with no trail easement.
12	Long Ridge Property Addition - BSA	Deferred	MAA15-003	N/A (this opportunity came up in FY2018/19 and was not part of the adopted CIAP)	Appraisal and offer made. Offer was rejected. Boy Scouts not interested in the price offered by District.	
13	El Corte de Madera Land Conservation	Deferred	VP04-001	Pursue purchase, exchange and gift opportunities (fee and/or easement) with conservation partners to connect El Corte de Madera Preserve with Upper La Honda Creek Preserve.	Trail easement acquisition not moving forward since property owner is not interested in granting a trail easement at this time.	
14	Sierra Azul Rancho de Guadalupe Land Conservation	Deferred	VP24-001	Pursue new land purchase opportunities as they become available (Reynolds Road property).	Opportunity stalled as property owner is no longer interested in selling property at this time.	
15	Lower San Gregorio Creek Watershed Land Conservation	Deferred	VP39-001	Pursue partnerships to protect water resources and agricultural lands in the Lower San Gregorio watershed, including survey and identification of riparian corridor, and drafting of a conservation easement for the riparian area with water rights counsel.	Waiting on POST to apply for NRCS grant. Deal terms have been discussed.	
16	Cal-Water Land Exchange, Teague Hill Preserve	In Progress	20125	Identify trail easement lands and consult with San Mateo County Parks.	Waiting on Cal Water to approve letter of intent. As of June 2019 deal terms have been verbally agreed to.	
17	Sierra Azul Cathedral Oaks Land Conservation	In Progress	MAA22-002	Coordinate with partner agencies, complete data collection, and transfer remaining property interests.	Waiting on Santa Clara County to schedule delinquent tax sale of property.	
18	Redwood Forest Land Opportunity	In Progress	VP15-001	Pursue purchase opportunity in Oil Creek.	District and property owner's negotiation on Oil Creek property stalled due to large gap in value of property.	
19	Sierra Azul Loma Prieta Land Conservation	In Progress	VP25-001	Pursue land purchase opportunity in upper Herbert Creek and along Loma Prieta Ridgeline.	Real Property remains in discussions and monitoring land opportunities along Loma Prieta Ridge and in the Herbert Creek Watershed.	
20	Watershed Protection Opportunity - Numerous Open Space Preserves	In Progress	VP25-002	Conduct watershed assessment (including conservation forestry) and outline purchase and protection of the Los Gatos Creek watershed, and pursue purchase.	Discussions are ongoing to arrive at a potential negotiated land purchase agreement.	
21	Irish Ridge Connection	In Progress (Added Mid-Year)	VP32-001	N/A	The terms of a potential deal have been negotiated and agreed to. Field staff has also walked and approved a potential trail connection. Waiting on San Mateo County to amend PAD zoning to implement a lot-line adjustment.	
22	Holley Easement Exchange	In Progress (Added Mid-Year)	VP53-002	N/A	Deal terms were reached and documents drafted. Approved by the Board in FY2019-20, on September 11, 2019.	**

YEAR-END REVIEW OF FY2018-19 ACTION PLAN KEY PROJECTS

	Project Name	FY2018-19 Scope Status	Project Number	FY2018-19 Adopted Project Scope	Reason for Project Scope Variances or Delays	Additional Comments
	<b>Natural Resource Protection and Restoration</b>					
23	Water Rights Assessments, Monitoring, and Reporting	Complete	31403	Facilitate regular monitoring and annual reporting of the District's water rights, and assess new water rights.		
24	Badger/Burrowing Owl Habitat Assessment	Complete	80054	Issue RFPQ for badger/burrowing owl assessment and begin fieldwork.		
25	Brush Encroachment on Rangeland	Complete	80055	Provide a literature search on the most effective methods of safely removing brush encroachment on high native biodiversity areas. Provide a long-term plan for both Toto Ranch and rangeland areas of Purisima Creek Redwoods.		
26	Cherry Springs Lake Infrastructure Operations Plan	Complete	80056	Develop operational plan for Cherry Springs water system.		
27	Climate Action Plan	Complete	80057	Complete District's Climate Action Plan and begin implementation. Improve ongoing inventory and monitoring of the District's GHG emissions. Hire consultant to advise on resource vulnerability to climate change impacts and assess opportunities to improve landscape resilience and carbon sequestration.		
28	Groundwater Well Decommissioning	Complete	80059	Initiate process to locate, assess, and estimate costs for decommissioning all abandoned wells in the District.		
29	Marbled Murrelet Recovery Planning	Complete	80060	Conduct nesting surveys at La Honda Creek and Purisima Creek Redwoods Open Space Preserves.		
30	Prescribed Fire Program Development	Complete	80003-10	Develop RFPQ for CEQA consultant and fire ecologist. Secure approval of a project description.		
31	Endangered Species Act Programmatic Permitting	Complete	80034-44	Begin programmatic permitting with U.S. Army Corps of Engineers and renewal of Regional Water Quality Control Board routine maintenance agreement. Finish assessment of state and federal permitting evaluation to determine cost and value of federal Habitat Conservation Plan and state Natural Community Conservation Plan.		
32	Purisima Creek Fence Construction, Purisima Creek Redwoods	Complete	MAA03-003	Construct cattle fencing along both sides of Purisima Creek and install gates at key access points.		
33	Russian Ridge Mindego Pond Improvement	Complete	MAA09-003	Select Design-Build firm and award contract. Firm scope includes development of project designs, plans, specifications, and permitting documents.		
34	Wildlife Corridor: Highway 17 Crossing	Complete	MAA20-001	Oversee consultant preparation of Caltrans project study report. Continue to work with partners and stakeholders.		
35	Bear Creek Redwoods Preserve Plan: Invasive Weed Treatment and Restoration	Complete	MAA21-007	Implement third year of targeted weed treatments at Bear Creek Redwoods to restore native habitats along roads and trails. Project is expected to require five years of treatment before habitats are restored to maintenance levels. Develop RFPQ for the final two years of invasive work.		
36	Bear Creek Redwoods Landfill Characterization and Remediation	Complete	MAA21-010	Develop RFP, hire consultant, conduct sampling, complete landfill characterization, and prepare final report with recommendations and cost estimates.		
37	Hendrys Creek Property Land Restoration	Complete	MAA22-001	Complete construction and earthmoving work with permitting oversight and biological monitoring.		
38	El Corte de Madera Creek Watershed Protection Plan Sediment Science	Complete	VP04-002	Complete first year of sediment and stream monitoring and data collection.		
39	San Gregorio Creek Adjudication Compliance	Complete	VP39-002	Identify and begin implementation of priority water resources actions in the San Gregorio watershed.		
40	Districtwide Pond Assessment	Deferred	80058	Issue RFPQ, develop schedule and begin surveys.	Natural Resources staff capacity was redirected to support other departments in implementing higher priority projects. Project has been deferred beyond FY2019-20.	
41	Russian Ridge Grazing Infrastructure	Deferred	MAA09-001	Complete installation of new water line and two water troughs to open the south pasture.	Project has been deferred until after FY2019-20 pending completion of CEQA and amendment to the Rangeland Management Plan (which are underway in current fiscal year).	
42	San Mateo County Vegetation Map	In Progress (Added Mid-Year)	80063	N/A	Partner agencies contacted the District to participate in multiagency project to develop a fine-scale vegetation map and share costs among agencies. Completed orthophoto acquisition, quality control on imagery, and started in the field quality check. Project will continue in FY2019-20.	

YEAR-END REVIEW OF FY2018-19 ACTION PLAN KEY PROJECTS

	Project Name	FY2018-19 Scope Status	Project Number	FY2018-19 Adopted Project Scope	Reason for Project Scope Variances or Delays	Additional Comments
<b>Natural Resource Protection and Restoration</b>						
43	Los Trancos - Page Mill Eucalyptus Removal	In Progress	61008	Submit and complete the required permits and begin tree removal.	The District has an agreement with Santa Clara County Fire Safe (SCCFS) to manage this project. Staff are working with SCCFS to start the permitting and public outreach for this project. SCCFS has committed to making progress in FY2019-20.	
44	Toto Ranch Resources Plan	In Progress	80061	Develop draft action plan to assess property and identify sensitive habitats, management actions, and habitat enhancement opportunities for rare species protection. The resources plan will inform the Rangeland Management Plan.	Began surveys for rare plants and habitats as well as assessments of ponds and other aquatic habitats. Work was delayed due to extended negotiations with tenant regarding final prescriptions and components of the Rangeland Management Plan.	
45	Water Quality Monitoring Program	In Progress	80062	Create a list of water quality issues and constituents of concerns. Review current and upcoming water quality regulations affecting the District's lands and watersheds. Gather and analyze water quality programs in similar agencies. Conduct limited stakeholder interviews with field and office staff involved in water quality, and bring in outside technical experts to help advise.	Review of other similar agencies, stakeholder interviews, and outside technical experts continued to FY2019-20 due to limited staff capacity. Project has been moved from the CIAP into operating to better describe the ongoing programmatic work.	
46	Upper La Honda Creek Grazing Infrastructure	In Progress	MAA05-002	Clean and repair existing springbox and connect water line to a cattle trough in Pasture 3 of McDonald Ranch. Construct livestock fence on the south side of La Honda Creek. Includes on-call bio consultant for preconstruction bio training and biological monitoring.	Project is on hold pending agreement with neighbor and is expected to continue in FY2019-20. Final agreement will affect location of facilities.	
47	Bear Creek Redwoods - Ponds Restoration and Water Rights	In Progress	MAA21-008	Complete Mud Lake (Phase I of ponds assessment), including local, state, and federal permitting, along with developing and releasing a Request for Bids to complete the project.	Permitting and contract amendment to construct project were completed in August 2019 due to permitting delays.	
48	Restoration Forestry Demonstration Project	In Progress	VP15-002	Working with Registered Professional Forester, conduct technical studies to support restoration forestry pilot project and initiate plans to restore degraded forest land.	Schedule was delayed due to increased staff time allocated to Bear Creek Redwoods Archaeological Resources Surveys and Monitoring to meet schedule to open preserve for public access, and characterization of the landfill site to develop remediation plans and schedule to avoid impacting the future opening of Phase II trails.	
<b>Public Access, Education, and Outreach</b>						
49	Co-Host Special Park Districts Forum	Complete	40008	Organize and guide tours of various preserves.		
50	Develop District Strategic Communications Plan	Complete	40009	Identify and hire consultant for project, and develop strategic communication plan and implementation plan.		
51	Harkins Bridge Replacement	Complete (Added Mid-Year)	MAA03-004	N/A		The bridge was anchored which was final component needed to complete the project (finished in June 2018).
52	La Honda Creek Parking Feasibility Study (former Red Barn)	Complete (Added Mid-Year)	VP05-002	N/A		In June 2018, following input from the public, the Board directed staff to help form a citizens advisory committee to help assess alternate sites for a parking area and trailhead in La Honda Creek Open Space Preserve. In FY2019, staff successfully formed the La Honda Public Access Working Group and issued an RFP for professional facilitation services to help develop process and procedures for the new committee. This project is included in the FY2019-20 CIAP.
53	Tunitas Creek Beach and Cowell-Purisima Trail Improvements	Complete (Added Mid-Year)	VP30-001	N/A		In September 2018, the Peninsula Open Space Trust and San Mateo County requested a contribution of \$500,000 to support the natural resource restoration, public access improvements, and management of Tunitas Creek Beach, and long-term management of the nearby Cowell-Purisima Trail, which is a segment of the California Coastal Trail. This opportunity was not known at time of initial action plan and budget development.
54	La Honda Creek Redwood Cabin Stabilization and Assessment	In Progress (Added Mid-Year)	MAA05-009	N/A	Received Board authorization to proceed with the structures assessment and development of various preservation options for the structure in April 2019. Options will be presented to the Board in FY2019-20 to determine next steps.	
55	Demolition & Restoration - Lobner/Lysons	In Progress (Added Mid-Year)	MAA17-002	N/A	Due to the presence of bats in the structures, the construction activity window is limited to September - November. Completed design and contractor bidding process. Project continues in FY2019-20.	

YEAR-END REVIEW OF FY2018-19 ACTION PLAN KEY PROJECTS

	Project Name	FY2018-19 Scope Status	Project Number	FY2018-19 Adopted Project Scope	Reason for Project Scope Variances or Delays	Additional Comments
<b>Public Access, Education, and Outreach</b>						
56	Cooley Landing Interpretative Facilities Design and Implementation	Complete	MAA02-001	Work with the City of East Palo Alto to implement the remaining site improvements related to Cooley Landing Park. Continue to coordinate reimbursement of eligible expenses incurred by the City. Continue to provide technical assistance. Per the City, construction will begin summer 2018 and 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. Grassroots Ecology will complete habitat restoration work (Year 3 of 3) currently funded by MAA funds.		
57	El Corte de Madera Oljon Trail Implementation	Complete	MAA04-004	Construct Oljon Trail and retire Steam Donkey Trail.		
58	La Honda Creek White Barn Structural Rehabilitation	Complete	MAA05-008	Proceed to design and assess availability of Skyline crew to perform the work. Construction for the white barn will be contracted through public bidding process if Skyline crew doesn't have availability.		
59	Rancho San Antonio - Deer Hollow Farm - White Barn Rehabilitation	Complete	MAA11-002	Select consultant to provide construction documents on the barn repairs and begin permitting process.		
60	Stevens Creek Nature Trail Bridges, Monte Bello	Complete	MAA17-004	Perform required demolition and construction of two bridges with a minor trail alignment.		
61	Bay Area Ridge Trail: Highway 17 Crossing	Complete	MAA20-002	Pre-planning, trail scouting, initial coordination with Caltrans.		
62	Bear Creek Redwoods Public Access	Complete	MAA21-005	The scope of the project includes the new parking lot, installation of new vault toilets (restrooms), an accessible pathway around the adjacent pond, and improvements to the existing patrol road on the west side of the preserve including a new retaining wall.		
63	Bear Creek Redwoods - Webb Creek Bridge	Complete	MAA21-009	This project will be completed in FY2018-19. The existing bridge will be removed and replaced with a new steel girder bridge that will be able to safely carry patrol vehicles and preserve visitors.		
64	Mt. Umunhum Summit Restoration, Parking and Landing Zone	Complete	MAA23-004	Purchase and install native plants in phase II of Mt. Umunhum Summit. Install signage at summit.		
65	Saratoga-to-Sea Regional Trail Connection	Complete	VP18-001	Project schedule and scope dependent on the City of Saratoga. Scope of work anticipated to include engineering design consultant selection and design development.		
66	Highway 17 Area Regional Trail Connections	Complete	VP20-001	Continue pre-planning, site assessment, trail alignment assessment, technical studies, preliminary trail design and outreach to regional partners and stakeholders in identifying the north to south and east to west trail connections for the regional trail crossing.		
67	Purisima Uplands Parking Area and Trail Connections	Deferred	MAA03-005	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 and perform preliminary field reconnaissance for potential trail alignment depending on location of proposed parking area. The District to provide technical assistance to POST and San Mateo County during preliminary discussions about environmental review, initiate cultural resource and biological assessments and perform baseline biological surveys within areas of future restoration work.	Project deferred and placed on hold pending negotiations with property owner on potential parking area location and completion of the Purisima Uplands property transfer.	
68	La Honda Creek Red Barn Parking Area and Easy Access Trail	Deferred	MAA05-005	Pending Board approval of a project description, complete the environmental review, conduct additional public outreach, conduct additional technical studies and secure Board approval of the site plans.	On June 12, 2018, the Board of Directors directed the General Manager to hold off further work on the project in order to form a citizens working group to evaluate alternative parking options that meet Board-directed project goals (goals include: providing access to the central area of the preserve).	

YEAR-END REVIEW OF FY2018-19 ACTION PLAN KEY PROJECTS

	Project Name	FY2018-19 Scope Status	Project Number	FY2018-19 Adopted Project Scope	Reason for Project Scope Variances or Delays	Additional Comments
<b>Public Access, Education, and Outreach</b>						
69	Upper La Honda Creek Phase II Trail Connections	Deferred	MAA05-007	Project includes pre-planning for opportunities and constraints, data collection and technical studies, and preliminary trail design.	Project put on hold pending outcomes of the La Honda Parking and Trailhead Feasibility Study to identify trail connections alignment from lower La Honda to central La Honda. FY2019-20 scope amended to prepare a summary of conceptual trail routes and combine with Lower La Honda Phase II Trails.	
70	Hawthorns Public Access Site Plan and CEQA	Deferred	MAA06-002	Complete feasibility and parking demand studies; present project goals to PNR Committee on site. If feasible and confirmed by PNR, contract design team to develop schematic plans for the Alpine Road Trail widening, a parking lot, and interior loop trail. Continue to gather public input and initiate CEQA.	Due to two Planner III vacancies, project has been deferred pending recruitment and onboarding of new planners (one Planner III vacancy remains to be filled - projected for early 2020).	
71	Ravenswood Bay Trail Design and Implementation	In Progress	MAA02-002	Complete construction documents and all permitting (building and resource agencies).	Construction documents completed; regulatory permits (USACE, BCDC, RWQCB) were issued early FY2019-20. This scope was completed as of August 2019.	**
72	Lower La Honda Creek Phase II Loop Trails	In Progress	MAA07-011	Complete engineering geological assessment, plans, and specifications for the two retaining walls, bridges, and any other required structures. Submit for grading and CDFW permits.	Original conceptual trail alignment has been modified to minimize potential impacts to natural resources. New proposed trail alignment no longer requires bridges (therefore no geotechnical investigation is needed) nor CDFW permits as originally anticipated.	
73	Alpine Road Regional Trail, Coal Creek	In Progress	MAA10-001	Secure a permit-to-enter with San Mateo County to further develop design documents and seek cost sharing agreement. Initiate the necessary studies to prepare CEQA document. Once the CEQA process has commenced, staff will prepare the regulatory permit applications.	CEQA and permitting studies did not progress as far as anticipated due to the need to complete a wetland delineation (spatial data provided to the District at the end of FY18-19). Project continues in FY2019-20.	
74	Bear Creek Redwoods Water System	In Progress	MAA21-003	Coordinate with stables design team to develop water demands and provide construction documents.	The scope of the MAA21-003 BCR Water System project is contingent upon the scope of the MAA21-004 BCR Stable Site Plan project, which changed in April 2019 per Board direction, to pursue a new Deferred Maintenance Repair scope that addresses necessary repairs while reducing total project costs (refer also to line item No. 75 below).	
75	Bear Creek Stables Site Plan Implementation	In Progress	MAA21-004	Development of construction documents is expected to continue through summer 2019. Project schedule and FY2018-19 scope may change based on Board feedback, based on review scheduled for early summer 2018.	To address the funding deficit of approximately \$6 million, the Board directed staff to evaluate further an option with Santa Clara County that focuses on deferred maintenance repairs for the stables and complies with the existing non-conforming use status of the property. The Board consequently approved a new repair scope for the project on April 25, 2019. A new schedule has been prepared to implement the new project scope.	
76	Bear Creek Redwoods - Alma College Cultural Landscape Rehabilitation Project	In Progress	MAA21-006	If project scope is confirmed by the Planning and Natural Resources Committee in FY2017-18 Q4, complete construction documents and obtain demolition/landmark alteration permit from Santa Clara County; release RFB and award contract; complete hazardous materials abatement, demolition, and stabilization of the chapel and old library. Initiate site work.	Project schedule shifted primarily due to County's Landmark Alteration Permit delays and to relocate existing bats (a necessary step to initiate on-the-ground work). The Landmark Alteration Permit delayed the project by 3-4 months. Bat relocation takes 6-9 months after construction of bat structures to allow bats to acclimate to new structures before excluding bats from buildings to be demolished. The project continues in FY2019-20.	
77	Beatty Parking Area and Trail Connections	In Progress	MAA22-004	Planning analysis, including consultant selection, site surveys and existing conditions, data collection and technical studies (cultural resources, traffic, biological, geotechnical, etc.) to support development of a concept design, environmental review and preliminary permitting. Pending completion of environmental review, design development and preliminary permitting would be initiated.	Environmental review, design development and preliminary permitting were not initiated due to a new project planning and delivery approach using inhouse design staff to bring design work to 60% that leverages inhouse expertise and saves on consultant costs. Project continues in FY2019-20. Award of contract for environmental review was approved by the Board in August 2019.	
78	Rancho San Antonio (RSA) Multimodal Access Study	In Progress	VP11-001	Pre-planning analysis and studies, stakeholder engagement.	The RFP for the parking and transportation demand analysis was delayed due to a change in the project manager and related project onboarding. The Board approved the Multimodal Transportation Study scope and implementation of short term measures in June 2019. Award of contract for the Multimodal Transportation Study is scheduled for September 25, 2019.	
79	Alma College Loop Trail, Bear Creek Redwoods OSP	In Progress	VP21-001	Hire a consultant design team to complete an update to the 2010 Road and Trail Inventory. Other technical studies will be completed. Preliminary designs will be completed for trail and associated structures.	This and other separate BCR Phase II trail projects were merged into MAA21-011 BCR Phase II Trail Improvements to streamline work while developing vendor contracts, grant agreements, and other administrative tasks. Consultant contract was awarded in May 2019. This project continues in FY2019-20.	

YEAR-END REVIEW OF FY2018-19 ACTION PLAN KEY PROJECTS

	Project Name	FY2018-19 Scope Status	Project Number	FY2018-19 Adopted Project Scope	Reason for Project Scope Variances or Delays	Additional Comments
<b>Public Access, Education, and Outreach</b>						
80	Briggs Creek Trail, Bear Creek Redwoods OSP	In Progress	VP21-002	Hire a consultant design team to complete an update to the 2010 Road and Trail Inventory. Other technical studies will be completed. Preliminary designs will be completed for trail and associated structures.	This and other separate BCR Phase II trail projects were merged into MAA21-011 BCR Phase II Trail Improvements to streamline work while developing vendor contracts, grant agreements, and other administrative tasks. Consultant contract awarded in May 2019. This project continues in FY2019-20.	
81	Multi-Use Trail, Bear Creek Redwoods OSP	In Progress	VP21-003	Staff will hire a consultant design team to complete an update to the 2010 Road and Trail Inventory. Other technical studies will be completed. A feasibility studies will be completed to determine if the reuse potential for the historic trestle bridge over Briggs Creek. Sections of the preliminary alignment will be identified. Staff will initiate discussions with CalTrans and the County regarding the additional traffic controls at the HWY 17 interchange and Summit Road.	This and other separate BCR Phase II trail projects were merged into MAA21-011 BCR Phase II Trail Improvements to streamline work while developing vendor contracts, grant agreements, and other administrative tasks. Consultant contract awarded in May 2019. This project continues in FY2019-20.	
82	Public Loop Trail Connecting to Stables, Bear Creek Redwoods OSP	In Progress	VP21-004	Hire a consultant design team to complete an update to the 2010 Road and Trail Inventory. Other technical studies will be completed. Preliminary designs will be completed for trail and associated structures.	This and other separate BCR Phase II trail projects were merged into MAA21-011 BCR Phase II Trail Improvements to streamline work while developing vendor contracts, grant agreements, and other administrative tasks. Consultant contract awarded in May 2019. This project continues in FY2019-20.	
83	Purisima Creek Redwoods Bridge 1 Redecking	In Progress	VP33-001	Includes biological awareness training and biological monitoring.	Limited construction season due to Marbled Murrelet, an endangered species. Scheduled for completion in Fall of 2019.	
84	Cooley Landing Park Business and Operation Plan	In Progress	VP38-001	Partner with City of East Palo Alto to develop a business and operating plan for Cooley Landing Park.	Awaiting for City of East Palo Alto capacity to move forward with the project. Discussions with the City planned for fall/winter of 2019.	
<b>Infrastructure (Vehicles, Equipment, Facilities) and Other</b>						
85	Administrative Office (AO) Facility	Complete	31202	Select an architectural/engineering team to further the programming, begin conceptual design, and initiate environmental review.		
86	ADA Self-Assessment and Transition Plan Update	Complete	31401	Development of Self-evaluation and Transition Plan update, public presentations of Draft Plan, staff trainings, and presentation of Final Plan for Board review for approval.		
87	Purisima Creek Restroom Replacement	Complete	35003	This project will begin and end in FY2018-19. The scope of work includes permitting, pre-construction surveying for sensitive species, consultant civil engineering services, environmental review, demolition of existing restroom building and vault, installation of the new restroom and vault, and construction of an ADA compliant concrete ramp for restroom access. Scope includes tree removal (three) from the restroom location and on-site biological training.		
88	Sierra Azul Ranger Residence	Complete	35004	Conduct feasibility studies of various sites.		
89	Work Order & Asset Management System	Complete	51701	Implement work order and asset management system.		
90	Real Property Database	Complete	51703	Identify requirements and evaluate solutions in order to select a real property database.		
91	Monte Bello Site Driveway Improvements	Complete	61003	Complete driveway improvements. Biomonitoring to be performed.		
92	Tunitas Creek – Tunitas Ranch Driveway Improvements	Complete	61004	Complete asphalt improvements to entry driveway; biomonitoring to be performed.		
93	La Honda Creek Point of Diversion 17 Water Line Replacement	Complete	61007	Complete construction of new water line. Biomonitoring to be performed.		
94	ADA Barrier Removal	Complete (Added Mid-Year)	31901	N/A		Project added after completion of the ADA Self-Assessment and Transition Plan Update to begin implementation of the plan. Completed temporary repairs to the Cordilleras easy access trail and initiated removal of block stiles that impede access into preserves.

YEAR-END REVIEW OF FY2018-19 ACTION PLAN KEY PROJECTS

	Project Name	FY2018-19 Scope Status	Project Number	FY2018-19 Adopted Project Scope	Reason for Project Scope Variances or Delays	Additional Comments
<b>Infrastructure (Vehicles, Equipment, Facilities) and Other</b>						
95	Vehicle and Machinery/Equipment Purchases	Complete	Vehicles & Machinery	Five patrol vehicles and one maintenance vehicle that have reached their end of life and will be replaced and sold at auction. Two additional maintenance vehicles will be purchased in FY19 to support increased operations in the field and upcoming MAA and capital projects: 1) one flat bed dump truck to support increased work for small roads and material transport, and 2) one dump truck to support special projects crews. Additionally, five new machinery/equipment purchases will be purchased to support crews and increased work: 1) two equipment transport trailers needed to transport large equipment; one for each field office, 2) one small excavator for Foothills Field Office, 3) one landscape tractor, and 4) one mid-size excavator for Skyline Field Office. One new transport truck will be added to the AO fleet to support ongoing project delivery.		
96	Driscoll Water Line Installation (Pasture 1), La Honda	Complete	VP07-001	Tenant to complete installation of new water line, storage tank, and water trough. Biomonitoring to be performed.		
97	Mt. Umunhum - Radar Tower 2nd Assessment	Complete	VP23-001	Select engineering consultant develop a Basis of Design summarizing long-term "Seal and Retain" work items and estimates construction costs.		
98	Tunitas Creek -Toto Ranch Driveway Improvements	Deferred	61001	Complete driveway improvements. Biomonitoring to be performed.	Deferred due to limited staff capacity and an unexpected requirement for a archaeological assessment for Star Hill Road (a result of CEQA for the Toto Ranch Rangeland Management Plan).	The archaeological assessment request impacted the schedule for final drawings/specs for the driveway.
99	4150 Sears Ranch Road Water and Driveway	Deferred	61005	Complete road specification and drawings, permitting, and bidding of Phase I.	Deferred due to limited staff capacity and a number of unforeseen large property management projects occurring in FY2018-19.	Unforeseen large property management projects included a new heating system at Thornewood residence, replacement of 510 feet of water line at the La Honda ranger residence, and structural repairs at the Sherrill house.
100	South Area Field Office	In Progress	31601	Architectural/Engineering team will finish construction document and permitting. Construction may begin in Q4.	Permitting and construction delayed due to construction estimates coming in higher than anticipated, requiring additional staff time to work with the consultant to value engineer and reduce the total estimated project cost. Project continues in FY2019-20.	
101	District Wide Fiber Optics	In Progress	51702	Install fiber-optic connections to all offices to improve network bandwidth and quality of service.	Project schedule shifted due to unanticipated permit delays. Project slated to be completed in early FY2019-20.	
102	Russian Ridge - Quam Residence Driveway Improvement	In Progress	61002	Completion of Phase I improvements. Phase I – improvements adjacent to the Bergman residence and inholding to RR10	Project delayed pending Board review of repair costs based on bids received to confirm next steps, including whether to proceed with the driveway repairs. This project continues in FY2019-20.	
103	Big Dipper Ranch Spring Work, Skyline Ridge	In Progress	61006	This project will locate both springs and associated water lines, clean and repair/replace as required, as well as assess the water system collection basin and make necessary repairs. Biomonitoring to be performed.	Project rescope to include road improvements. Completed repairs to one spring box and replaced water lines. Second spring box will be repaired in early FY 2019-20.	
104	Russian Ridge - Bergman Residences Reconstruction	In Progress	61009	Complete renovations at Main, Old, Guest, and Carriage House at 20000 Skyline Blvd after warranting structures with San Mateo County. Biomonitoring to be performed.	The County required removal (demolition) of pre-existing non-permitted additions of the Old, Guest, and Carriage houses. Due to staff resource availability, the Main and Old house renovations were deferred to FY2019-20. Board awarded a contract for the Main and Old house in August 2019 and work is underway.	
105	Toto Ranch Well Drilling and Construction, Tunitas Creek	In Progress	61010	Locate and drill a well. Biomonitoring to be performed.	Project delayed while staff resolved potential historic road concerns and resolved CEQA questions before submitting for permits. This project continues in FY2019-20.	
106	Hawthorns Historic Complex Partnership and Lease	In Progress	VP06-001	Allow potential partners to perform assessments and consult with the Town of Portola Valley. The District to perform architectural review of proposal.	Entered into a license agreement with the potential partner to begin site assessments. Potential partner also began consultations with the Town that raised concerns regarding project viability. Further discussions with the Town are scheduled for October 2019.	
107	Agricultural Workforce Housing - La Honda Creek	In Progress	VP07-002	Select Design Build team to provide construction document and permitting, and begin construction. Work with San Mateo County to secure forgivable agricultural workforce housing loan.	The project scope changed. Rather than designing and constructing a new housing structure, the Board directed the repairs to an existing house and its designation as agricultural workforce housing. Project continues in FY2019-20.	

\*\* Project scope has been completed as of the date of this report.