



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

May 14, 2020

The Board of Directors conducted this meeting in accordance with California Governor Newsom's Executive Order N-29-20. All Board members and staff participated via teleconference.

DRAFT MINUTES

ROLL CALL

Director Riffle called the meeting to order at 1:30 p.m.

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

Members Absent: None

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Chief Financial Officer Stefan Jaskulak, Assistant General Manager Brian Malone, Assistant General Manager Susanna Chan, Controller Mike Foster, District Clerk/Assistant to the General Manager Jennifer Woodworth, Budget & Analysis Manager Carmen Narayanan, Natural Resources Manager Kirk Lenington, Visitor Services Manager Matt Anderson, Planning Manager Jane Mark, Land & Facilities Manager Michael Jurich, Engineering & Construction Manager Jay Lin, Information Systems & Technology Manager Casey Hiatt, Public Affairs Manager Kori Skinner, Real Property Manager Mike Williams, Budget Analyst I Lupe Hernandez, and Budget Analyst I Elissa Martinez

ADOPTION OF AGENDA

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

ROLL CALL VOTE: 3-0-0

ORAL COMMUNICATIONS

District Clerk Jennifer Woodworth reported no public comments have been submitted.

COMMITTEE BUSINESS

1. Select a Committee Chair for Calendar Year 2020

Director Cyr nominated Director Kishimoto to serve as the Action Plan and Budget Committee Chair for Calendar Year 2020.

Director Kishimoto accepted the nomination.

ROLL CALL VOTE: 3-0-0

2. Approve the June 18, 2019 Action Plan & Budget Committee Minutes

Motion: Director Riffle moved, and Director Cyr seconded the motion to approve the Action Plan and Budget Committee minutes for June 18, 2019.

ROLL CALL VOTE: 3-0-0

3. Proposed Fiscal Year 2020-21 Budget and Action Plan Overview (R-20-47)

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an overview of the FY2020-21 budget. Mr. Jaskulak described the District's response to the COVID-19 fiscal impacts, including flat general fund expenditures, no new staff positions, and a review of projects for potential deferral.

Director Riffle inquired if additional adjustments may be necessary based on the ongoing nature of the COVID-19 pandemic.

Mr. Jaskulak reported District staff have been very conservative in their revenue projections and budgeting and are prepared to complete additional budget reviews and adjustments as needed.

Mr. Jaskulak compared the proposed FY2020-21 budget to the adopted FY2019-20 budget. Mr. Jaskulak described the budget by funding source, including Measure AA, grants, and general fund, and changes to the proposed budget since the Board's February retreat. Mr. Jaskulak described the cash projections and funding revenues forecast for the upcoming budget year as compared to previous budget years.

Director Riffle suggested comparing current revenue trends with the previous 2008 recession to look for potential lessons learned.

Director Kishimoto commented on the relative stability of District revenues as compared with other municipalities.

District Controller Mike Foster provided information regarding the stability of District revenues during the 2008 recession stating they only dipped by .5% during 2009.

Director Riffle suggested the quarterly budget adjustments may need to be more robust discussions for the Board to receive and understand current financial information from the county, state, and federal levels.

Mr. Foster provided information regarding his FY2020-21 general fund tax forecast and information received from the counties regarding property tax revenue.

Mr. Jaskulak reviewed the proposed FY2020-21 budget by fund and the five-year trend for expenses by fund, including Measure AA expenses. Mr. Jaskulak reported no new full-time equivalents (FTE) are proposed for FY2020-21 and reviewed the proposed budget for the District's departments.

Assistant General Manager Brian Malone reviewed areas of interest for the Capital Improvement and Action Plan, including projects supporting agriculture, diversity, and fire prevention, such as agricultural workforce housing, ADA barrier removal, Rancho San Antonio multimodal access study, and wildland fire resiliency and prescribed fire programs.

Assistant General Manager Susanna Chan presented the Land Acquisition and Preservation Program, including proposed acquisitions of the South Cowell, Tabachnik, and Johnston Ranch properties, El Sereno wildlife corridors and connection trails, and Lower San Gregorio Creek watershed land conservation, and creation of a land conservation guidance document.

Director Kishimoto suggested clarifying the name of the Tabachnik property in the budget documents and presentation.

Director Kishimoto requested and received an update on Measure AA projects completed for the Land Acquisition and Preservation program, including San Jose Water Company land acquisition negotiations, trail connections, wildlife corridors, etc.

Mr. Brian Malone presented the Natural Resource Protection and Restoration Program, including review and development of an agriculture policy, environmental review of the Highway 17 wildlife crossing, Lone Madrone fence installation, wildlife studies for badger/burrowing owl habitat assessment and mountain lions, and continued climate action plan implementation.

Mr. Malone reported staff will be reviewing the proposed budget further to identify additional areas for cuts to reflect reduced revenues.

Mr. Jaskulak reported the budget could be amended later to include the additional funds if available.

The Committee continued the item to the following Action Plan and Budget Committee meeting on May 19, 2020.

ADJOURNMENT

Director Kishimoto adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 4:26 p.m.

Jennifer Woodworth, MMC
District Clerk