



Midpeninsula Regional
Open Space District

ACTION PLAN AND BUDGET COMMITTEE

May 19, 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 Kishimoto 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 Kishimoto moved, and Director Cyr 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. Continued Discussion of 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 changes to the proposed FY2020-21 budget based on recent information learned

about lower revenues for the upcoming fiscal year. Mr. Jaskulak displayed revenue trends for the District back to FY2007-08.

Director Kishimoto inquired regarding the removal of District interns from the budget stating interns are important positions that will help provide jobs during an unstable economy.

Mr. Jaskulak stated it is a reduction to Natural Resources interns and represents two intern positions, and the reduction to Humans Resources interns is due to a lack of physical office space for an intern.

Assistant General Manager Brian Malone stated that the reduction of Natural Resources interns is for this summer when many staff members will be out of the office due to COVID-19 precautions.

Assistant General Manager Susanna Chan reviewed projects included in the Public Access, Education, and Outreach program, including numerous regional trails, such as the Ravenswood Bay Trail, Purisima-to-the-Sea Trail, and Alpine Road Regional Trail; Districtwide ADA barrier removal; and expanding public access at District preserves, such as at La Honda Creek Redwoods and Bear Creek Redwoods Preserves.

Directors Cyr and Riffle suggested including project page number for each project in the presentation to help Board members find the correct project.

The Committee members requested and received clarification regarding various projects.

Director Kishimoto suggested including a description of the scope of La Honda White Barn rehabilitation in the presentation.

Mr. Malone described projects included in the Assets and Organizational Support Program. Projects include agricultural workforce housing at the La Honda Creek Open Space Preserve, property management for residential, office, and other building sites, and improvements to business system and administrative processes.

Director Kishimoto commented on the office space at 5050 El Camino Real and whether the full amount of office space would still be needed if telecommuting options are expanded.

Mr. Malone reported that the District was previously looking into expanding the telecommuting options and will apply this as appropriate to District policies following the end of the shelter in place to assist with lowering greenhouse gas emissions.

Ms. Chan reported District staff is looking into the impact of social distancing and telecommuting on the 5050 El Camino Real office building design. Additional information will be provided to the Board in July.

Director Riffle requested an update related to implementation of the Climate Action Plan and when staff would be conducting another greenhouse gas study.

Mr. Malone reported various projects supporting the Climate Action Plan are included in several capital and operating projects. Staff will conduct the greenhouse gas study and the end of the fiscal year, and the study is completed every two years.

Director Kishimoto inquired regarding options for continuing streaming public meetings.

General Manager Ana Ruiz reported staff is looking into streaming options and would require Board policy direction since it is a change to policy.

General Counsel Hilary Stevenson suggested the Board discuss this topic when it considers terminating the Districtwide emergency it declared in response to COVID-19

Public comments opened at 3:27 p.m.

District Clerk Jennifer Woodworth reported no public comments were received for this item.

Public comments closed at 3:27 p.m.

Director Riffle suggested including information in the budget book that aligns projects with the Board's strategic goals and objectives as approved at the Board retreat in order to show how the Budget and Action Plan support the goals and objectives.

Mr. Jaskulak stated staff can provide high level information to show the budget and projects align with the Board-approved goals and objectives.

Motion: Director Cyr moved, and Director Riffle seconded the motion to recommend Board adoption of the Fiscal Year 2020-21 Budget and Action Plan.

ROLL CALL VOTE: 3-0-0

ADJOURNMENT

Director Kishimoto adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 3:40 p.m.

Jennifer Woodworth, MMC
District Clerk