



Midpeninsula Regional  
Open Space District

R-20-106  
Meeting 20-22  
September 23, 2020

## AGENDA ITEM 5

### AGENDA ITEM

Fiscal Year ending June 30, 2020 Annual Year End Report

### GENERAL MANAGER'S RECOMMENDATION

No Board action required.

### 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 113 Key Action Plan Projects. Of this total, 109 projects were approved as part of the Fiscal Year (FY) 20 Capital Improvement and Action Plan by the Board of Directors (Board) in June 2019, and 4 were subsequently added and approved during the fiscal year. The District fully completed or made considerable progress on 101 Key Action Plan Projects, or 89% of the 113 total projects, despite the COVID 19 pandemic and public health orders temporarily delaying progress on many projects due to shelter-in-place orders and shifting priorities to ensure preserves visitors and staff remain safe. A significant Vision Plan and Measure AA-funded project nearly completed last fiscal year was the Ravenswood Bay Trail connection at Ravenswood Open Space Preserve (opened to public access in July). A comprehensive list of notable accomplishments is captured in the FY20 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 FY20 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 FY20 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 FY20 Action Plan, as well as unanticipated projects initiated during the fiscal year. Highlights of the major accomplishments are provided below.

- ❖ Neared completion of a new 0.6-mile segment of the San Francisco Bay Trail with construction of a new boardwalk and bridge across sensitive bayland wetlands that closes a critical regional trail gap at *Ravenswood Preserve* creating 80 miles of continuous Bay Trail access (grand opening occurred in July 2020).
- ❖ Completed final elements of the Phase I public access projects at *Bear Creek Redwoods Preserve*, including restroom construction, adjustments to the new ADA-accessible Upper Lake loop trail, and final parking area construction punch list items.
- ❖ Purchased, exchanged or received gifts of 542.6 acres of open space lands valued at \$12.668 million dollars, including the purchase of the 540-acre Gordon Ridge property as an addition to *Tunitas Creek Preserve* -- advances land conservation opportunities in Vision Plan Portfolio 32 to support additional watershed preservation and conservation grazing.
- ❖ Made significant progress to bring new District office facilities on line for improved administrative functions and delivery of projects and services:
  - Worked closely with the Board to develop and complete 90% of the construction documents for the Administrative Office (AO) project (ahead of schedule). Started permit review with the City of Los Altos. Once complete, the AO project will house all AO staff, saving money on office rentals over the long-term and providing project delivery efficiency by facilitating increased staff collaboration and improved communications.
  - Selected the general contractor for the South Area Field Office, a new facility that will improve response and travel times for patrol and maintenance of south area preserves. Completed 50% of the construction work, including all demolition work, foundation repairs, exterior storm drain utility work, and utilities on the interior of the building shell. All work passed initial inspections.
- ❖ In response to COVID-19:
  - Coordinated extensively to comply with and educate visitors on public health requirements, monitoring county health orders, and implementing preserve and facility closures as needed. Developed and installed signage and coordinated with public health officials and adjacent park agencies to keep preserves open and accessible to the greatest extent possible while ensuring public safety. Developed one-way trails for heavily used narrow trails.
  - Assisted partner agencies in developing communications toolkit on recreating responsibly, including public service announcements, press releases, graphics, videos, and social media messaging. Created Peninsula and South Bay regional open space and parks map with partners for use on [BayAreaOutdoors.org](https://www.bayareaoutdoors.org) website to promote safe recreation.
  - Developed timely and extensive safety protocols, processes, procedures, and trainings to limit the spread of COVID-19 and to keep the workforce and public safe. These efforts included securing and distributing personal protective equipment, setting up

all AO staff to work remotely, adjusting reporting locations and schedules to minimize contact for field staff, and ensuring staff follow health guidelines set forth by federal, state and local authorities.

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

The FY20 Action Plan, for the period July 1, 2019 to June 30, 2020, was adopted by the Board at its Regular meeting on June 26, 2019 (R-19-82). Of the 113 Key Action Plan Projects, the District made considerable progress on 101 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 41 Key Projects, or 36%, as of June 30, 2020. A total of 60 Key Projects, or 53%, remain in progress, and the remaining 12 projects, or 11%, were deferred to FY21 or beyond, or cancelled. The two cancelled projects were determined to be unnecessary due to changes in circumstances (see Attachment 2, items 112 and 113 for more details).

Compared to prior years, the District is in line with the percentage of action plan items completed and in progress. The District made progress on 89% of the total projects undertaken in FY20, compared to 89% in FY19, and 95% in FY18. While less action plan project scopes were completed this year, the District made progress on most of the action plan items considering unusual circumstances with the arrival of COVID-19 in 2020.

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

Project Status	FY20		FY19		FY18	
	Total	Total (%)	Total	Total (%)	Total	Total (%)
Complete	41	36%	57	53%	60	46%
In Progress	60	53%	38	36%	55	43%
Deferred or Cancelled	12	11%	12	11%	14	11%
<b>Total</b>	<b>113</b>	<b>100%</b>	<b>107</b>	<b>100%</b>	<b>129</b>	<b>100%</b>

A total of 113 key action plan projects were adopted by the Board last fiscal year; 109 at the time of Budget and Action Plan adoption and an additional four (4) during the fiscal year. One of the projects added during the fiscal year was related to land acquisition; the Gallaway Property Purchase. Others include District Wide Fiber Optics, Tunitas Creek - Toto Ranch Driveway Improvements, and Parking Area Naming Conventions. Attachment 2 includes details on these project additions.

**FISCAL IMPACT**

The Annual Accomplishments report and FY20 Action Plan Year-End review have no fiscal impact on the FY21 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 2020 Major Accomplishments
2. Year-End Review of Fiscal Year 2020 Action Plan Key Projects

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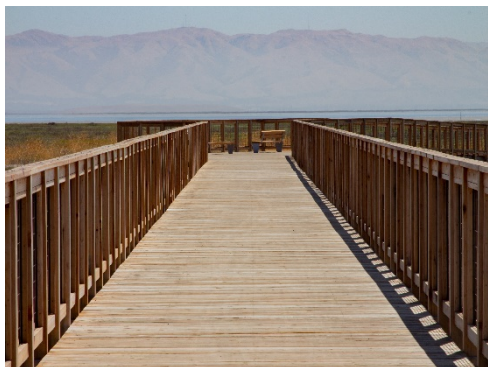
Ana María Ruiz, General Manager



Midpeninsula Regional Open Space District

# Major Accomplishments Report

July 1, 2019- June 30, 2020



# FY20 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 and education.*

### **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 the Midpeninsula Regional Open Space District's (Midpen) 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 and preserving rural character.

These extensive and varied accomplishments include major projects to expand public access to preserves, including completing the Ravenswood Bay Trail connection at Ravenswood Open Space Preserve. They also show extensive progress on resource restoration priorities; education and outreach to diverse visitors; collaborative conservation and educational partnerships with other organizations; and the ongoing operational requirements of preserving nearly 65,000 acres of public open space.

On the San Mateo County Coast, accomplishments also include improving agricultural infrastructure to continue the conservation grazing program to protect coastal grasslands and preserving the Coast's rural character and scenic open landscapes. 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.

COVID 19 had a major impact on project and program delivery. Field staff operations were limited to essential operations. All group events, permit, volunteer activities were cancelled. All construction activities were shut down or delayed. Many staff efforts were shifted to keeping preserves open as a haven for safe outdoor recreation which was one of the few outlets allowed for the public under shelter in place orders. Midpen saw record visitation levels through the end of the fiscal year and continuing currently. Field staff has been active managing increased use.



All in all, FY20 was a busy, productive, and rewarding year! Much was accomplished and staff were able to shift gears and work to keep preserves open as an essential activity for public physical and mental health.

#### LAND ACQUISITION AND PRESERVATION

- ❖ Purchased, exchanged or received gifts of 542.6 acres of open space lands valued at \$12.668 million dollars, including:
  - Purchase of the 540-acre Gordon Ridge property as an addition to ***Tunitas Creek Preserve*** -- advances land conservation opportunities in Vision Plan Portfolio 32 to support additional watershed preservation and conservation grazing.
  - Purchase of the 1.7-acre Chet Gallaway property as an addition to ***El Corte de Madera Creek Preserve*** -- advances land conservation opportunities in Measure AA portfolio 4 to support recreational trail access and water quality projects.
  - Received three Redwood Park gift parcels totaling 0.4 acres as part of ***Purisima Creek Redwoods Preserve***.
  - Negotiated an exchange of easements that has secured public access over a portion of private property along a segment of the popular Kennedy Trail in the ***Sierra Azul Preserve***.
- ❖ Made significant progress working with San Mateo County and received County Planning Commission approval to amend the Local Coastal Program zoning and subdivision ordinances to ensure consistency between County regulations and the California Coastal Act as it effects public open space lands and provisions that support agricultural activities while also allowing public recreational uses. Efforts encompassed presentations and discussions at 14 public and community meetings, including the Farm Bureau, Agricultural Advisory Committee, Pescadero Municipal Advisory Committee and MidCoast Advisory Council.
- ❖ Received board approval for the acquisition of the 151-acre Irish Ridge property, valued at \$1.562 million dollars as an addition to ***Tunitas Creek Preserve***. Completing the acquisition is contingent on San Mateo County approving a land division application.
- ❖ Made significant progress on the acquisition of the 371-acre South Cowell Ranch upland property as an addition to ***Purisima Creek Redwoods Preserve***. Completed due diligence studies and investigations. Proceeding with the potential acquisition in partnership with Peninsula Open Space Trust.
- ❖ Made significant progress on the acquisition of the 182-acre San Jose Water Company inholding in ***El Sereno Preserve***. Board approval is scheduled for July 2020.

#### NATURAL RESOURCES PROTECTION AND RESTORATION

- ❖ Continued natural resources protection and restoration projects in ***Bear Creek Redwoods Preserve***, including:

- Completed the Mud Lake improvements project, replacing the spillway and outlet, installing 115 linear feet of storm water swale improvements, replacing 200 linear feet of storm water culverts, and replacing a 60-foot long culvert under Bear Creek Road. A funding agreement between Midpen and the County of Santa Clara was executed in September 2019, reimbursing Midpen for the Bear Creek Road culvert replacement work. This project protects pond habitats, reconnects the pond to its natural stream, and protects Bear Creek Road from flood risks.
  - Began third year of targeted invasive species removal with partial funding from a five-year Valley Water grant. Treated select sites considered the most important and/or where plant life stage was most conducive to treatment.
  - Removed overgrown trees from a former Christmas tree farm and planted native trees to restore the site to a natural condition.
  - Completed site investigations and preliminary historic resource evaluations for an old landfill.
- ❖ Completed third (and final) year of a stream gauge and sediment study at ***El Corte de Madera Creek Preserve*** to assess the effectiveness of erosion reduction projects completed under the preserve-wide Watershed Protection Program; findings have concluded a net reduction of sediment in important fishery streams – furthering the goals of the 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 eight of a multi-agency coordinated monitoring effort to reduce mercury within the Guadalupe River watershed.
    - Final Cherry Springs Lake Infrastructure Operations Plan for the long-term maintenance of the Cherry Springs water system and lake water levels.
    - Invasive weed work at the Twin Creeks property to remove non-native invasive plants within a lush riparian corridor with perennial streams.
    - Invasive plant monitoring and management as follow-up work for the Hendrys Creek Land Restoration project to protect creek habitat, reduce sedimentation, and ensure the success of land restoration efforts.
  - ❖ Continued our partnership with the San Mateo County Resource Conservation District to conduct outreach and treatment of high-priority invasive plants on adjacent private properties, thus expanding citizen awareness and action to control invasive plants on private lands and also avoid re-infestation of adjacent, protected open space lands.
  - ❖ Continued the Highway 17 Wildlife and Regional Trail Crossings Project that will provide a safe wildlife corridor and a separate regional trail crossing across Highway 17.



- Collaborated with partner agencies (Caltrans, Santa Clara County Parks, Valley Water, Bay Area Ridge Trail) to identify opportunities for a Highway 17 public trail crossing to close a major gap in the regional trail system.
  - Completed a feasibility study of potential trail routes for a future trail crossing. The study was reviewed by the public and agency partners.
  - Completed a Project Study Report and initiated the Project Approval and Environmental Document phase of work with Caltrans.
  - Hired consultant team to assist Midpen with California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) compliance and Caltrans documentation.
- ❖ Provided support related to natural resource protection and restoration, including:
- Updated the resource management chapter of both the Ranger Operations and Maintenance Operations manuals with information and guidance related to natural resources trainings, avoidance of special status species, wildlife response, conservation grazing, and other related topics.
  - Completed digitization of cultural resources files in a centralized, secure location and developed GIS and records systems to make data easily available for future project needs and assessments.
  - Made progress on creating a San Mateo County Vegetation Map: consultants delivered 6-inch ortho-imagery, 1-foot elevation contours, canopy height and canopy closure models, impervious surfaces and ladder fuels maps. These data improve scientific understanding of vegetation conditions and changes, allowing Midpen and adjacent agencies to better manage fire and fuel projects in the wildland-urban interface.
  - Monitored 17 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 sixth year of Invasive Pest Management 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 20 new invasive species management projects, adding 12.9 acres to the 1,251 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. Waiting on the final report regarding phytophthora infestations on Midpen lands.

- Continued sudden oak death research in partnership with UC Berkeley and the U.S. Forest Service to study distribution, spread, and treatment methodologies for the forest disease pathogen.
- Completed surveys of the federally-threatened and state-endangered Marbled murrelet and surveyed additional sites (year one of two) at ***La Honda Creek Preserve***. Purchased, deployed and began to analyze acoustic unit data.
- Provided ongoing support (permitting, CEQA compliance, preconstruction surveys, construction monitoring) for priority Measure AA projects.
- Managed 22 on-call biological consultants to support Midpen projects.
- Actively participated in the Wildlife Society and attended the Western Section Wildlife Society Conference.
- Collaborated with outside researchers to perform rare plants surveys and perform bird counts at multiple preserves.
- Completed a third greenhouse gas inventory of administrative operations in support of Midpen's Climate Action Plan, adopted in October 2018, to reduce in-house operational carbon emissions.
- Entered into contract with San Francisco Estuary Institute to convene a multi-disciplinary Science Advisory Panel to conduct scientific review on key Midpen topics. The board selected the following three research topics for the panel to evaluate:
  - How can Midpen effectively and efficiently monitor changes in priority plant and animal populations at the landscape scale?
  - What are the visitation and recreational use benefits and trade-offs to fulfilling Midpen goals, including natural resource protection and ecologically-sensitive public enjoyment and education?
  - Review of cattle grazing benefits and impacts:
    - What is the net climate impact of cattle grazing (e.g., potential increase in soil carbon minus cattle methane emissions)? What are Midpen's options, such as grazing regimes or dietary additives, to reduce emissions from cattle grazing?
    - What are the current scientific results on the effectiveness of managing grasslands and reducing fire risk with cattle grazing?
    - How does cattle grazing as a land management strategy compare to alternatives in achieving Midpen goals including climate protection and what are the trade-offs?
- Completed a water rights investigation and a geotechnical study for the Toto Ponds Management Planning Project.

- Completed first round of fall, winter and spring (limited) surveys for the Badger/Burrowing Owl Habitat Assessment Project, confirming presence of both species at various preserve locations.
- ❖ Completed numerous resource agency permit streamlining efforts, including:
  - Drafted the program manual for the Programmatic Permitting Project in coordination with the Wildland Fire Resiliency Program that addresses species and resource considerations for routine maintenance, habitat restoration, and small-scale projects on Midpen lands.
  - Maintained strong relationships with U.S. Fish and Wildlife Service and California Department of Fish and Wildlife to support protected species recovery work.
- ❖ Completed projects that support Midpen’s conservation grazing program, including:
  - Third year of adjudication compliance monitoring and actions to improve water use and management of San Gregorio Creek.
  - Completed key steps for the **Russian Ridge Preserve** Mindego Pond Improvements Project: construction documents, basis of design, Integrated Pest Management Plan, and vegetation management plan. Received a grazing exemption from the San Mateo County Resource Conservation District, a Section 404 permit from the U.S. Army Corp of Engineers, and a Section 401 Permit from the Regional Water Quality Control Board. Construction of the pond repairs is planned for the fall 2020.
  - Held agricultural producer site tours with the Board and a public agency workshop to gather information to update Midpen’s agriculture policies. Held stakeholder and public meetings to further refine the proposed Grazing Management Policy Amendment, which will be brought to the Board in fall 2020.
  - Developed the scope of work for the Purisima Creek fence construction project, completed the bid process, and awarded a contract; work to begin summer of 2020.
  - Completed a virtual bid process for the Upper La Honda Creek Grazing Infrastructure Project and awarded a contract for construction; work to be completed by late 2020.
  - Completed repairs to part of the spring system at Big Dipper Ranch.
  - Completed the Toto Ranch barn roof and perimeter fence repairs at **Tunitas Creek Preserve**.

#### PUBLIC ACCESS, EDUCATION AND OUTREACH

- ❖ Neared completion of a new 0.6-mile segment of the San Francisco Bay Trail with construction of a new boardwalk and bridge across sensitive bayland wetlands that closes a critical regional trail gap at **Ravenswood Preserve** that will create 80 miles of continuous Bay Trail access.
  - Kicked off the Ravenswood Bay Trail project with a community celebration that recognized the work of dozens of partners.

- ❖ Assisted the City of East Palo Alto in further developing the adjacent Cooley Landing Park by funding habitat restoration work led by Grassroots Ecology to install native plants trail junctions and a native plant trash screen near the parking area.
- ❖ Continued progress on Phase 2 public access projects at ***Bear Creek Redwoods Preserve***, improvements included:
  - Completed restroom construction, adjustments to the new ADA-accessible loop trail, and final punch list items as part of the Bear Creek Redwoods Parking Area construction. Submitted a Notice of Completion to the county for this completed project.
  - Submitted a complete permit application for the Bear Creek Stables Repairs to the County of Santa Clara and confirmed water demands for fire protection for the site.
  - Received permits from Santa Clara County for removal of select dilapidated structures at the preserve and successfully bid and awarded the work, which is scheduled to occur in the fall of 2020. The site cleanup is a critical step for opening the area located east of the new parking lot to public access by removing public safety hazards.
  - Completed the Phase 2 Trail feasibility analysis, basis of design document, preliminary design for new trail structures, protocol botanical surveys, and a cultural/biological resources report in preparation for upcoming trail construction in the northeastern area of the preserve to open this area to public access.
- ❖ Made further progress to convert an old roadbed for recreational trail access known as the Alpine Trail in ***Coal Creek Preserve***, including completion of 65% design documents, an alternatives analysis report, geotechnical investigations and report, wetland and riparian delineation, and botanical surveys and report. Drafted the environmental compliance document, which will soon be released for public comment. Executed a memorandum of understanding with the County of San Mateo regarding the potential transfer of road alignment to Midpen for future management and maintenance.
- ❖ Completed Phase 3 and 4 of the new Oljon Trail connecting Steam Donkey to the Springboard Trail, including final construction and restoration work associated with the Watershed Protection Program at ***El Corte de Madera Creek Preserve***.
  - Celebrated completion of the Oljon Trail project with public ribbon-cutting event that included community partners and user groups.
- ❖ Continued efforts to open additional areas of ***La Honda Creek Preserve*** to the public, including:
  - Formed a Public Access Work Group with constituent representative(s) from each ward and two Board liaisons to identify new, viable parking area and trailhead options to open the central area of the preserve to public access. Held seven working Group meetings between August 2019 and March 2020. The Working Group

- recommendations are scheduled to be presented to the Planning and Natural Resources Committee in July 2020.
- Completed a site assessment and basis of design analyzing four different management options for two structures in the preserve. Given the condition of the structures, the Board selected to stabilize the White Barn structure as a landscape and cultural feature for interpretive purposes and remove a Redwood Cabin that has fallen to greater disrepair while salvaging as much of the wood as possible.
  - Received grading and resource management permits for the Lower La Honda Creek Phase 2 Loop Trails from the County of San Mateo. Completed biological, cultural and wetland reports and provided them to appropriate resource agencies.
- ❖ Developed and promoted a dog waste program at **Windy Hill, Pulgas Ridge, Thornewood, and Fremont Older preserves**. Installed dog waste receptacles and signing at high-use preserves that open to dogs. Tracked the effectiveness of the program, which significantly reduced the amount of dog waste left on trails and at trailheads.
  - ❖ Completed final bridge construction and revegetation along the Stevens Creek Nature Trail in **Monte Bello Preserve**.
  - ❖ Collected traffic data for the Multimodal Access Study at **Rancho San Antonio Preserve** to inform future options for improving parking issues, promoting greener modes of transport, and reducing parking impacts to visitors and adjacent communities, improving the overall preserve visitor experience. Conducted intercept and online surveys of visitors. Implemented short-term solutions such as designating a curbside area for rideshare drop-off/pick-up, installing three bicycle racks, and promoting new bicycle racks on social media platforms.
  - ❖ Completed project design, started permitting process with County of Santa Clara, and issued a construction bid request for structural repairs and improvements of the Deer Hollow Farm White Barn at **Rancho San Antonio Preserve**.
  - ❖ Completed Phase 3 plant restoration at the Mount Umunhum Summit at **Sierra Azul Preserve**. Midpen volunteers and contractors installed 1,085 nursery plants. A contractor continues to maintain the site, watering and weeding around the newly established plants.
  - ❖ Presented project goals and programming options for the Beatty Property Parking Area and Trail Connections at **Sierra Azul Preserve** to the Planning and Natural Resources Committee. Completed onsite field reconnaissance and preliminary assessment of nearby parking facilities. Held consultations with Santa Clara County Parks and Valley Water regarding proposed parking and trail development and permitting requirements. Met with stakeholders to inform the scope of a newt crossing study for Alma Bridge Road.
  - ❖ Partnered with City of Saratoga to fund the design and construction of the Saratoga-to-the-Skyline Trail. City completed 50% of trail construction work and drafted interpretive signs.

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.

- ❖ Replaced the decking and installed new railings on the Purisima Creek Bridge at ***Purisima Creek Redwoods Preserve***.
- ❖ Completed multiple district-wide actions in support of public access goals, including:
  - Produced and published quarterly outdoor activities schedules, which are included in the *Open Space Views* newsletter, to promote naturalist-led docent hikes and rides.
  - Outdoor Activity Docents provided over 135 guided interpretive activities for public enrichment (serving approximately 1,300 participants).
  - Hosted a series of eight hikes for the public in partnership with Latino Outdoors at eight different preserves, reaching 151 participants.
  - Researched and tested eight online reservation system platforms and three online payment options. Decided on best option and developed workflow and functionality requirements. Worked with database consultant to develop a report system that will generate appropriate audit documentation. Created desktop guide for process workflow.
  - Hosted informational booths at 18 community outreach events, providing information about Midpen preserves and programs to the public.
  - Sent out 18 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.
  - Continued ongoing partnerships with local volunteer-based organizations, including Village Harvest, Grassroots Ecology, the Student Conservation Association and Morgan Autism Center, to increase public participation in natural resource management and trail stewardship activities.
  - Volunteers contributed nearly 1,600 hours of natural resource management, special project and trail patrol activities, supporting Midpen's land stewardship and public outreach goals.
  - Actively participated in the Peninsula Working Group's diversity, equity and inclusion efforts to evaluate protocols and program development to expand Midpen's volunteer program outreach to diverse audiences.
  - Provided opportunities for the public to connect to Midpen's mission with over 100 staff-led volunteer projects for the general public and special request groups (scouts, schools, environmental clubs).
  - Opened the Daniels Nature Center in ***Skyline Ridge Preserve*** every weekend from July through mid-November 2019. Hosted and engaged 1,300 adult visitors and 330 children during visits to the facility.



- In fall 2019, eight new Outdoor Activity Docents completed their training and were ready to provide school field trips for spring 2020.
- Advanced Resource Management Stewards volunteers contributed over 650 hours at their assigned resource management project sites, helping to restore native habitat across Midpen preserves.
- Planned, scheduled and coordinated environmental education field trips with Outdoor Education Docents and local schools, including: six fall 2019 and one spring 2020 Spaces & Species field trip for third through fifth 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 **Sierra Azul Preserve** to honor and thank our volunteers and docents for their hard work in support of Midpen's mission, which was attended by over 225 volunteers, Board members, and staff.
- All rangers completed Certified Interpretive Guide Training to enhance interpretation skills for activities and presentations, and received certification through the National Association of Interpretation. A group of rangers have performed interpretive activities and have created programming that can be used by other rangers.
- Developed scope and methodologies of Phase 2 of the Visitor Counter Estimation Project and hired an intern to implement the project. The intern installed eight additional counters at all significant entrances to **Rancho San Antonio Preserve** to capture total visitation. The intern also installed 13 other counters at other preserves to begin gathering the data needed to estimate preserve visitation.
- Issued 2,105 permits for a variety of activities, including research work, public use of the backpack campground, and group hiking events.
- Completed assessment of current radio communications system, including improving coverage in preserve areas and for projected new lands. Recommendations will be presented to the Board this fall.
- Completed review of the Ranger Operations Manual for legality, consistency, and formatting that will be presented to Management and the Field Employees Association this fall.
- Completed review of Midpen's land use ordinances and bail schedule. Board review and approval of changes to the ordinance is scheduled for fall of 2020.
- Completed the recruitment, hiring, and onboarding of two new positions (Interpretation Specialist and Environmental Education Specialist) in the Interpretation and Education Program, to enable the expansion and enrichment of interpretive and educational programs.

- Regraded and repaired multiple roads and trails district-wide for improved drainage and cleared downed trees.
  - Explored opportunities with regional partners to expand trail connectivity on the Peninsula through continual participation in the Peninsula Working Group Trails Committee, Bay to Sea Trail Planning Coalition, Santa Cruz Mountains Stewardship Network Trails Committee and Dumbarton Rail Corridor Stakeholder Advisory Group.
  - Facilitated a public presentation in collaboration with partners and agencies (Bay Area Ridge Trail Council, San Francisco Bay Trail, SF Public Utilities Commission, San Mateo County Parks, Peninsula Open Space Trust, Facebook and City of Palo Alto) on regional trails within the San Francisco Peninsula.
  - Signed a letter of intent to work on the Bay-to-Sea Trail partnership project with Peninsula Open Space Trust and a planning coalition comprised of San Francisco Public Utilities Commission, San Mateo County Parks, Coastal Conservancy, Coastside Land Trust, cities of Half Moon Bay and Redwood City.
- ❖ Developed a public engagement plan to develop a public access site plan for the Hawthorns property addition to the ***Windy Hill Preserve***. Retained a planning consultant to assist with project planning due to staffing shortage. Prepared a virtual tour for Board members in preparation for future activities in 2020 and 2021.
  - ❖ Implemented a District-wide strategic communications plan, including realigning public affairs departmental workflow to match Action Plan and project delivery flow and incorporating stories about how Midpen cares for public lands to help audiences understand why Midpen's work matters.
  - ❖ Completed benchmark survey research to collect baseline data assessing public awareness of Midpen and understanding of mission, work and messaging. Results indicated that of the 58% of residents who are aware of Midpen, most view the agency favorably. Upon learning more about Midpen's mission and work, 91% of respondents reported a favorable view of Midpen.
  - ❖ Celebrated five years of Measure AA accomplishments through communications effort that included direct mail, social media posts, fact sheets, display signage and newsletter articles.
  - ❖ Garnered record-high participation in Annual Photo Contest through successful online promotion and outreach.

#### **GENERAL/DISTRICTWIDE SUPPORT OF MISSION**

- ❖ Made significant progress on the Climate Action Plan implementation project. Purchased offsets for Midpen air travel in 2019, upgraded most office lighting to LEDs, and purchased two electric motorcycles for ranger use. Avoided approximately 54 tons of carbon dioxide emissions from employee commutes between March 16, 2020 and June 30, 2020 due to telecommuting during shelter-in-place orders. With additional actions in Fiscal Year 2020-21, Midpen is on target to meet the goal of reducing our operational footprint to 20% below 2016 baseline levels by 2022.

- ❖ Continued work to prevent and prepare for wildland fires in response to the increasing fire threat in California:
  - Released a Notice of Preparation of an Environmental Impact Report, provided a public Scoping Meeting, and received public comment on the developing Wildland Fire Resiliency Program.
  - Cleared vegetation for fire safety and public access along roads and trails and maintained defensible space/fire clearance around Midpen-owned structures.
  - Received City of Palo Alto approval for the removal of fire-prone eucalyptus trees and completed the revegetation site plan at **Los Trancos Preserve**. Trees are scheduled to be removed in September 2020.
  - Secured vegetation mapping data allowing Midpen and adjacent agencies to better manage wildland-urban interface fire and fuel projects.
  - Drafted **Windy Hill** and **Pulgas Ridge preserves** Fire Response Preplans to prepare Midpen and adjacent neighbors for a fire emergency. Completed field verification for five additional preserves.
- ❖ Continued implementation of critical Financial and Operational Sustainability Model Study recommendations to enhance Midpen's delivery of Measure AA and Vision Plan projects, including:
  - Continued development of Midpen's Work Order and Asset Management System. The Natural Resources department is now integrated into this system, providing a streamlined approach to track California Department of Fish and Wildlife notification statuses and review of internal Midpen work. The American with Disabilities Act (ADA) Transition Plan barrier removal data is now centralized within the system as well, providing a simple way to track and report on progress through a user-friendly dashboard.
  - Selected and installed a Real Property database software that integrates with Midpen's existing enterprise GIS technology. Conducted thorough data review to ensure complete and accurate mapping of all historic land acquisitions.
  - Purchased a Budget Management Software application and completed the configuration to streamline the annual budget development and management processes, and support budget collaboration between Midpen business lines, providing a robust planning and reporting tool.
  - Completed an audit of Midpen's website content and functionality, researched new event registration system and selected a vendor for the website redesign and migration project.
  - Implemented Microsoft Teams, enabling Midpen staff to continue collaborating remotely. Teams has played a vital role in Midpen's ability to continue functioning

- during shelter-in-place orders by facilitating virtual meetings, receiving tremendous usage.
- Redesigned SharePoint sites to increase usability and migrated multiple departments and a subset of agency files to these sites.
  - Deployed a new Electronic Wildlife Observation Form as part of a suite of enterprise GIS applications to report, review and manage wildlife observations, allowing staff to quickly respond to mountain lion sightings and other special status species reports.
- ❖ Made significant progress to bring new Midpen office facilities online for improved administrative functions and delivery of projects and services:
    - Worked closely with the Board to develop and complete 90% of the construction documents for the Administrative Office project. Started permit review with the City of Los Altos. Once complete, the AO project will house a majority of staff, saving money on office rental over the long-term and providing project delivery efficiency by housing all administrative staff in one location to promote increased staff collaboration and improved communication.
    - Selected the general contractor for the South Area Field Office, a new facility that will improve response and travel times for patrol and maintenance of south area preserves. Completed 50% of the construction work, including all demolition work, foundation repairs, exterior storm drain utility work, and utilities on the interior of the building shell. All work passed initial inspections.
  - ❖ Retrofitted 95% of preserve entry stiles to comply with ADA barrier width limits for improved accessibility at entry/exit locations.
  - ❖ Completed the basis of design for the Mt. Umunhum Radar Tower Repairs and presented options to the Board in November 2019. The Board selected the long-term repair option and approved the development of construction documents for the selected scope of work. Design is 65% complete.
  - ❖ Completed Mt. Umunhum Road Traffic Study Project, which included the installation of paved bicycle turnouts, repairs to roadside drainage scupper, curb repairs, the application of shared-lane markings, and installation of a solid double yellow centerline. Midpen crew also installed additional road safety signs and markers.
  - ❖ Completed repairs to multiple Midpen-owned residences, some of which house rangers and maintenance staff who provide onsite, after-hours monitoring of the preserves. Work included completion of major repairs to the main and “old house” at the former Bergman residences in ***Russian Ridge Preserve***.
  - ❖ Participated in the Management Talent Exchange Program (MTEP) by hosting an exchange participant from the County of San Mateo. MTEP is an innovative program that fosters talent by providing participants with experiences working for three months at a

different agency. The participant prepared white papers on regional trails opportunities and climate resiliency.

- ❖ Initiated website redesign project to upgrade the content management system underlying the openspace.org website and reorganize site for increased usability.
- ❖ In response to COVID-19:
  - Coordinated extensively to comply with and educate visitors on public health requirements, monitoring county health orders, and implementing preserve and facility closures as needed. Developed and installed signage and coordinated with public health officials and adjacent park agencies to keep preserves open and accessible to the greatest extent possible while ensuring public safety.
  - Assisted partner agencies in developing communications toolkit on recreating responsibly, which included public service announcements, press releases, graphics, videos and social media messaging. Created Peninsula and South Bay regional open space and parks map with partners for use on BayAreaOutdoors.org website to help promote safe recreation.
  - Developed timely and extensive safety protocols, processes, procedures and trainings to limit the spread of COVID-19 and to keep the workforce and the public safe while Midpen continued to work through the pandemic. These efforts included securing and distributing personal protective equipment and collaborating with staff to meet health guidelines set forth by federal, state and local authorities.
  - Developed a COVID-19 health check web application that streamlines daily reporting of self-health checks for staff, increasing staff and public safety during the pandemic.
  - Provided technology tools to allow Midpen staff to continue being productive at home. Conducted dozens of trainings and created numerous on-demand training videos and how-to documentation materials. Streamlined support for remote users and conducted backend system upgrades to allow remote district-wide connections. The telework experience has resulted in 100% uptime.
  - Implemented a cloud based e-signature application to electronically route and sign documents and contracts. This service allows staff to continue processing documents while telecommuting.
  - Updated the preserve guide map series to reflect current information on COVID-19 restrictions, closures, and messaging, including the addition of wide trails (6+ feet) and one-way routes to promote social distancing. The digital map files were provided to the public via Midpen's website, as well as the Avenza Maps and OuterSpatial mobile apps.

- Significantly expanded social media footprint to quickly, efficiently and effectively share safety regulations and trail condition information.

### AWARDS/GRANTS/RECOGNITION

- ❖ Completed seven successful grant applications totaling \$6,528,211:
  - \$2,895,000 from the California Natural Resources Agency in support of the Phase 2 Trail Improvements, Alma Cultural Landscape Rehabilitation, and Ponds Restoration and Water Rights projects at ***Bear Creek Redwoods Preserve***.
  - \$1,960,000 from the California Natural Resources Agency for the Gordon Ridge Property Land Conservation project at ***Tunitas Creek Preserve***.
  - \$700,000 from Caltrans for the Ravenswood Bay Trail Connection project at ***Ravenswood Preserve***.
  - \$301,000 from the State Coastal Conservancy in support of the Purisima-to-the-Sea Trail & Staging Area Feasibility and Planning project at ***Purisima Creek Redwoods Preserve***.
  - \$272,211 from the County of Santa Clara in Stanford Recreation Mitigation Funds for Alpine Road Regional Trail at ***Coal Creek Preserve***.
  - \$200,000 from the County of Santa Clara Parks and Recreation Department’s Historic Grant Program for the Alma Cultural Landscape Restoration Plan at ***Bear Creek Redwoods Preserve***.
  - \$200,000 from the California Department of Parks and Recreation’s Habitat Conservation Fund in support of the Mindego Pond Improvement project at ***Russian Ridge Preserve***.
- ❖ The Grantmaking Program distributed \$100,000 to three organizations in support of local environmental education programs.
- ❖ Received the Distinguished Budget Presentation Award from the Government Finance Officers Association for the fourth year in a row.
- ❖ Received the Operating Budget – Excellence Award from the California Society of Municipal Finance Officers for the second time in a row (Operating Budget – Meritorious Award was received years 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 (third year) and Popular Annual Financial Report (second year).
- ❖ Received the 2019 Municipal Information Systems Association of California Technology Innovation Award for SharePoint Project Central: An Innovative Project Management System.



- ❖ Received the prestigious California Society of Municipal Finance Officers Innovation Award for SharePoint Project Central: Implementation and Benefits of a Project Management System.
- ❖ Received the Leadership in Technology Award from the Special Districts West for Project Central and mobile technology integration.
- ❖ Received the Talent Action Program Award from the California-International City Managers Association (Cal-ICMA). This award is for overall excellence in attracting and recruiting and developing talent by the Human Resources department.

**FRONT COVER PHOTO CREDITS**

Top (L to R): Monte Bello Preserve by J. Lucas Ingram/Midpen; Stevens Creek Shoreline Nature Study Area by Gary Brauch; Russian Ridge Preserve by Kristin Moore  
Bottom (L to R): Purisima Creek Redwoods Preserve by Travers Flynn; Ravenswood Preserve by Mike Kahn/Midpen; Rancho San Antonio Preserve by Douglas Croft

**YEAR-END REVIEW OF FY20 ACTION PLAN KEY PROJECTS**

	<b>Project Name</b>	<b>FY20 Scope Status</b>	<b>Project Number</b>	<b>FY20 Adopted Project Scope</b>	<b>Reason for Project Scope Variances or Delays</b>
<b>Land Acquisition and Preservation</b>					
1	District-wide purchase options and low-value Land Fund	Complete	Land Fund	Unanticipated purchase of open space lands and low-value land purchases under the General Manager’s purchasing authority such as small parcels, public trail easements, or patrol and maintenance access easements.	
2	Twin Creeks Land Conservation	Complete	MAA23-007	Continue Vegetation Rapid Assessment, invasive and rare plant surveys. Create IPM plan for high priority plants, and review long-term bat management (scope is a continuation of work related to the acquisition).	
3	Gordon Ridge Property Land Conservation	Complete	VP32-002	Pursue land purchase partnership opportunity to protect the Lower San Gregorio watershed and preserve local agriculture as an addition to Tunitas Creek Open Space Preserve.	
4	Galloway Property Purchase	Complete (Added Mid-Year)	MAA04-001	ADDED MID YEAR Pursue Trail Connections between Upper Area of La Honda Creek and El Corte de Madera Creek Open Space Preserves.	
5	Cal-Water Land Exchange, Teague Hill Preserve	In Progress	20125	Pursue land exchange agreement with Cal Water to improve trail connections between Huddart Park and Teague Hill Open Space Preserve, and support the protection of the Bear Creek watershed.	Waiting on Cal Water to provide their revisions to the Letter of Intent.
6	Lot Line Adjustment and Property Transfer - Purisima Upland	In Progress	MAA03-001	File record of survey map with the County of San Mateo to finalize the land transfer.	Record of Survey prepared and submitted to San Mateo County for review. Delayed due to vacant County Surveyor position and COVID disruption of County services.
7	Purisima Upland Site Clean up and Soil Remediation Assessment	In Progress	MAA03-002	Complete site cleanup and begin restoration efforts. Implement roads as identified by erosion assessment.	Bidding and construction are not yet complete because of County permitting time line and recently discovered rare popcorn flower along the construction access road that requires a plan to protect the sensitive plant species.
8	Irish Ridge Connection	In Progress	MAA15-004 (formerly VP32-001)	Submit lot line adjustment to the County of San Mateo. Assess land conservation, regional trail connections and natural resource values. Purchase property.	Purchase of 151-acre Irish Ridge property conditioned upon approval of land division application and San Mateo County Local Coastal Program zoning and subdivision amendments application.
9	Miramontes Ridge Land Conservation	In Progress	VP01-001	In partnership with POST, complete lot line adjustment in preparation for purchase of Johnston Uplands property. Purchase property and enter into grazing lease.	The Johnston Ranch Uplands purchase is contingent upon the San Mateo Co. LCP text amendments and approval of a land division application.
10	South Cowell Upland Land Conservation	In Progress	VP03-002	In partnership with POST, submit lot line adjustment to the County of San Mateo. Assess land conservation, regional trail connections and natural resource values. Evaluate site for staging and trail access. Begin development of a conservation grazing plan.	The South Cowell Ranch Uplands purchase is contingent upon the San Mateo Co. LCP text amendments and approval of a land division application.
11	Upper San Gregorio Land Conservation	In Progress	VP08-001	Complete purchase of Woodruff Creek property in Upper San Gregorio Creek Watershed. Continue to pursue Mindego Creek purchase opportunities.	Purchase of 190-acre Woodruff Redwoods property was completed in June 2019. Working with neighbor on alternative access easement; progress on the easement delayed due to COVID-19.
12	Cloverdale Ranch Land Opportunity	In Progress	VP13-001	Complete existing conditions assessment, develop preliminary land and resource management goals and develop a public outreach plan for the Cloverdale Ranch property.	Outreach to existing farm tenants, neighboring property owners and Lake Lucerne water users delayed due to COVID.
13	Watershed Protection Opportunity - Numerous Open Space Preserves	In Progress	VP15-003	Pursue land purchase opportunity to protect the Los Gatos Creek, Guadalupe, and Saratoga Creek watersheds.	Entered into Letter of Understanding with SJWC on 12-23-2019 for collaboration on watershed and open space lands, including potential purchase of an El Sereno inholding and cooperation on the Wildlife and Ridge Trail crossings of Highway 17.
14	El Sereno Trails, Wildlife Corridors and Land Conservation	In Progress	VP19-001	Continue to negotiate with property owners to provide property rights for wildlife and trail corridors. Conduct site analysis, gather support on connections, and coordinate with Santa Clara County Parks.	In progress as of June 30, reached agreement in principal on purchasing 182-acre El Sereno inholding with SJWC (approval of purchase occurred in July).
15	El Sereno Land Conservation	In Progress	VP19-002	Pursue trail easement or lot line adjustment for trail connection to Sanborn County Park.	Discussions with Quint family on hold due to COVID 19.
<b>Land Acquisition and Preservation</b>					

**YEAR-END REVIEW OF FY20 ACTION PLAN KEY PROJECTS**

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16	SCVWD Exchange Agreement at Rancho de Guadalupe Area of SAOSP	In Progress	VP24-002	Complete exchange agreement with SCVWD to support repairs to the Guadalupe Reservoir Dam and construction of the Rancho de Guadalupe parking lot at Pheasant and Hicks Road.	SCVWD redirected their attention to the Anderson Dam rebuild project, deferring this project.
17	Sierra Azul Loma Prieta Land Conservation	In Progress	VP25-001	Pursue land purchase opportunity in upper Herbert Creek and along the Loma Prieta ridgeline.	Discussions ongoing with real estate agent for Loma Prieta Road property owner.
18	Redwood Forest Land Opportunity	Deferred	VP15-001	Pursue purchase opportunity in Oil Creek at Long Ridge Open Space Preserve.	Boy Scouts are not interested in selling their Oil Creek watershed property at this time.
19	Highway 17 Land Conservation	Deferred	VP20-002	Negotiate purchase of property to implement the Highway 17 Trail Crossing Project.	Acquisition of private property is currently deferred as the property owner is not interested in selling at this time.
20	Sierra Azul Rancho de Guadalupe Land Conservation	Deferred	VP24-001	Pursue new land purchase opportunities as they become available.	No opportunities this year.
21	Lower San Gregorio Creek Watershed Land Conservation	Deferred	VP39-001	Continue to pursue partnerships to protect water resources and agricultural lands in the Lower San Gregorio watershed, including survey of riparian corridor, and drafting of a conservation easement for the riparian area.	Deferred while POST worked on a grant proposal with NRCS.
<b>Natural Resource Protection and Restoration</b>					
22	Cherry Springs Lake Infrastructure Operations Plan	Complete	80056	Complete operational plan.	
23	Climate Action Plan Implementation	Complete	80057	Coordinate year one implementation of greenhouse gas emission reductions as part of the adopted Climate Action Plan (e.g. alternative commute incentives, purchase of electric maintenance equipment, LED lighting in field offices, and carbon offset purchases). Additional CIAP projects are underway to support Climate Action Plan Implementation.	
24	Marbled Murrelet Recovery Planning	Complete	80060	Oversee La Honda Creek surveys by consultant (year two of two) and additional sites surveyed by consultant (year one of two). Staff conduct surveys and purchase, deploy and analyze acoustic units.	
25	San Mateo County Vegetation Map	Complete	80063	Collaborate with partners to complete vegetation map by collecting and processing data.	
26	Wildland Fire Resiliency Program	Complete	80003-10	Develop Wildland Fire Program description. Begin CEQA documentation.	
27	Wildlife updates to Maintenance and Ranger Operations Manuals	Complete	Coordination Purposes Only	Update manuals for worker safety and to incorporate new policies.	
28	Wildlife Corridor: Highway 17 Crossing	Complete	MAA20-001	Complete Project Study Report (PSR) and initiate Project Approval and Environmental Document (PAED) with Caltrans.	
29	Bear Creek Redwoods - Ponds Restoration and Water Rights	Complete	MAA21-008	Continue to coordinate with regulatory agencies for permits. Once permits are in hand, start construction of culvert and site improvements. Continue mitigation implementation.	
30	Bear Creek Redwoods Tree Restoration	Complete	MAA21-012	Oversee contractor(s) to implement tree removal and mitigation plantings.	
<b>Natural Resource Protection and Restoration</b>					
31	Hendry's Creek Property Land Restoration	Complete	MAA22-001	Implement Phase II plant installation, maintenance, and monitoring. Continue implementing California Department of Fish and Wildlife permit conditions and annual monitoring/reporting to regulatory agencies.	
32	El Corte de Madera Creek Watershed Protection Plan Sediment Science	Complete	VP04-002	Survey sediment in pools as part of year three of work.	
33	Los Trancos - Page Mill Eucalyptus Removal	In Progress	61008	Continue tree removal and site restoration.	Project delayed until Sept 2021 to conduct additional public / stakeholder outreach and notification due to the large number of tree removals.
34	Badger/Burrowing Owl Habitat Assessment	In Progress	80054	Continue assessment study to inform next phases of the project, including development of management recommendations.	Project delayed due to (Shelter in Place) SIP limiting ability of consultants to perform fieldwork during the required survey period (March-May).

**YEAR-END REVIEW OF FY20 ACTION PLAN KEY PROJECTS**

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35	IPM Implementation of Santa Clara Valley Water District Grant	In Progress	80065	Oversee contractor to implement IPM on high priority weeds in riparian areas at three preserves.	Partially delayed due to SIP during the time period of most intense work.
36	Programmatic Permitting	In Progress	80034-44	Prepare and submit permit applications to the Army Corps of Engineers, USFWS (through the Corps), State Historic Office of Preservation (through the Corps), SF Regional Water Quality Control Board, and, potentially amend existing permits with the California Department of Fish and Wildlife.	In progress, permit application submittal delayed to support greater internal review of permit information.
37	Agricultural Policy Review and Development	In Progress	Coordination Purposes Only	Conduct a Board study session and approve new Agricultural Policy language.	Initiated project and began workshops with partners and tours with Board. Due to public interest and delays in Grazing Policy Amendment project, elected to defer work on Agricultural Policy until the Grazing Policy work is complete.
38	Archaeological Resource Survey, Assessment, Curation	In progress	Coordination Purposes Only	Conduct archaeological surveys to record known unrecorded and discovered sites. Assess, catalog and curate District collections.	Limited progress due to reduced capacity from key staff retirement.
39	Formation of Science Advisory Panel	In Progress	Coordination Purposes Only	Convene quarterly meetings of the panel.	Research delayed to allow for revisions to scope and budget.
40	Grazing Management Policy Amendment	In Progress	Coordination Purposes Only	Work through new policy as incidents occur. Hire a researcher to determine effectiveness of deterrents. Implement deterrent methods.	Policy adoption was deferred to fall 2020 to in an effort to provide opportunities for in person engagement (if allowable under county orders) due to public interest. Given extended length of public health order restrictions, the project will move forward with online public meetings in fall 2020.
41	Phytophthora Research	In Progress	Coordination Purposes Only	Retain consultant to develop BMPs and contract language for the District.	District is awaiting on final report from Oregon State University regarding phytophthora infestations on District lands to inform further actions.
42	Purisima Creek Fence Construction, Purisima Creek Redwoods	In Progress	MAA03-003	Complete construction of a new boundary fence on eastern property line per survey.	Bidding process delayed due to SIP, virtual bid process developed and completed. Bids received and contract awarded to vendor, work beginning FY21.
43	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 and Pasture 4 of McDonald Ranch. Includes bio monitoring.	Project delayed due to SIP, virtual bid process completed and contract awarded to ECAST Engineering to complete project. Construction work has begun, anticipate completion end of August
<b>Natural Resource Protection and Restoration</b>					
44	Russian Ridge Mindego Pond Improvement	In Progress	MAA09-003	Complete design, permitting, and construction of pond improvements.	The project design and permitting schedules delayed by six months to address unanticipated geotechnical findings in the Upper Springs berm and spillway. Due to this delay the project plans and permits were unable to be finalized before the end of the seasonal restriction period (August 15 through October 31).
45	Bear Creek Redwoods Preserve Plan: Invasive Weed Treatment and Restoration	In Progress	MAA21-007	Complete year three of invasive weed management in all areas.	Partial completion; many invasive plant site treatment areas did not get completed due to SIP restrictions.
46	Bear Creek Redwoods Landfill Characterization and Remediation	In Progress	MAA21-010	Prepare remediation plan, regulatory review, permitting, and CEQA review.	Limited progress due to reduced capacity from key staff retirement.
47	Restoration Forestry Demonstration Project	In Progress	VP15-002	Complete CEQA review of the La Honda Creek Forest Management Plan.	In progress; Forest Management Plan field data gathering delayed due to COVID-19.
48	Lower San Gregorio Floodplain Restoration	In Progress	VP15-004	Complete conceptual design and cost estimation for floodplain restoration.	Deferred until acquisition project is advanced.
49	Toto Ponds Management Planning	Deferred	VP32-003	Investigate and apply for water rights and develop bridging documents.	Project was determined not to be a good fit for design-build and shifted to a design-bid-build project. Field work in spring 2020 could not be completed due to SIP.
<b>Public Access, Education, and Outreach</b>					
50	Regional Trails Planning and Coordination	Complete	Coordination Purposes Only	Address District's regional trail priorities in regional trail and partner projects led by other agencies and entities. Participate in regional trails discussions and evaluate opportunities for regional trail connections to preserves.	
51	Cooley Landing Interpretative Facilities Design and Implementation	Complete	MAA02-001	Complete habitat restoration work.	

YEAR-END REVIEW OF FY20 ACTION PLAN KEY PROJECTS

	Project Name	FY20 Scope Status	Project Number	FY20 Adopted Project Scope	Reason for Project Scope Variances or Delays
52	El Corte de Madera Oljon Trail Implementation	Complete	MAA04-004	Complete final project phase by decommissioning a portion of Steam Donkey Trail.	
53	La Honda Creek White Barn Structural Rehabilitation	Complete	MAA05-008	Complete site assessment, geotechnical investigation, archaeological survey, structural stabilization design and biological monitoring.	
54	La Honda Creek Redwood Cabin Stabilization and Assessment	Complete	MAA05-009	Complete site assessment, geotechnical investigation, archaeological survey, structural stabilization design and biological monitoring.	
55	Rancho San Antonio - Deer Hollow Farm - White Barn Rehabilitation	Complete	MAA11-002	Conduct CEQA review. Complete design and initiate construction work, with biomonitoring and bat deterrent (if needed).	
56	Lysons Dispositions at Monte Bello	Complete	MAA17-002	Finalize permits, complete demolition and restore site.	
57	Stevens Creek Nature Trail Bridges, Monte Bello	Complete	MAA17-004	Finish construction and continue biomonitoring, revegetation reseeding, and plant maintenance.	
58	Saratoga-to-Sea Regional Trail Connection	Complete	MAA18-002	Continue to provide technical and financial support. Anticipate City desires to complete design and start permitting in FY2019-20 to prepare for first phase of construction (trail work) in FY2019-20 and second phase of construction (bridge construction) in FY2020-21.	
<b>Public Access, Education, and Outreach</b>					
59	Bay Area Ridge Trail: Highway 17 Crossing	Complete	MAA20-002	Once Caltrans has reviewed the PSR developed by Midpen and consultants, initiate Project Approval and Environmental Document (PAED) with Caltrans. Review preferred project under CEQA (and potentially NEPA to qualify for federal funding) following outcome of Caltrans documentation review.	
60	Mount Umunhum Summit Restoration, Parking, and Landing Zone	Complete	MAA23-004	Purchase and install native plants in Phase III of Mount Umunhum Summit. Install signage at summit.	
61	Highway 17 Area Regional Trail Connections	Complete	VP20-001	Pending the outcome of the selected Highway 17 Regional Trail Crossing location, begin development of conceptual trail alignment. Initiate environmental review.	
62	Traffic Study for Mt. Umunhum Road	Complete	VP23-002	Implement selected signage, striping, and pavement improvements.	
63	Purisima Creek Redwoods Bridge 1 Redecking	Complete	VP33-001	Complete redecking.	
64	ADA Barrier Removal	In Progress	31901	Initiate first round of barrier removals.	In progress; 95% of stiles retrofitted to be ADA compliant and some of the field restroom door closures adjusted to be ADA compliant. AO work not completed due to other COVID-19 retrofit work at AO.
65	Website Redesign	In Progress	40011	Update current website structure and design and migrate website to updated Drupal 8 platform.	Project always intended as a two-year project; adopted scope did not correctly reflect the multi-year work plan. All planned work for year one was completed. FY21 work includes redesign and migration to Drupal 8 platform. On schedule for new site launch in Q4 FY21.
66	Preserve Use Survey Implementation	In Progress	Coordination Purposes Only	Begin implementation of Preserve Use Survey recommendations: Nature Center web camera; increase restroom servicing during high use seasons and as needed; implement program to improve dog waste compliance (pending Board approval); enrich and increase interpretive and educational programming as staff capacity increases; include easy access trails in new access projects such as Bear Creek Redwoods Preserve; and use junction numbering on new trails to improve wayfinding.	Multi-year project FY20 scope completed except for interpretation and educational program expansion and Nature Center Camera, which is also listed as a separate project. Expansion of interpretation and educational programs was severely curtailed due to COVID as most existing programming was cancelled due to prohibitions on gathering.
67	Stevens Creek Trail Signage	In Progress	Coordination Purposes Only	Coordinate with Friends of Stevens Creek trail on design and installation of new trail signage for designated Stevens Creek trail route(s) on District lands.	Installation of trail signs delayed to provide more time for other jurisdictional agencies to review and comment on the trail sign design. Friends of Stevens Creek Trail are completing 1:1 meetings with each jurisdictional agency within the Stevens Creek Trail. Once 1:1's are completed, an interagency meeting will be held to discuss the specifics of the trail signage. Once signage has been approved, we can proceed with ordering and installing signage.

**YEAR-END REVIEW OF FY20 ACTION PLAN KEY PROJECTS**

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68	Ravenswood Bay Trail Design and Implementation	In Progress	MAA02-002	Complete construction and open trail. Begin site mitigation planting.	Project was substantially completed and trail opened to the public on July 17; slight delay was due to 1 month COVID-19 project suspension. Remaining tasks include decomposed granite shoulders, striping, signage and fencing.
69	Hawthorns Public Access Site Plan and CEQA	In Progress	MAA06-002	Continue coordination with Town of Portola Valley on permitting and community engagement process on proposed Alpine Road trail widening and site plan development. Initiate CEQA process. Begin work on biological assessments, parking area, and trail alignment.	Following portions of project delayed due to project manager out on leave and SIP orders: board site tours of property; individual stakeholder outreach; and meetings with Town of Portola Valley.
<b>Public Access, Education, and Outreach</b>					
70	Lower La Honda Creek Phase II Loop Trails	In Progress	MAA07-011	Submit permits and design trails for Master Plan Trail 6—La Honda Creek Loop Trails. Pending board approval, develop signage and brochures. Concurrently, perform pre-planning and field investigations for opportunities and constraints associated with potential trail routes that would connect from the La Honda Creek Loop Trails in the south. Key deliverable is a summary of conceptual trail route options that would connect to the central portion of the preserve, and would be used for future trail assessments and design in FY2020-21. Other trail connections are pending identification of a new parking area in the preserve.	County building permit not yet approved due to extended permitting timeframes related to SIP. Construction delayed (likely until May 1, 2021) to allow for Special Projects crew to support the SFO Crew on essential tasks that would normally be performed by Seasonal Open Space Technicians (SOSTs). Most SOST positions were not filled in order to promote required social distancing in the field.
71	Alpine Road Regional Trail, Coal Creek	In Progress	MAA10-001	Work with the County of San Mateo on MOU and future transfer rights. Continue design and construction work, with biomonitoring and county permitting assistance. Work with the County of San Mateo to secure Measure K funding.	The CEQA schedule was slightly delayed due to SIP. The IS/MND, originally scheduled for release in late Spring 2020, is in draft form and should be released for public comment in late summer 2020. Measure K funds are unavailable from San Mateo County due to COVID-19 funding needs. Santa Clara County approved Stanford mitigation funding for the project. These funds were allocated to San Mateo County projects and made available to the District through a recommendation from San Mateo County that was issued to Santa Clara County.
72	Bear Creek Redwoods Water System	In Progress	MAA21-003	Implement final Board approved decision for Bear Creek Redwoods Stables water infrastructure improvements.	The project was on hold to allow the Stables design to progress to the point where water demand could be confirmed.
73	Bear Creek Stables Site Plan Implementation	In Progress	MAA21-004	Implement final Board-approved decision for Bear Creek Redwoods Stables site plan improvements.	Project plans are being developed to represent current board direction. SIP extended the plan development by the consultant and postponed the initial county permit submittal while the County developed an online permit submission protocol.
74	Bear Creek Redwoods Public Access	In Progress	MAA21-005	Fulfill mitigation requirements (tree farm restoration), and submit final construction payments for new parking lot, continue bat mitigation, construct Upper Lake overflow and pond stair access and submit permit application for Phase II Undercrossing Project.	The Upper Lake Overflow was moved to FY20-21 to be completed with the Alma Cultural Landscape project and is being moved to MAA21-006. The pond stair access has been cancelled due to concerns of public safety and potential impacts to habitat. Phase II Undercrossing postponed due to capacity constraints.
75	Bear Creek Redwoods - Alma College Cultural Landscape Rehabilitation Project	In Progress	MAA21-006	Complete construction documents and obtain demolition/building permits; release RFB and award construction contract; complete bat deterrence and hazardous material abatement; begin structure demolition, mothballing, and site improvements. Continue to develop interpretive materials, complete Preservation Maintenance Plan.	Final building permit was not issued due to ongoing negotiations with the County regarding permit conditions. Demolition work postponed to September 2020 due to COVID-19.
76	Phase II Trail Improvements, Bear Creek Redwoods OSP	In Progress	MAA21-011	Staff will work with a consultant team to evaluate and design improvements for a portion of the Bear Creek Redwoods Phase II trail network. This includes the Briggs Creek Trail, Alma College Loop Trail, Stables Loop Trail, and a segment of the multi-use trail.	Road and trail improvement construction delayed slightly due to SIP. Construction by Special Projects Crew slightly delayed since the Crew was supporting FFO on essential tasks normally completed by Seasonal Open Space Technicians (SOSTs). Most SOST positions were not filled in order to promote required social distancing in the field. Project is overall on schedule



**YEAR-END REVIEW OF FY20 ACTION PLAN KEY PROJECTS**

	<b>Project Name</b>	<b>FY20 Scope Status</b>	<b>Project Number</b>	<b>FY20 Adopted Project Scope</b>	<b>Reason for Project Scope Variances or Delays</b>
77	Beatty Parking Area and Trail Connections	In Progress	MAA22-004	Continue environmental review and preliminary permitting. Initiate schematic design development.	Based on PNR Committee feedback from the January 14 meeting, staff revised the conceptual design options to present to PNR Committee on August 4, 2020. While the milestone was to seek PNR recommendations for a conceptual design option to forward to the Board for their review and approval to initiate environmental review, PNR recommended placing the project on hold due to the newts mortality concerns on Alma Bridge Road to allow the newt study to proceed first.
78	La Honda Creek Parking and Trailhead Access Feasibility Study (former Red Barn Site Plan)	In Progress	VP05-002	Scope pending outcome of Parking Feasibility Study. Form a working group (see Public Access Working Group) and conduct a preliminary assessment of alternate sites for a parking area and trailhead.	In progress and almost complete as of June 30. Presentation of PAWG recommendations delayed when PNR meeting moved from April to July due to SIP order.
<b>Public Access, Education, and Outreach</b>					
79	Rancho San Antonio (RSA) Multimodal Access Study	In Progress	VP11-001	Complete study, then prioritize solutions and next steps. Implement initial short term measures to address high priority demand.	Implementation of short term measures ongoing. Access Study in progress - completing internal review of draft reports for the access study. Delays due in part to SIP and additional review time needed to accommodate requested report revisions. Staff to present the results of the study to PNR in September.
80	Parking Area Naming Conventions	In Progress (Added Mid-Year)	Coordination Purposes Only	N/A	Multi-year project, delayed due to staff on scheduled leave.
81	Cooley Landing Site Use Agreements	Deferred	Coordination Purposes Only	Work with the City of East Palo Alto and other local agencies on establishing a site-use and access agreement. Adjust East Palo Alto's current access easement to follow the center of the drive instead of the southern edge of the parcel.	Deferred due to changes in East Palo Alto Staff and lack of capacity given reprioritizations of workload brought on by COVID.
82	Cooley Landing Park Business and Operation Plan	Deferred	VP38-001	Partner with City of East Palo Alto to complete development of a business and operating plan for Cooley Landing Park.	On hold pending prioritization by East Palo Alto, as project driver. Due to resource constraints, the City has requested to delay developing a business operations plan for their Education Center.
<b>Infrastructure (Vehicles, Equipment, Facilities) and Other</b>					
83	Administrative Office (AO) Facility	Complete	31202	Complete design development, initiate environmental review, start construction documents, and manage tenants.	
84	South Area Field Office	Complete	31601	Secure permits, select contractor and initiate construction.	
85	Historic Resources Policy Development	Complete	31902	Conduct Board study sessions, obtain Board input on development of new policy language as appropriate	
86	Budget Management Software	Complete	50004	Select a vendor and implement system.	
87	Work Order & Asset Management System	Complete	51701	Refine system for Land and Facilities department. Phase I Natural Resources Implementation: Design, build, and pilot one business workflow that allows Natural Resources to review and approve Land and Facilities services work orders.	
88	Real Property Database	Complete	51703	Select a vendor and begin implementation.	
89	Russian Ridge - Bergman Residences Reconstruction	Complete	61009	Complete Phase III of residence upgrades.	
90	Toto Barn Roof Repair	Complete	61012	Complete repairs to barn roof.	
91	Toto Ranch Perimeter Fence Repair	Complete	61013	Complete repair, coordinating with a biomonitor for oversight of the project.	
92	Citation Management System	Complete	Coordination Purposes Only	Scope a citation management solution.	

YEAR-END REVIEW OF FY20 ACTION PLAN KEY PROJECTS

	Project Name	FY20 Scope Status	Project Number	FY20 Adopted Project Scope	Reason for Project Scope Variances or Delays
<b>Infrastructure (Vehicles, Equipment, Facilities) and Other</b>					
93	SharePoint - Document Management System	Complete	Coordination Purposes Only	Continue effort in building out the Districts SharePoint platform on Office 365.	
94	Mt. Umunhum - Radar Tower 2nd Assessment	Complete	VP23-001	Complete assessment, obtain Board approval on scope of work (future costs beyond FY2019-20 to be determined) and begin construction documents.	
95	Sierra Azul Ranger Residence	In Progress	35004	Begin design, permitting, and construction.	Delay due to a shift in the project location. Project location was initially identified at the Twin Creeks property. However, this site was deemed infeasible due to high cost estimate. A new and improved site, the current South Area Outpost on Pheasant Road, was subsequently identified as the site for the new ranger residence. Currently conducting a more detailed assessment of the existing structure.
96	Big Dipper Ranch Spring Work, Skyline Ridge	In Progress	61006	Complete repairs to the water system.	Delayed due to SIP/construction restrictions. Work has since restarted.
97	Toto Ranch Well Drilling and Construction, Tunitas Creek	In Progress	61010	Complete permitting and construction of well and water system.	Delayed due to SIP limiting permit processing by San Mateo County.
98	Install Solar Panels at Skyline Field Office	In Progress	61011	Research and install solar panels at the Skyline Field Office.	Delayed while staff determined best contracting approach and coordinated on a design-build process.
99	Radio System Assessment and Upgrade	In Progress	65407	Research options for radio improvements. Begin assessments of radio systems and process of additional FCC licenses and communications sites. Create design and recommendations for upgrade. Begin to develop a request for proposals.	Presentation to the Board on options for radio system improvements at the end of FY20 was delayed due to COVID 19, and now scheduled for FY21. Years 2 and 3 of the project are deferred until FY22 to reduce the FY21 budget due to the economic forecast. Scope in future years includes developing the technical design and specifications of the new system, releasing an RFP for procurement and installation, vendor selection, build and ship, installation, testing, and final cleanup, cutover, and final acceptance.
100	Basic Policy Update	In Progress	Coordination Purposes Only	Update policy.	Staff initiated internal discussions on the Basic Policy and San Mateo Coastal Service Plan policies. Delayed due to reduced capacity related to COVID.
101	Emergency/Disaster Preparedness Response and Recovery Plan	In Progress	Coordination Purposes Only	Conduct a review of agency policies and develop a comprehensive District-wide Emergency/Disaster Preparedness, Response and Recovery Plan.	Documentation progress itself was interrupted by urgent Business Continuity Plan execution in response to COVID-19 SIP orders.
102	Nature Center Web Camera	In Progress	Coordination Purposes Only	Complete installation and connectivity.	Delayed due to COVID-19 construction restrictions.
103	Records Management	In Progress	Coordination Purposes Only	District staff will begin to digitize and clean up files.	In-person trainings for staff were cancelled due to SIP. Additional time was required to reschedule and setup virtual trainings. Due to technical difficulties during training days, 1.5 departments had yet to complete training (most departments completed the training on time). Follow-up training was scheduled for August 5.
104	San Mateo County Master Permit	In progress	Coordination Purposes Only	Work with San Mateo County to define types of covered activities under the Master Permit and the public review and approval process for the Master Permit. Begin preparation of permit application.	Identified public review and approval process. Working with County Planning staff to define covered activities. Progress was delayed due to SIP orders.
105	Vehicle and Machinery/Equipment Purchases	In Progress	Vehicles	Purchase five replacement vehicles, five additional vehicles, a skip loader, and a mowing tractor.	Two vehicles received and outfitted for staff use. SIP delayed production and three vehicles ordered in FY20 will be delivered in FY21.
<b>Infrastructure (Vehicles, Equipment, Facilities) and Other</b>					
106	Agricultural Workforce Housing - La Honda Creek	In Progress	VP07-002	Finalize design and secure permits; begin construction. Secure County farm labor Housing loan. Biomonitoring to be performed.	Delayed in part due to modified project scope from building a new house to repairing an existing house and SIP restrictions that limited coordination with consultant and County.

**YEAR-END REVIEW OF FY20 ACTION PLAN KEY PROJECTS**

	<b>Project Name</b>	<b>FY20 Scope Status</b>	<b>Project Number</b>	<b>FY20 Adopted Project Scope</b>	<b>Reason for Project Scope Variances or Delays</b>
107	District Wide Fiber Optics	In Progress (Added Mid-Year)	51702	N/A	This project is nearing completion, but there is still a one-mile section on Page Mill Road that needs to be installed. Due to recent California fires, PG&E increased restrictions on using their poles. Many original poles could not be used, resulting in changes in the alignment. New alignment required new permits and easement agreements.
108	Tunitas Creek - Toto Ranch Driveway Improvements	In Progress (Added Mid-Year)	61001	N/A	Project delayed due to project manager retirement and reevaluation of priorities. Re-evaluating scope of project. Will initiate permitting and CEQA process in FY21.
109	Russian Ridge - Quam Residence Driveway Improvement	Deferred	61002	Complete driveway improvements. Biomonitoring to be performed. Midpen to determine whether to complete improvements to Quam residence based on add-alternate bids received for this section of the driveway.	Project deferred due to capacity shortage. In FY21, staff will evaluate disposition of Quam residence and associated driveway extension (either repair lower Quam driveway or remove residence).
110	South Area Outpost Driveway Repaving	Deferred	Coordination Purposes Only	Complete driveway repaving.	Deferred until new South Area Field Office in Campbell is ready and structural analysis of residence (current SAO) is completed. Driveway work will be incorporated into future residence repairs.
111	Hawthorns Historic Complex Partnership and Lease	Deferred	VP06-001	Review proposed rehabilitation and reuse proposal with Planning and Natural Resources Committee and Board.	Potential partners indicated they are no longer interested in reuse of the property. Project scope will shift to evaluate and implement short term measures to prevent deterioration of the Hawthorns house.
112	Radio Replacement for Ranger Staff and Patrol Vehicles	Cancelled	65406	Replace 40 portable and 40 mobile radios with dual-band radios with trunking capabilities. Repurpose old radios to be used by administrative and maintenance staff. To help defer cost of this upgrade, research the availability of grants and consider selling some of the surplus units.	Project canceled given that a work-around solution was discovered during the research phase of the project.
113	Legislative Initiatives	Cancelled	Coordination Purposes Only	Work on county/local permit exemption legislation and Phytophthora regulation.	Permit Exemption legislation: Upon further review by Board, project was cancelled in favor of more targeted, local efforts that do not require legislation.  Phytophthora regulation: Southern California nurseries actively opposed legislation and convinced bill author to abandon effort for 2019.