



Midpeninsula Regional
Open Space District

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT
LEGISLATIVE, FUNDING, AND PUBLIC AFFAIRS COMMITTEE

Administrative Office
5050 El Camino Real
Los Altos, CA 94022

Tuesday, March 12, 2024

*The Board of Directors conducted this meeting in accordance with
California Government Code section 54953*

DRAFT MINUTES

CALL TO ORDER

Director Gleason called the meeting of the Legislative, Funding, and Public Affairs Committee to order at 2:00 p.m.

ROLL CALL

Members present: Craig Gleason and Zoe Kersteen-Tucker

Members absent: Jed Cyr

Staff present: General Manager Ana M. Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, District Clerk/Assistant to the General Manager Maria Soria, Executive Assistant/Deputy District Clerk Shaylynn Nelson, Public Affairs Specialist III Leigh Ann Gessner, and Public Affairs Specialist II Natalie Jolly

Director Gleason announced this meeting is being held in accordance with Government Code section 54953. The public has the opportunity to comment on the agenda, and the opportunity to listen to this meeting through the internet or via telephone. This information can be found on the meeting agenda, which was physically posted at the District's Administrative Office, and on the District website.

ADOPTION OF AGENDA

Motion: Director Kersteen-Tucker moved, and Director Gleason seconded the motion to adopt the agenda.

ROLL CALL VOTE: 2-0-0 (Director Cyr absent)

ORAL COMMUNICATIONS

Public comment opened at 2:01 p.m.

Deputy District Clerk Shaylynn Nelson reported there were no public speakers for this item.

Public comment closed at 2:01 p.m.

COMMITTEE BUSINESS

1. Select Committee Chair for 2024 Calendar Year

Director Kersteen-Tucker nominated Director Gleason to serve as the Committee Chair for calendar year 2024.

Director Gleason accepted the nomination.

Public comment opened at 2:01 p.m.

Ms. Nelson reported there were no public speakers for this item.

Public comment closed at 2:01 p.m.

Motion: Director Kersteen-Tucker moved, and Director Gleason seconded the motion to select Director Gleason as Committee Chair for Calendar Year 2024.

ROLL CALL VOTE: 2-0-0 (Director Cyr absent)

2. Approve the November 7, 2023 Legislative, Funding, and Public Affairs Committee Meeting Minutes.

Public comment opened at 2:02 p.m.

Ms. Nelson reported there were no public speakers for this item.

Public comment closed at 2:02 p.m.

Motion: Director Kersteen-Tucker moved, and Chair Gleason seconded the motion to approve the November 7, 2023 Legislative, Funding, and Public Affairs Committee meeting minutes.

ROLL CALL VOTE: 2-0-0 (Director Cyr absent)

3. Updates to Board Policy 5.02 – *Good Neighbor Policy* (R-24-29)

Public Affairs Specialist II Natalie Jolly provided the staff presentation on the proposed revisions to Board Policy 5.02 *Good Neighbor Policy*, which clarify policy language and include current

best practices. She provided a history of updates to the policy and the steps taken by staff to arrive at the current proposed policy amendments, including incorporating Legislative, Funding, and Public Affairs Committee (LFPAC) member feedback, internal staff review, and soliciting public input via the project website, a virtual community meeting, postcard mailings, and homeowner associations invitational meetings.

Director Kersteen-Tucker inquired why parking is not addressed in the *Good Neighbor Policy* and whether a staff contact person should be included in the policy.

General Manager Ana Ruiz stated parking is a global issue and solutions are site specific. She suggested listing a staff contact on the brochure and website as those are more public facing than the policy document. Reoccurring issues (versus more one-time concerns such as visitors blocking driveways, etc.) can be elevated within the organization to research long-term solutions, including parking reconfigurations or expansions. The District can also work with local and community partners to implement no parking zones if there is neighborhood consensus and permission from San Mateo County.

Director Kersteen-Tucker suggested providing a staff contact person and acknowledging in the policy that the District is aware that parking may be an ongoing issue and there are steps the District can take to alleviate issues.

Ms. Ruiz responded that the District would include an acknowledgment in the brochure.

Director Kersteen-Tucker asked if ombudsperson contact information and further guidance on how to reach the ombudsperson can be included.

Ms. Jolly explained there is a section on the Good Neighbor Policy Update webpage that provides information on the ombudsperson program and there is also a separate page on the website devoted to ombudsperson information.

Director Kersteen-Tucker inquired how staff will maintain updated information on the printed brochure when staff contacts change.

Ms. Jolly noted a reason staff opted to list contact information in the brochure instead of the policy document is because staff changes could render the policy out of date. She stated the website and digital brochure will be updated immediately and the physical brochure will be printed in smaller amounts and reprinted as needed to remain current.

Director Kersteen-Tucker asked if the printed brochure will be distributed to neighbors.

Ms. Jolly stated the District received feedback that there is a preference for a digital brochure, but printed brochures will be provided upon request.

Chair Gleason inquired if the policy includes notification for neighbors which may be affected by fire resiliency or prescribed burn projects.

Ms. Ruiz stated the District has a public notification policy with guidelines that includes expanded outreach for projects that may affect larger community areas. Project managers work

with Public Affairs staff to identify the appropriate level of expanded outreach and to accordingly notify the public.

Assistant General Manager Brian Malone stated the District has an extensive public outreach program specifically for prescribed burns.

Chair Gleason stated there was public feedback about having an opt-out approach to notifications rather than an opt-in approach and inquired if the District can partner with homeowner associations and other organizations to push interested contacts to the District.

Ms. Jolly explained the District cannot opt people into receiving notifications, however, the updated *Good Neighbor Policy* has added language that the District will contact neighborhood associations with public notifications and the associations can disseminate information to their members.

Chair Gleason noted that there are redundancies in the *Good Neighbor Policy*, particularly in provision 8.

Ms. Jolly responded that there are sections in the policy that provide an overview in one part with additional information added in later parts.

Chair Gleason asked how the Directors can assist with spreading the word of the *Good Neighbor Policy*.

Ms. Jolly stated staff can provide the Directors with printed brochures and links to information on the website and digital brochures for the Directors to share with the community at events.

Ms. Ruiz directed staff to include QR codes in presentations given by Directors at public agencies, which will also direct users to the District website or specific webpages, such as the District's e-new page.

Director Kersteen-Tucker supported providing QR codes in Director presentations, particularly QR codes to key policies, such as the *Good Neighbor Policy*.

Public comment opened at 2:42 p.m.

Ms. Nelson reported there were no public speakers for this item.

Public comment closed at 2:42 p.m.

Motion: Director Kersteen-Tucker moved, and Chair Gleason seconded the motion to forward a recommendation to the full Board of Directors to adopt the proposed updates to Board Policy 5.02 – *Good Neighbor Policy* to clarify language and reflect current best practices.

ROLL CALL VOTE: 2-0-0 (Director Cyr absent)

ADJOURNMENT

Chair Gleason adjourned the meeting of the Legislative, Funding, and Public Affairs Committee at 2:44 p.m.

Shaylynn Nelson
Deputy District Clerk