



Midpeninsula Regional  
Open Space District

## NOTICE OF SPECIAL AND REGULAR BOARD MEETING

Meeting 25-16

Board Room of the Midpeninsula Regional  
Open Space District Administrative Office  
5050 El Camino Real, Los Altos, CA 94022

### AGENDA

**Wednesday, June 11, 2025**

**Special Meeting starts at 5:00 PM**  
**Regular Meeting starts at 7:00 PM\***

The Midpeninsula Regional Open Space District (Midpen) Board meetings are held in person at the District's Administrative Office, and by teleconference pursuant to Government Code Section 54953.

#### **PUBLIC ATTENDANCE OPTIONS**

1. In person at the Midpen Administrative Office: the Board Room is open to the public during meetings of the Board of Directors.
2. Remotely via Zoom: Join the meeting conference by clicking this link:  
<https://openspace.zoom.us/j/88474886984>
3. By phone: dial (669) 900-6833 or (346) 248-7799 and enter the Meeting ID: 884 7488 6984

#### **SUBMITTAL OF PUBLIC COMMENTS**

Members of the public may submit written comments to be provided to the Board, or register to make oral comments, as follows:

- Written comments may be submitted via the public comment form at: <https://www.openspace.org/public-comment>.
- Requests to provide oral comment must be submitted prior to the time when public comment on the agenda item is closed as follows:
  - In-person attendance: submit a request via the paper-based public comment form at the meeting.
  - Remote attendance: submit a request through the public comment form at: <https://www.openspace.org/public-comment>.
- Any comments received after the deadline will be provided to the Board after the meeting.

#### **5:00 SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

##### **ROLL CALL**

1. **Award of Grazing Leases for five Conservation Grazing Units: Johnston Ranch (Miramontes Ridge Open Space Preserve); Lobitos (Purisima Creek Redwoods Open Space Preserve); Harrington (La Honda Creek Open Space Preserve); Cloverdale Ranch (Cloverdale Ranch Open Space Preserve); and Butano Farms (Cloverdale Ranch Open Space Preserve) (R-25-74)**

Staff Contact: Matthew Shapero, Conservation Grazing Program Manager, Resource Management Specialist III, Land & Facilities Department

General Manager's Recommendations:

Based on the final evaluation results of a Request for Proposals Process that is consistent with the 2023 Board-adopted Agricultural Policy, adopt a Resolution authorizing the General Manager to:

1. Execute an initial five-year conservation grazing lease with Pacheco Cattle for the Johnston Ranch Grazing Unit in Miramontes Ridge Open Space Preserve.
2. Execute an initial five-year conservation grazing lease with Willow Creek Land and Cattle LLC for the Lobitos Grazing Unit in Purisima Creek Redwoods Open Space Preserve.
3. Execute an initial five-year conservation grazing lease with AGCO Hay LLC for the Harrington Grazing Unit in La Honda Creek Open Space Preserve.
4. Execute an initial five-year conservation grazing lease with Markegard Family Grass-Fed LLC for the Cloverdale Ranch Grazing Unit in Cloverdale Ranch Open Space Preserve.
5. Extend each of the foregoing leases, at the General Manager's discretion, for up to two (2) additional five-year terms, for total lease terms of 15 years each, based on tenant performance.
6. Execute a five-year conservation grazing lease with R. Dinelli Cattle Co. for the Butano Farms Grazing Unit in Cloverdale Ranch Open Space Preserve.

**ADJOURNMENT**

**7:00 REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

**ROLL CALL**

**ORAL COMMUNICATIONS**

*This portion of the agenda is for members of the public to comment on items not on the agenda; however, the Brown Act (Open Meeting Law) does not allow action by the Board of Directors on items not on the agenda. Individuals are limited to one comment during this section.*

**ADOPTION OF AGENDA**

**SPECIAL ORDERS OF THE DAY**

**Introduction of Staff**

- Eduardo Gonzalez, Management Analyst II
- Dave Lin, IST Application Program Manager

**CONSENT CALENDAR**

*All items on the Consent Calendar may be approved without discussion by one motion. Board members, the General Manager, and members of the public may request that an item be removed from the Consent Calendar during consideration of the Consent Calendar.*

1. **Approve the May 28, 2025 meeting minutes**
2. **Claims Report**

**3. Annual Review of Fiscal Management Policies for Fiscal Year 2025 (R-25-75)**

Staff Contact: Rafaela Ocegüera, Budget & Finance Manager, Budget & Finance Department

General Manager's Recommendations:

As previously reviewed and recommended by the Action Plan and Budget Committee:

1. Approve an amendment to Board Policy 3.02 – *General Accounting, Internal Control and Capital Asset Policy*.
2. Approve an amendment to Board Policy 3.03 – *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchase Policy*. If approved, this updated policy would go into effect on July 1, 2025.
3. Affirm Board Policy 3.08 - *Investment Policy*.
4. Affirm Board Policy 3.09 - *Debt Management Policy*.

**4. Approval of Amendments to the Personnel Policies and Procedures Manual (R-25-76)**

Staff Contact: Rebecca Wolfe, Human Resources Supervisor, Human Resources Department

General Manager's Recommendations:

As previously reviewed and supported by the Legislative, Funding and Public Affairs Committee:

1. Adopt a Resolution approving the amendments to the Personnel Policies and Procedures Manual.
2. Repeal the existing Board-approved Substance Abuse Policy, and in its place authorize the General Manager to revise, enact, and administer an Administrative Policy on Substance Abuse in the Workplace to allow for ease of updating for compliance based on state and federal regulatory updates over time.

**5. Contract Amendment with AECOM for additional environmental consulting services to prepare the Highway 17 Wildlife and Regional Trail Crossings and Trail Connections Project for construction and receipt of mitigation credits (R-25-77)**

Staff Contact: Jared Hart, Senior Planner, Planning Department

General Manager's Recommendations:

1. Authorize the General Manager to execute a contract amendment with AECOM in the amount of \$268,620 for additional environmental consulting services related to a Biological Assessment and other technical documents, the California Environmental Quality Act/National Environmental Policy Act, and a Mitigation Credit Agreement for the Highway 17 Wildlife and Regional Trail Crossings and Trail Connections Project, for a new contract amount, including base contract and contingency, not-to-exceed \$2,273,205.
2. Authorize \$85,000 in allowances for specific potential actions, if required, as described in the report, bringing the total project allowances to \$580,110. The proposed contract amendment, including proposed allowances, would bring the total not-to-exceed contract amount, including base contract, contingency, and allowances to \$2,853,315.

**6. Mitigation Cooperative Agreement at Miramontes Ridge Open Space Preserve with the California Department of Transportation (R-25-78)**

Staff Contact: Meredith Manning, Watershed Specialist, Natural Resources Department  
General Manager's Recommendations:

1. Authorize the General Manager to execute the cooperative agreement associated with the compensatory mitigation project at Miramontes Ridge Open Space Preserve to restore 1.67 acres (953 linear feet) of riparian habitat along Madonna Creek with the California Department of Transportation, for a contract reimbursement amount of \$697,000 over twelve years.
2. Delegate authority to the General Manager to accept additional reimbursement funds from the California Department of Transportation and execute minor amendments to the contract scope, budget and term, as necessary, during project implementation to meet project success criteria as determined by applicable regulatory agencies.

**7. Contract Amendment for Caltrans Permit Support Services with BKF Engineers for the Bear Creek Redwoods Northeast Trailhead Project in Bear Creek Redwoods Open Space Preserve (R-25-79)**

Staff Contact: Zachary Alexander, Senior Capital Project Manager, Engineering & Construction Department

General Manager's Recommendation: Authorize a contract amendment in the amount of \$70,000 with BKF Engineers of Redwood City, California to provide engineering and design services required to complete a Caltrans encroachment permit and finalize a maintenance agreement with Caltrans for the Bear Creek Redwoods Northeast Trailhead Project, bringing the existing contract to a not-to-exceed total amount of \$224,956.

**BOARD BUSINESS**

*Public comment on agenda items is received at the time each item is considered by the Board of Directors.*

**8. Fiscal Year 2025-26 Budget and Fiscal Year 2025-26 through Fiscal Year 2027-28 Capital Improvement and Action Plan (R-25-80)**

Staff Contact: Stefan Jaskulak, Chief Financial Officer and Director of Administrative Services

General Manager's Recommendations:

1. Adopt a Resolution approving the Fiscal Year 2025-26 Budget and Fiscal Year 2025-26 through Fiscal Year 2027-28 Capital Improvement and Action Plan.
2. Adopt a Resolution approving the Classification and Compensation Plan for Fiscal Year 2025-26, effective June 23, 2025.
3. Adopt a Resolution approving the Classification and Compensation Plan for Fiscal Year 2025-26, effective July 7, 2025.

**9. Formation of a new Hawthorns Historic Complex Ad Hoc Committee (R-25-81)**

Staff Contact: Erica Strohmeier, Planner III, Planning Department

General Manager's Recommendation: Form a new Hawthorns Historic Complex Ad Hoc Committee of the Board of Directors pursuant to Board Policy 1.04, *Board Committees*.

Consistent with other recent Ad Hoc Committees of the Board, these meetings would be compensable.

**INFORMATIONAL REPORTS** – Reports on compensable meetings attended. Brief reports or announcements concerning activities of District Directors and staff; opportunity to refer public or Board questions to staff for information; request staff to report to the Board on a matter at a future meeting; or direct staff to place a matter on a future agenda. Items in this category are for discussion and direction to staff only. No final policy action will be taken by the Board.

- A. Committee Reports
- B. Staff Reports
- C. Director Reports

## **ADJOURNMENT**

*\*Times are estimated and items may appear earlier or later than listed. The Agenda is subject to a change of order.*

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (650) 691-1200. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Written materials relating to an item on this Agenda that are considered to be a public record and are distributed to Board members less than 72 hours prior to the meeting, will be available for public inspection at the District's Administrative Office located at 5050 El Camino Real, Los Altos, California 94022.

## **CERTIFICATION OF POSTING OF AGENDA**

I, Maria Soria, District Clerk for the Midpeninsula Regional Open Space District (MROSD), declare that the foregoing agenda for the special and regular meeting of the MROSD Board of Directors was posted and available for review on June 5, 2025, at the Administrative Offices of MROSD, 5050 El Camino Real, Los Altos, California, 94022. The agenda and any additional written materials are also available on the District's website at <http://www.openspace.org>.



Maria Soria, MMC, CPMC  
District Clerk

