



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, August 29, 2023**

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

**DRAFT MINUTES**

**CALL TO ORDER**

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

**ROLL CALL**

Members present: Jed Cyr, Zoe Kersteen-Tucker, and Margaret MacNiven

Members absent: None

Staff present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Chief Financial Officer Stefan Jaskulak, District Clerk/Assistant to the General Manager Maria Soria, Deputy District Clerk/Executive Assistant Loana Lumina-Hsu, Public Affairs Manager Kori Skinner, Public Affairs Specialist II Natalie Jolly

Chair MacNiven 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.

**ORAL COMMUNICATIONS**

District Clerk Maria Soria reported there were no public speakers for this item.

**ADOPTION OF AGENDA**

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

**ROLL CALL VOTE: 3-0-0**

**COMMITTEE BUSINESS**

**1. Approve the June 27, 2023 Legislative, Funding, and Public Affairs Committee Meeting Minutes**

Public comment opened at 2:01 p.m.

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

Public comment closed at 2:01 p.m.

**Motion:** Director Kersteen-Tucker moved, and Director Cyr seconded the motion to approve the June 27, 2023 Legislative, Funding, and Public Affairs committee meeting minutes.

**ROLL CALL VOTE: 3-0-0**

**2. Draft Updates to Board Policy 5.02 – Good Neighbor Policy (R-23-97)**

Public Affairs Specialist II Natalie Jolly presented the staff presentation providing background information on Board Policy 5.02 – Good Neighbor Policy (GNP). The GNP was originally enacted in 1988 and amended in 2013 to include 13 policy provisions that satisfy LAFCo conditions of approval for the 2004/5 Coastal Annexation. The purpose of the GNP is to demonstrate commitment to building and maintaining good relationships with District neighbors. The policy defines neighbors as residents and property owners of lands adjacent or close to a District preserve. The District is now proceeding with a new review and update of the GNP.

Ms. Jolly reviewed the proposed policy updates that includes the removal of Policy Provision 9, this provision addresses public involvement in the development of a District Basic Policy for the Coastside, which is being conducted concurrently by the General Manager's Office as part of a separate review process. The revisions also update the District staff liaison position under Policy Provision 10, and reflect current practices related to public meetings and outreach methods under Policy Provisions 4, 5, 6, 11, 12, 13. In addition, the update proposes an adjustment to the frequency of reviewing/updating the GNP from annually to at least once every two years under Policy Provision 12. The proposed update also includes minor edits to incorporate more inclusive and expansive language, and text formatting.

Director Kersteen-Tucker suggested adding hyperlinks or references to other policies that apply to residents living further from a preserve, who are not defined as neighbors, so that they too can understand where to search for policies that address their needs or concerns.

Director Kersteen-Tucker expressed concerns regarding parking impacts and asked whether there is a way to recognize this issue in the GNP.

Ms. Skinner indicated that staff will solicit public input and bring the input, along with policy revisions and suggestions, to the Board for discussion and direction of what additional language should be included.

Director Cyr suggested that the Board avoid committing to a single solution for an issue since each preserve is unique. He emphasized the need for flexibility selecting site-specific solutions and agreed that parking is a topic of community interest.

Director Kersteen-Tucker stated that the information listed on the District's website for the Ombudsperson could be better articulated. She proposed adding text to the website noting that there are three Ombudspersons and clarifying that if public concerns or considerations are not adequately addressed by staff, they will be referred to the Ombudspersons.

Chair MacNiven commented that the GNP on the District's website is outdated and includes a 2013 letter from former General Manager Steve Abbors. She explained the confusion lies specifically with the *Guide for Open Space Neighbors* section of the brochure. She also observed that the brochure lists the old address of 330 Distel Circle and suggested updating the brochure every two years.

Ms. Jolly proposed removing the initial pages of the *Guide for Open Space Neighbors*, which are actually not a part of the GNP policy and retaining only the original policy pages on the website, which form the latest/current version of the GNP. Additionally, she noted that the proposed GNP revisions will be uploaded to the website for public cross-referencing.

Ms. Skinner commented that once new updates to the GNP are approved by the Board, staff will update the brochure and upload it to the website.

Ms. Jolly explained that the next step in the outreach is to create a website specific for the GNP update and seek public feedback on the proposed policy language. The public will have an opportunity to review the revisions and be able to provide comments using a feedback form.

Director Kersteen-Tucker explained while working on the Ag Policy Ad Hoc Committee the Committee included sidebars throughout the policy for clarification, definition, and broader context and suggested adding sidebars to the GNP.

Ms. Jolly inquired if the preference is to add sidebars before attaining public outreach or after attaining feedback from the public.

Director Kersteen-Tucker suggested that the sidebars would be added based on the feedback.

Director Kersteen-Tucker commented that in Section 3 of the Public Information Education Outreach, Item 5, states that the Board has appointed an Ombudsperson and suggested adding a more expansive language to say "the District employs Ombudspersons in various subject areas" to recognize that there can be more than one Ombudsperson.

Ms. Jolly stated that the Ombudsperson is a volunteer position and that she can add clarifying language to note that there can be more than one Ombudsperson available at any given point in time.

Director Kersteen-Tucker commented that at the end of the GNP there are other relevant District policies mentioned and suggested adding links to those policies.

Director Kersteen-Tucker suggested that staff contemplate the broader concept of what constitutes the definition of a District neighbors. She recommended referencing this idea in the GNP, acknowledging that neighbors can be interpreted in various ways, including those who live nearby and those within the broader sphere.

Ms. Skinner stated that Board direction would be needed to redefine the definition of a neighbor.

Due to audio technical issues on Zoom Ms. Soria read a statement on behalf of General Manager Ana Ruiz to relay the following information: Staff can refer the reader to other relevant policies in a footnote where District policy guidance is provided for larger, broader public noticing and communications actions. Regarding parking and other issues, staff can explain the process on how members of the public can reach out to the District regarding neighbor concerns so that the District has an opportunity to address these when they arise. In addition, staff can offer some examples of issues, but leave out the actual solutions since they vary site to site. Finally, Ms. Ruiz concurred with Ms. Jolly on how to repost the GNP online to remove the outdated info until an updated GNP is approved by the full Board. Once the GNP updates are approved, a new brochure will be created to replace the old version.

Ms. Jolly stated the draft Good Neighbor Policy will be presented to neighbors and stakeholders for their feedback. This feedback and any resulting final refined language will be forwarded to the full Board of Directors for their consideration.

Public comment opened at 2:43 p.m.

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

Public comment closed at 2:43 p.m.

### **ADJOURNMENT**

Chair MacNiven adjourned the meeting of the Legislative, Funding, and Public Affairs Committee at 2:46 p.m.

Maria Soria, MMC  
District Clerk