



SPECIAL AND REGULAR MEETING

**BOARD OF DIRECTORS
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

Wednesday, April 23, 2025

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

DRAFT MINUTES

**SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA
REGIONAL OPEN SPACE DISTRICT – CLOSED SESSION**

President Cyr called the special meeting of the Midpeninsula Regional Open Space District to order at 5:02 p.m.

ROLL CALL

Members Present: Jed Cyr, Craig Gleason, Karen Holman, Zoe Kersteen-Tucker, Yoriko Kishimoto, and Margaret MacNiven

Members Absent: Curt Riffle

Staff Present: General Manager Ana Ruiz, Assistant General Counsel Egan Hill, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Maria Soria, Executive Assistant/Deputy District Clerk Stephanie Gross, Natural Resources Manager Kirk Lenington, Sr. Resource Management Specialist Coty Sifuentes-Winter, Skyline Area Manager Craig Beckman, Skyline Area Superintendent Chris Barresi

President Cyr announced that 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.

**SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA
REGIONAL OPEN SPACE DISTRICT**

1. Oral presentation on the Wildland Fire Resiliency Program

Assistant General Manager Brian Malone, Natural Resources Manager Kirk Lenington, and Senior Resource Management Specialist Coty Sifuentes-Winter, Skyline Area Manager Craig Beckman, and Skyline Area Superintendent Chris Barresi presented.

Public comment opened at 6:57 p.m.

The following members of the public spoke:

- Betty Kayton
- Brandon Stewart
- Brian Hennig

Public comment closed at 7:07 p.m.

General Manager Ana Ruiz stated that staff will contact Ms. Kayton regarding her inquiry about obtaining permission to cut brush on her property, and on neighboring properties, extending up to Rhus Ridge. In addition, she stated that staff will also contact Mr. Hennig regarding his question about fire risk assessments for private properties.

No Board action is required.

ADJOURNMENT

President Cyr adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 7:08 p.m.

REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

President Cyr called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:16 p.m.

ROLL CALL

Members Present: Jed Cyr, Craig Gleason, Karen Holman, Zoe Kersteen-Tucker, Yoriko Kishimoto, and Margaret MacNiven

Members Absent: Curt Riffle

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, Chief Financial Officer/Director of Administrative Services Stefan Jaskulak, District Clerk/Assistant to the General Manager Maria Soria, Executive Assistant/Deputy District Clerk Stephanie Gross, Capital Project Manager III Ivana Yeung Public Affairs Manager Lori Low

President Cyr announced that 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

Public comment opened at 7:16 p.m.

District Clerk/Assistant to the General Manager Maria Soria reported there were no public speakers for this item.

Public comment closed at 7:16 p.m.

ADOPTION OF AGENDA

Motion: Director Gleason moved, and Director Kishimoto seconded the motion to adopt the agenda.

ROLL CALL VOTE: 6-0-0 (Absent Director Riffle)

CONSENT CALENDAR

Director Holman commented on Agenda Item #7, noting that the map attachment does not differentiate between demolition and debris removal. She suggested that, for future staff reports on similar items, a clear delineation be provided, as the Board does not have access to the contract to see the differentiation.

Public comment opened at 7:21 p.m.

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

Public comment closed at 7:21 p.m.

Motion: Director Kishimoto moved, and Director Gleason seconded the motion to approve the Consent Calendar.

ROLL CALL VOTE: 6-0-0 (Absent Director Riffle)

- 1. Approve the April 9, 2025 Board meeting minutes**
- 2. Approve Claims Report**
- 3. Quarter 3 Proposed Budget Amendments for the Fiscal Year ending June 30, 2025 (R-25-51)**

General Manager's Recommendation: Adopt a resolution approving the proposed Quarter 3 budget amendments for the fiscal year ending June 30, 2025.

- 4. Authorize the General Manager to Amend a Contract with United States Geological Survey for additional Genomic Monitoring of San Francisco Garter Snakes to support**

repopulation efforts for expanding the regional San Francisco Garter Snake population to enhance long-term survivorship (R-25-52)

General Manager's Recommendation: Authorize the General Manager to amend the contract with United States Geological Survey in the amount of \$175,000 to provide additional genomic monitoring of San Francisco garter snakes surveyed in Cloverdale Ranch Open Space Preserve for a not-to-exceed contract amount of \$373,364.

5. Award of Contract for Construction Services to Complete Drainage Upgrades for an Interior Loop Ranch Road within Central La Honda Creek Open Space Preserve that is part of the new Phase II Trails to be opened to the public in October 2025 (R-25-53)

General Manager's Recommendations:

1. Authorize the General Manager to enter into a contract with Half Moon Bay Grading and Paving Inc., to complete drainage upgrades along an existing ranch road that is being prepared for public trail use, for a base amount not to exceed \$392,897.
2. Authorize a 15% contingency in the amount of \$58,935 reserved for unanticipated scope of work.
3. Authorize an allowance in the amount of \$26,200 for the delivery of 500 tons of lime-treated aggregate base rock, which in-house trail crews will use to stabilize a new segment of trail within proximity of the ranch road upgrades, bringing the total not-to-exceed contract to \$478,032.

6. Contract Amendment for Services to further Diversity, Equity and Inclusion Goals (R-25-44)

General Manager's Recommendation: Authorize the General Manager to amend the professional services agreement with ReadySet Solutions Co., increasing the base contract amount by \$33,476 for a total not-to-exceed \$299,270 and extending the contract term to December 31, 2026 to provide supplemental staff training sessions and additional support for developing a 3-year action plan to enhance internal staff and external partner/community engagement and inclusive communications.

7. Award of Contract to SFT Construction for Construction Services to Implement the Board of Director's approved Interim Stabilization and Debris Removal Plan for the Hawthorns Historic Complex (R-25-54)

General Manager's Recommendations:

1. Authorize an award of contract to SFT Construction Corp, of San Francisco, CA for a not-to-exceed base contract amount of \$189,000.
2. Authorize a contingency of 15% in the amount of \$28,350 to be reserved for unanticipated issues, bringing the total not-to-exceed contract to \$217,350.

BOARD BUSINESS**7. Public Affairs Update & Departmental Growth Model (R-25-55)**

Public Affairs Manager Lori Low presented.

Director Gleason praised the addition of Instagram reels, noting that they add a personal dimension to the District's social media presence, and expressed support to continuing this approach.

Director Kishimoto commented that the District is increasingly becoming a regional thought leader and noted that, while housing, transportation, and open space are key Bay Area topics, they are not addressed cohesively. She suggested that Public Affairs consider framing these issues together to help elevate how these different pieces work together.

Director MacNiven suggested increasing public outreach in future newsletters to promote coastal agriculture, noting that it is part of the District's coastside mission. She recommends including content that highlights local food productions, farmers markets, and the conservation grazing program.

Director Holman agreed with Director MacNiven on the value of including farmers markets in outreach efforts. She also noted that lack of attention is given to bayside preserves, noting these should also receive more focus and outreach to encourage use. In response to Director Kishimoto's comments, she added that housing, transportation, and climate are the topics she hears most about, and noted that open space plays a direct role in climate resilience. She agrees with efforts to promote the District's open spaces and forests, which in turn support climate resiliency.

Public comment opened at 8:13 p.m.

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

Public comment closed at 8:13 p.m.

No Board action is required.

INFORMATIONAL REPORTS

A. Committee Reports

Director Gleason provided an update of the April 22, 2025, Legislative, Funding and Public Affairs Committee meeting.

B. Staff Reports

General Manager Ana Ruiz reported she attended former Peninsula Open Space Trust President Walter Moore's retirement celebration and spoke on behalf of the District. In addition, she reported that a commemoration event for former District General Manager, Herb Grench, will be held on Friday, April 25.

C. Director Reports

Director Cyr reported that he attended a bench recognition for two long term docents and volunteers Strether and Tomasina (Tommi) Smith on April 15.

Director Kersteen-Tucker reported that she attended a meeting with Congressman Sam Liccardo on April 22, during which they toured the conceptual trail alignment for the Bay-to-Sea Trail, the Purisima-to-the Sea Trail, and the two planned parking lots.

ADJOURNMENT

President Cyr adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District meeting at 8:20 p.m.

Maria Soria, MMC
District Clerk