



**SPECIAL AND REGULAR MEETING**

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

**Wednesday, June 11, 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**

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, Margaret MacNiven, and Curt Riffle

Members Absent: None

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 Shaylynn Nelson, Conservation Grazing Program Manager Matthew Shapero and Land & Facilities Manager Brandon Stewart

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.

- 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)**

General Manager Ana Ruiz provided opening remarks. Conservation Grazing Program Manager Matthew Shapero and Land & Facilities Manager Brandon Stewart presented. Assistant General Manager Brian Malone assisted with answering questions.

Director Kersteen-Tucker inquired if staff could provide an update in a few years regarding the possibility of increasing the land available for conservation grazing, whether that be through land purchases or expanding existing grazing areas. She suggested the land could be used by startups or entry level ranchers to gain experience working with public land agencies.

Mr. Stewart confirmed that staff could provide an update. He stated high level discussions have already begun, and staff will work to grow the conservation grazing program to meet the District's natural resource needs and stewardship goals.

Public comment opened at 6:11 p.m.

The following members of the public spoke against the item:

- Vince Fontana
- Lucy White

Public comment closed at 6:27 p.m.

Director MacNiven expressed appreciation for the history of farming on the coast, emphasizing that local farmers and ranchers have played a vital role in preserving the open lands that the public enjoys today and for which the District is responsible in managing and protecting. She stated the District's approach to the RFP process should be to consider what is best for the health and longevity of the land. Additionally, she noted that there are new generations of coastal farmers and organizations that have embrace the concept of land health through stewardship, and collaboration, and are committed to work with one another and the District to protect the land for future generations. She expressed encouragement that staff has reached out and offered support to the community and concluded by stating her support for the General Manager's recommendation.

Director Kersteen-Tucker concurred with Director MacNiven and expressed gratitude towards staff for creating an RFP process which was transparent, competitive, responsive to community input, and respectful of the traditions of the agricultural community on the coast as well as sowing the seeds of progress and innovation. Furthermore, she recognized the Fontana family noting they have been and continue to be an important part of the agricultural history. Furthermore, she stated that she along with Director MacNiven, requested the Board to consider convening a Working Lands Ad Hoc Committee. She explained that after much reflection on the District's role in agriculture, the goal of the committee would be to engage new and diverse groups within the agricultural community to chart a common path forward. She noted that she would like to see the District coalesce a group of people who are willing to help deepen the District's presence in the agricultural community in ways that best leverage the District's resources in support of a healthy future for farming and ranching on the coast. She concluded by stating her support for the General Manager's recommendation.

**Motion:** Director MacNiven moved, and Director Kersteen-Tucker seconded the motion to 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 GrassFed 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.

**ROLL CALL VOTE: 7-0-0**

### **ADJOURNMENT**

President Cyr adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 6:36 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 7:02 p.m.

### **ROLL CALL**

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

Members Absent: Karen Holman

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 Shaylynn Nelson, Executive Assistant/Deputy District Clerk Shaylynn Nelson, Planner III Erica Strohmeier, Senior Planner Tina Hugg, and Planning Manager Jane Mark

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 7:02 p.m.

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

Public comment closed at 7:02 p.m.

### **ADOPTION OF AGENDA**

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

**ROLL CALL VOTE:           6-0-0 (Director Holman absent)**

### **SPECIAL ORDERS OF THE DAY**

#### **Introduction of Staff**

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

### **CONSENT CALENDAR**

Public comment opened at 7:08 p.m.

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

Public comment closed at 7:08 p.m.

**Motion:** Director Riffle moved, and Director Kersteen-Tucker seconded the motion to approve the Consent Calendar.

**ROLL CALL VOTE:           6-0-0 (Director Holman absent)**

- 1.       Approve the May 28, 2025 Board meeting minutes**
- 2.       Approve Claims Report**
- 3.       Annual Review of Fiscal Management Policies for Fiscal Year 2025 (R-25-75)**

#### **General Manager's Recommendations:**

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)**General Manager's Recommendations:

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)**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)**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)**

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**

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

Chief Financial Officer and Director of Administrative Services Stefan Jaskulak presented.

Public comment opened at 7:13 p.m.

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

Public comment closed at 7:13 p.m.

**Motion:** Director Kersteen-Tucker moved, and Director Kishimoto seconded the motion to:

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.

**ROLL CALL VOTE: 6-0-0 (Director Holman absent)**

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

Planner III Erica Strohmeier presented. Senior Planner Tina Hugg assisted with answering questions.

Public comment opened at 7:23 p.m.

The following members of the public spoke in favor of the item:

- Karen Askey

Public comment closed at 7:25 p.m.

**Motion:** Director Riffle moved, and Director Gleason seconded the motion to 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.

**ROLL CALL VOTE: 6-0-0 (Director Holman absent)**

President Cyr appointed Directors Holman, MacNiven, and Riffle to the Hawthorns Historic Complex Ad Hoc Committee.

## **INFORMATIONAL REPORTS**

### **A. Committee Reports**

Director Riffle provided an update of the Board Appointee Evaluation (BAE) Committee Meeting held on June 10, 2025.

### **B. Staff Reports**

Ms. Ruiz reported that she and staff met with the new director of Santa Clara County Parks Todd Lofgren.

### **C. Director Reports**

Director MacNiven reported that she and Director Kersteen-Tucker visited Pie Ranch and she toured the Willow Commons facility.

Director Cyr reported that he attended the June 10 BAE meeting and the June 2 District's Pride Flag Raising Ceremony.

Director Kersteen-Tucker reported that she attended the District's Pride Flag Raising Ceremony.

Director Gleason reported attending the District's Pride Flag Raising Ceremony, the June 2 Santa Clara County Special Districts meeting, a docent-led silent hike at Purisima Creek, and the June 6 Spotlight Stewardship tour of the Butano Pescadero Watershed. He thanked staff for coordinating the first volunteer trail project under the new Volunteer Trail Work Program at Montebello.

## **ADJOURNMENT**

President Cyr adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District meeting at 7:40 p.m.

Maria Soria, MMC  
District Clerk