



SPECIAL AND REGULAR MEETING

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

Wednesday, September 24, 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 5:00 p.m.

ROLL CALL

Members Present: Jed Cyr, Craig Gleason, Karen Holman, Margaret MacNiven, and Curt Riffle

Members Absent: Zoe Kersteen-Tucker and Yoriko Kishimoto

Staff Present: General Manager Ana Ruiz, District Clerk/Assistant to the General Manager Maria Soria, Controller Mike Foster

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. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code
Section 54957(b)(1))**

Title of Employees: Controller and General Manager

**2. CONFERENCE WITH LABOR NEGOTIATORS. (Government Code Section
54957.6)**

Agency designated representatives: Board Appointee Evaluation Committee (Directors Cyr, Gleason, and Riffle)

Unrepresented Employees: Controller and General Manager

Public comment opened at 5:02 p.m.

District Clerk/Assistant to the General Manager Maria Soria reported no public comments were submitted for the closed session.

Public comment closed at 5:02 p.m.

The Board convened into closed session.

ADJOURNMENT

President Cyr adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 6:50 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 7:00 p.m.

ROLL CALL

Members Present: Jed Cyr, Craig Gleason, Karen Holman, Margaret MacNiven, and Curt Riffle

Members Absent: Zoe Kersteen-Tucker and Yoriko Kishimoto

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, Budget & Analysis Supervisor Elissa Martinez

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.

REPORT OUT OF CLOSED SESSION

President Cyr reported the Board met in closed session, and no reportable action was taken.

ORAL COMMUNICATIONS

Public comment opened at 7:01 p.m.

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

Public comment closed at 7:01 p.m.

ADOPTION OF AGENDA

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

ROLL CALL VOTE: 5-0-0 (Directors Kersteen-Tucker and Kishimoto absent)

CONSENT CALENDAR

Public comment opened at 7:02 p.m.

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

Public comment closed at 7:02 p.m.

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

ROLL CALL VOTE: 5-0-0 (Directors Kersteen-Tucker and Kishimoto absent)

1. **Approve the September 10, 2025 Board meeting minutes**
2. **Approve Claims Report**
3. **Award of Contract for State and Federal Programmatic Permit Compliance Support (R-25-119)**

General Manager's Recommendations:

1. Authorize the General Manager to enter into a contract with Montrose Environmental to provide consulting services over a two-year period in support of state and federal programmatic permit compliance for implementation of the Open Space Maintenance and Restoration Program for a base amount not to exceed \$346,693.
2. Authorize a 10% contingency of \$34,669 to cover unforeseen circumstances for a total contract amount not to exceed \$381,362.

BOARD BUSINESS

4. **Annual Year-End Report for Fiscal Year ending June 30, 2025 (R-25-120)**

General Manager Ana Ruiz provided remarks. Budget & Analysis Supervisor Elissa Martinez and Assistant General Manager Brian Malone assisted with answering questions.

President Cyr recommended to extend the duration each slide is shown for future year-end videos to allow viewers to read the text.

Director Gleason suggested highlighting Natural Resources projects to raise public awareness, particularly if the projects are in closed-off areas or are adjacent to public access projects.

Director Riffle requested that attachment 1 *FY25 Major Accomplishments Report* be easily accessible on the District's website. He further inquired if the Board could get more granular

information on the projects which are in progress. He suggested a moon chart or percentage of the percentage of work completed.

Ms. Ruiz stated that she would work with staff to identify a clear and simple way to show how much work was accomplished on projects in progress.

Director Gleason agreed with Director Riffle and noted the difficulty in understanding a project's current status, its likely endpoint, and whether the endpoint has shifted since the previous year.

Public comment opened at 7:34 p.m.

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

Public comment closed at 7:34 p.m.

No Board action required.

5. Informational presentation on Board Policies 1.02 Board Meetings and 1.03 Board Agenda focused on agenda setting procedures (R-25-121)

District Clerk/Assistant to the General Manager Maria Soria and General Manager Ana Ruiz presented. General Counsel Hilary Stevenson assisted with answering questions.

Director Gleason noted that Board Policy 1.02 *Board Meetings* is misleading since it appears to reflect that a single Board member can add an item to an agenda. The process for how a Board member can add an item to an agenda is communicated separately in Board Policy 1.03 *Board Agenda*.

Ms. Ruiz stated that Board Policy 1.02 could be updated to reference Board Policies 1.03 and Board Policy 2.01 *Guidelines for Board-Staff Working Relationships*.

Director Gleason suggested adding language to Board Policy 1.02 to the effect that a Board member may request to place a matter on the agenda for the consideration of the Board of Directors (Board), subject to the details in Board Policy 1.03.

Public comment opened at 7:55 p.m.

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

Public comment closed at 7:55 p.m.

No Board action required.

INFORMATIONAL REPORTS

A. Committee Reports

Director Riffle reported on the Hawthorns Historic Complex Ad Hoc Committee meeting of September 15, 2025.

B. Staff Reports

Assistant General Manager Brian Malone provided an update on the Bear Creek Stables.

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak provided an update of the annual Bond Oversight Committee tour held on September 23, 2025.

Ms. Ruiz reported that a consultant filming crew along with staff is working to update the “Working for Midpen” video that last Friday featuring staff across departments. The video will highlight the District’s mission and will be posted on the District’s website for recruitment purposes and will also be showcased at the upcoming spring job fair. She also reported her participation in the advisory committee for the Statewide Comprehensive Outdoor Recreation Program.

C. Director Reports

Director MacNiven reported she attended Craig Beckman’s retirement celebration, Pie Ranch’s 20th anniversary, and the HEAL project Farm 10th anniversary celebrations.

Director Holman reported that she attended Craig Beckman's retirement celebration. She also presented to the East Palo Alto City Council alongside Public Affairs Manager Lori Low.

Director Gleason reported he attended Craig Beckman’s retirement celebration and participated in a Trail Volunteer Project at Thornwood, working on the Rock of Ages connections. He also attended the fourth day of Spotlight Stewardship, visiting Swanton Pacific Ranch and Cotoni-Coast Daires. Additionally, he attended the Santa Clara County Special District Association meeting and presented to the City of Saratoga Council alongside Ms. Low. Lastly, he joined a District docent-led bike ride Saratoga Gap to Skyline Ridge.

Director Riffle reported that he attended Craig Beckman’s retirement celebration and thanked the District for sponsoring Pie Ranch’s 20th Celebration. He also noted that he will be attending the Nature’s Inspiration event on September 28 and the Santa Cruz Mountain Stewardship Network 10th Anniversary on Tuesday, September 30.

ADJOURNMENT

President Cyr adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District meeting at 8:19 p.m.

Maria Soria, MMC
District Clerk