Midpeninsula Regional Open Space District

SPECIAL AND REGULAR MEETING

BOARD OF DIRECTORS
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

Wednesday, October 22, 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, 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, General Manager Brian Malone, District Clerk/Assistant to the General Manager Maria Soria, Real Property Manager Allen Ishibashi, Real Property Agent II Lupe Hernandez

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.

Director Holman joined the meeting at 5:03 p.m.

1. **CLOSED SESSION CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)**
   Property: Santa Clara County APN: 558-31-008
   Agency Negotiator: Lupe Hernandez, Real Property Agent II
   Negotiating Party: Santa Clara County Tax Collector
   Under Negotiation: Purchase Terms

Public comment opened at 5:01 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 5:01 p.m.

The Board convened into closed session.

The Board adjourned closed session at 5:25 p.m.

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

President Cyr called the special meeting of the Midpeninsula Regional Open Space District to order at 5:30 p.m.

SPECIAL MEETING 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, Planning Manager Jane Mark, Senior Planner Tina Hugg, and Planner III Galli Basson, and Planner III Tyler Smith

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.

2. Consideration of the Draft Schematic Design for the Skyline Field Office Project as the project description to initiate CEQA Environmental Review (R-25-127)

Planner III Galli Basson and Siegel & Strain Project Architect Laura Levenberg presented. General Manager Ana Ruiz and Assistant General Manager Brain Malone assisted in answering questions.

Director MacNiven suggested that an extended third turning lane may be needed on Skyline to deter speeding.

Ms. Levenberg stated that the proposed widened section would include an 11-foot slowdown lane approximately 600-feet long.

Director MacNiven noted that the third lane coming from the north on Skyline would be short.

Ms. Levenberg responded that she will need to confirm but believes this section will also be widened slightly to provide a longer southbound left turn lane and a 600-foot northbound deceleration lane.

Director MacNiven asked whether staff would consider widening the other side and moving the entire road to the left.

Ms. Basson responded that this option could be considered.

Ms. Levenberg added that the main challenge is the steep grade above the equestrian lot. She noted that when the idea was proposed to the traffic consultant, they indicated that Caltrans would likely not support a design that requires vehicles to weave, even though theoretically it can slow traffic.

Director Holman suggested that potential efficiencies could be gained by coordinating with the lessee of the Christmas tree farm to undertake improvements benefiting both the Skyline Field Office (SFO) project site and the tree farm.

Director Holman requested that tile not be used in the locker rooms, due to potential maintenance and cleaning concerns.

Director Holman suggested using permeable concrete and emphasized the importance of considering sustainability alongside cost.

Director Kersteen-Tucker opined that if there are staff needs for use of the existing SFO site, those needs should take priority over leasing the site. She encouraged staff to remain open to this option, noting that the site should accommodate growth for the next 30-40 years.

Director Gleason suggested that the educational program at Skyline Ridge should also be considered for a potential use of the site.

Director Riffle acknowledged that the project completion date is set for 2028, and requested that when staff return to the Board, they explore whether the project timeline could be accelerated and identify any trade-offs for the Board to consider. He noted this consideration is important not only due to the construction costs but also because of the capacity constraints of the existing building and the current strain on staff.

Director Riffle suggested that the new SFO building, like the District's administrative office, should convey a story highlighting the sustainable design and the materials used in the project. He acknowledged that it may impact timing and costs and emphasized the importance of sustainability as an open space district.

Director Holman noted that the site is located in the OS zone for Palo Alto, and emphasized that factors such as visibility, color, material, permeability, lighting, bird safe glass, material compatibility, circulation, and sustainability should be considered. She also suggested that instead of buying benches, use trees that occasionally fall or are removed, noting that incorporating such sustainable ideas is beneficial and would be positively viewed by reviewers.

Director Kishimoto inquired whether the building would achieve LEED equivalent certification.

Ms. Basson stated that a determination has not been made at this time, but that staff would return to the Board with cost estimates.

Director Holman suggested that a workout room could be incorporated in the existing SFO office. She noted that the existing SFO offers excellent outdoor meeting space and expressed support for retaining the SFO site while exploring additional uses.

Public comment opened at 6:44 p.m.

The following people spoke in opposition of the item:

- Leslee Johsens
- Donna Duca

The following people spoke in favor of the item:

- Gary Gechlik

Public comment closed at 6:55 p.m.

Director MacNiven expressed concern regarding ingress and egress along Skyline Boulevard, noting that this issue exists throughout the corridor. She stated her preference for repurposing the existing SFO for staff use and restoring the Quonset hut and other surrounding structures that could be rehabilitated. She also suggested improving the area near the Sunny Jim site so that visitors are greeted with a more aesthetically pleasing environment rather than equipment storage. She agrees with Director Holman that permeable concrete should be used rather than concrete, emphasizing that sustainability should take precedence over cost. She further suggested installing a gate at the entrance and recommended considering a local gate maker. She acknowledged Ms. Ducca's concerns, expressing understanding for the potential impact on her business and conveyed confidence that the Distrct can collaborate with her to find workable solutions. Lastly, she suggested including two ice machines, one in the kitchen and one in the mudroom.

President Cyr suggested that staff be mindful of lighting in the area, particularly in consideration of Dark Sky compliance.

Director Holman asked and received confirmation that the cumulative input from the Directors, as well as from the public, would be considered in the evaluation process.

Motion: Director MacNiven moved, and Director Kishimoto seconded the motion to accept the Draft Schematic Design for the Skyline Field Office Project as the project description and scope to initiate environmental review under the California Environmental Quality Act (CEQA).

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 7:06 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 7:15 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 Manger 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, Planner II Brittany Wheatman, and Senior Planner Gretchen Laustsen

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 7:16 p.m.

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

Public comment closed at 7:16 p.m.

ADOPTION OF AGENDA

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

ROLL CALL VOTE: 7-0-0

SPECIAL ORDERS OF THE DAY

Introduction of Staff
- Miranda Melen, Ecologist III, Integrated Pest Management Coordinator
- Christian Raumann, Senior Technologist

CONSENT CALENDAR

Public comment opened at 7:29 p.m.

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

Public comment closed at 7:29 p.m.

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

ROLL CALL VOTE: 7-0-0

1. Approve the October 8, 2025 Board meeting minutes

2. Approve Claims Report

3. Proposed Purchase of the Tabachnik Trust Property in unincorporated San Mateo County (Assessor's Parcel Numbers 066-300-010 (portion) and 066-300-020) as an addition to Tunitas Creek Open Space Preserve (R-25-128)

General Manager's Recommendations:

1. Determine that the recommended actions are categorically exempt from the California Environmental Quality Act (CEQA), as set out in the staff report.
2. Adopt a Resolution authorizing the purchase of various real property assets: a conservation easement, reciprocal access easements, and fee title of a portion of the Tabachnik Trust Property and amending the Fiscal Year 2025-26 Budget to increase the Measure AA Fund Capital budget in the amount of $950,000 and an additional adjustment of $10,000 for miscellaneous costs related to the transaction.
3. Adopt a Preliminary Use and Management Plan, as set out in the staff report.
4. Withhold dedication of the Tabachnik Trust Property as public open space at this time.

4. Partnership Agreement with Grassroots Ecology to Complete the Bear Creek Stables Hillside Restoration (R-25-129)

General Manager's Recommendation: Authorize the General Manager to enter into a partnership agreement with Grassroots Ecology for native plant installation and establishment with a term of two (2) years and a not-to-exceed contract amount of $98,430 to complete the Bear Creek Stables Hillside Restoration consistent with the Bear Creek Redwoods Preserve Plan and Bear Creek Stables Repair Plan.

5. Records Retention Schedule Amendment (R-25-130)

General Manager's Recommendation: Adopt a resolution approving revisions to the records retention schedule.

6. Amendment to Pacific Office Automation contract for Copy Machine Lease to add funds for usage payments. (R-25-131)

General Manager's Recommendation: Authorize the increase to Pacific Office Automation's copy machine lease contract by $20,000 to include usage charges, for a not-to-exceed contract amount of $69,500.

7. Change in Provider for Employee Life Insurance, Accidental Death & Dismemberment (AD&D) and Long-Term Disability (LTD) Insurance (R-25-132)

General Manager's Recommendation: Adopt a Resolution authorizing the Midpeninsula Regional Open Space District to Purchase Employee Life Insurance, Accidental Death & Dismemberment (AD&D) and Long-Term Disability (LTD) Insurance through the Public Risk Innovation, Solutions, and Management Authority (PRISM) via Voya Financial, Inc.

BOARD BUSINESS

8. Consideration of the proposed Purisima Creek Redwoods Open Space Preserve - Comprehensive Use and Management Plan, which includes New Public Access and Habitat Restoration Projects, as the project description to initiate CEQA Environmental Review (R-25-133)

Planner II Brittany Wheatman presented. Ms. Ruiz and Senior Planner Gretchen Lausten assisted in answering questions.

Director Kersteen-Tucker commented that a member of the public inquired if backpack campsites would be allowed anywhere within Purisima Creek Redwoods Open Space Preserve (Purisima) or within the regional trail connections and asked staff to address the comment.

Ms. Wheatman explained that the Implementation Action Table (IAT) includes actions related to exploring regional trail amenities both within Purisima and looking at regional trail corridors. She clarified that there are currently no plans to add backpack camps at Purisima. However, as part of evaluating future amenities to support the regional trail corridors, backpack camps can be considered. If any future studies are needed, those amenities would return to the Board for review and public input if such facilities are recommended.

Director Kersteen-Tucker pointed out that the public would have plenty of opportunity to weigh in should backpack camps be considered in the future.

Director Gleason inquired if there was discussion regarding GPS collars for cattle and the use in Purisima.

Senior Planner Gretchen Laustsen responded those discussions have not occurred to date but will have a discussion with staff who work with those tenants to learn more as the plan is being fully developed.

Director Gleason commented that there had been previous discussions regarding an off-road bike trail across Skyline Boulevard and asked if that topic could be revisited with the District, Peninslua Open Space Trust (POST), and San Mateo County Parks.
Ms. Wheatman stated that it can be further discussed with POST and regional partners.

Director Kersteen-Tucker supports NR-13 of the IAT which expands conservation grazing into the western area of the preserve and elevating its priority. She also expressed support for PA-1 regarding dog access on the Purisima-to-the-Sea loop.

Director MacNiven expressed support for including grazing tenants as potential partners and suggested adding them on the IAT for actions that may affect grazing lands.

Ms. Wheatman responded that staff will review the action items to ensure grazing tenants are added into all the relevant action items.

Director Holman commented that it was difficult to determine the sensitivity of the areas where dogs will be permitted on leash.

Ms. Wheatman responded that the action item was intentionally written broadly pending the results of a dog access suitability study. She noted that further study is required to determine appropriate and feasible locations and that the intent is to conduct a study before bringing solid recommendations and findings back to the Board for discussion and evaluation. The action item is to identify dog access as a future priority and reflect the interest expressed by both the Board and the public for further exploration.

Ms. Ruiz clarified that the question before the Board is whether the plan should include an evaluation of potential dog access on the Purisima-to-the-Sea trail. She emphasized that inclusion in the plan does not guarantee that dog access will be permitted, rather it ensures that staff will study the feasibility and assess whether the proposal meets the District's dog access site suitability criteria. The results of this evaluation would then be brought back to the Board to determine whether dog access is an appropriate use, and if so, for which trail(s).

Public comment opened at 8:22 p.m.

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

- Mike Bushe

Public comment closed at 8:24 p.m.

Director Gleason expressed his support in evaluating the possibility of dog access. He also expressed support for the proposed modifications requested by the Planning and Natural Resources Committee. He commented on PA-4, expressing appreciation for the modification addressing wildlife movement and habitat fragmentation. He noted that some of the most effective trail related projects combine restoration and trail development in the same place, such as road-to-trail conversions or trail projects that involve restoration. He suggested adding this sentiment into the language of the action item. In addition, he expressed interest in the North Ridge Trail to Whittemore, noting that that the North Ridge Trail is likely underutilized, and it has steep, erosive segments that could benefit from restoration. He suggested considering a lollipop style loop to increase trail utilization, even if it does not connect to other trails. He suggested evaluating the quality of the trail system near the Verde Road area, particularly given the new parking lot that would be built. He suggested considering trail lengths and looping opportunities to provide a variety of experiences, such as 3 to 7 mile hikes, and suggested enhancements like vista points or destination loops to improve the user experience, or small loops for those hikers that are not going all the way up to the regional trails and are looking for local hikes. Lastly, he suggested exploring ways to improve the trail experience on Irish Ridge.

Motion: Director Riffle moved, and Director Kersteen-Tucker seconded the motion to confirm the proposed Comprehensive Use and Management Plan (Plan, CUMP) components for Purisima Creek Redwoods Open Space Preserve, with any final amendments approved by the Board, as the project description to initiate environmental review under the California Environmental Quality Act (CEQA).

ROLL CALL VOTE: 7-0-0

9. Amendment to the Interim, Short-term Bear Creek Stables Services Agreement with the Friends of Bear Creek Stables and an Update on Phase 0 Site Improvements (R-25-134)

Assistant General Manager Brian Malone presented. Friends of Bear Creek Stables Board Member Peggy Kauffman along with Anita Enander provided statements.

Public comment opened at 9:12 p.m.

The following members of the public spoke in favor of the item:
- Melany Moore
- Pamela Warren
- Cindy Clark
- Scott Simpson

Public comment closed at 9:23 p.m.

Director Riffle emphasized the importance of completing the long-term agreement and then realizing the programs to see the full potential of the site. He expressed that he is eager to move the project forward and noted that he and other Directors are also mindful of ensuring the responsible use of taxpayer funds. He added that once Bear Creek Stables (BCS) is fully functioning, the investment will be demonstrated.

Director Kersteen-Tucker expressed appreciation for the significant improvements made at BCS and agreed with Director Riffle on seeing the completion of the long-term plan. She stated that she is willing to allocate additional funds for a few more months but emphasized the need to finalize the long-term agreement promptly and ensure accountability and public value for District funds. She commented that she is in favor of the recommendation but noted that she will not be inclined to provide any further extensions should the long-term agreement not be ready by March.

Motion: Director Riffle moved, and Director Holman seconded the motion to amend the current short-term Stables Services Agreement with the Friends of Bear Creek Stables to extend the term for approximately seven months to June 30, 2026, and by an additional $56,000, for a total not to exceed contract of $156,000. This extension will provide the additional time necessary to finalize a long-term agreement that can be recommended to the Board of Directors for approval.

ROLL CALL VOTE: 7-0-0

President Cyr called for a recess at 9:36 p.m. and resumed the meeting at 9:43 p.m. all Board members present.

10. First Reading of an Ordinance Adopting the California Building Standards Code (R-25-135)

General Counsel Hilary Stevenson presented.

Director Holman suggested conducting an evaluation after the first handful of projects to assess progress and outcomes.

Public Hearing opened at 10:01 p.m.

Ms. Soria reported there were no public speakers for the Public Hearing.

Public Hearing closed at 10:01p.m.

Motion: Director Gleason moved, and Director Kishimoto seconded the motion to waive reading and introduce an ordinance adopting the 2025 California Building Standards Code and direct the General Manager and General Counsel to prepare the ordinance for second reading/adoption at the November 12, 2025, Board meeting.

ROLL CALL VOTE: 7-0-0

INFORMATIONAL REPORTS

A. Committee Reports

Director Riffle provided updates on the following committee meetings:

- October 15, 2025 - Board Appointee Evaluation Committee
- October 16, 2025 - Hawthorns Historic Complex Ad Hoc Committee and,
- October 21, 2025 - Planning & Natural Resources Committee

Director Holman provided an update of the Real Property Committee meeting held on October 14, 2025.

B. Staff Reports

No reports.

C. Director Reports

Director MacNiven reported she attended the Deer Hollow Farm Halloween party and attended the in-person La Honda Forest Health Project informational open house that staff held in Woodside on October 21.

Director Kishimoto reported she attended the Real Property Committee meeting on October 14 and Planning & Natural Resources Committee meeting on October 21. She also attended a

BCDC meeting on October 16. Additionally, she announced that the District will host a memorial event for Jay Thorwaldson on October 24.

Director Gleason reported he attended the Real Property Committee meeting on October 14 and listened to the Planning & Natural Resources Committee meeting on October 21 regarding the Beatty Site.

President Cyr reported he attended the Santa Clara Valley Water Commission meeting on October 22.

ADJOURNMENT

President Cyr adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District meeting at 10:08 p.m.

Maria Soria
District Clerk