



SPECIAL AND REGULAR MEETING

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

Wednesday, March 25, 2026

*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 Kersteen-Tucker called the special meeting of the Midpeninsula Regional Open Space District to order at 6:02 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 Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, District Clerk/Assistant to the General Manager Maria Soria, Real Property Planner Aaron Peth, Real Property Manager Allen Ishibashi

President Kersteen-Tucker 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. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)

Property: San Mateo County APNs: 066-170-070 & 066-170-080

Agency Negotiator: Aaron Peth, Real Property Planner

Negotiating Party: Ben Wright, Peninsula Open Space District

Under Negotiation: Terms and Conditions

Public comment opened at 6:02 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 6:02 p.m.

The Board convened into closed session.

ADJOURNMENT

President Kersteen-Tucker adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 6:56 p.m.

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

President Kersteen-Tucker called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:01 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 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, Senior Resource Management Specialist Coty Sifuentes-Winter, Planner III Erica Strohmeier, Senior Planner Tina Hugg, Senior Capital Project Manager Paul Kvam, Natural Resources Manager Kirk Lenington, and Resource Management Specialist III Meredith Manning

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REPORT OUT OF CLOSED SESSION

President Kersteen-Tucker reported the Board met in closed session and no reportable action was taken.

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 Cyr moved, and Director Holman seconded the motion to adopt the agenda.

ROLL CALL VOTE: 7-0-0

SPECIAL ORDERS OF THE DAY

Introduction of Staff

- Marianne Rogers, Resource Management Specialist I
- Mia Guarnieri, Resource Management Specialist II
- Garret Hammack, Maintenance & Construction Supervisor

INFORMATIONAL MEMORANDA

- Hawthorns Historic Complex Interim Stabilization and Debris Removal Project Update
- Update on Findings of Geotechnical Engineering and Approach for Alpine Pond Drainage Improvements

CONSENT CALENDAR

Public comment opened at 7:14 p.m.

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

Public comment closed at 7:14 p.m.

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

ROLL CALL VOTE: 7-0-0

1. **Approve the March 4, 2026 and March 11, 2026 Board meeting minutes**
2. **Approve Claims Report**
3. **Contract Amendment with Ascent Environmental for Additional Work to Complete Environmental Review under the California Environmental Quality Act (CEQA) for the Purisima Comprehensive Use and Management Plan (R-26-36)**

General Manager's Recommendation: Authorize the General Manager to execute a contract amendment with Ascent Environmental for additional CEQA services for the Purisima Comprehensive Use and Management Plan in the amount of \$38,320, bringing the total not-to-exceed contract amount to \$300,831.

4. **Amendment to Bolt Staffing On-Call Professional Services Agreement to add funds for Temporary Staffing Services (R-26-37)**

General Manager's Recommendation: Authorize the General Manager to amend the on-call professional services agreement with Bolt Staffing for temporary staffing services to increase the contract amount by \$57,000, for a total not to exceed contract amount of \$109,000, and to extend the agreement through June 30, 2026.

5. Award of Contract for 2026-2030 Multi-Function Printer Lease and Service Agreement (R-26-38)

General Manager's Recommendations:

1. Authorize the General Manager to enter a 48-month lease with Sharp Business Systems for nine (9) printer machines, at a rate of \$1,851.41 per month, plus a one-time \$125 origination fee, for a total amount of \$88,993.
2. Authorize an allocation of \$19,680.48 under the lease for projected printer usage, at a rate of \$0.0077 per page for black and white copies and \$0.045 for color copies, for new total amount of \$108,673.
3. Authorize an allowance of \$10,000 for additional printing if usage exceeds the estimate above, bringing the total not-to-exceed amount to \$118,673.

BOARD BUSINESS

6. Integrated Pest Management Program 10-Year Update (R-26-39)

Senior Resource Management Specialist Coty Sifuentes-Winter presented. Panaroma Environmental, Inc. Senior Manager Caitlin Gilleran and OnPoint Land Management, Inc. Licensed Pest Control Advisor Mark Heath assisted in answering questions.

Director Riffle noted that the page numbers in attachment 2 of the staff report were incorrect and asked for staff to review.

Director Holman noted that previously the annual application for Roundup included information regarding the number of acres covered by a certain number of gallons but now it only includes the number of gallons.

Mr. Sifuentes-Winter explained that each herbicide has a label which states the lawful way to apply the herbicide and specifies the rates in which the chemical can be used. He stated staff removed the language from the Integrated Pest Management (IPM) Program document since the herbicide label states the legal requirements.

Director Holman expressed interest in retaining the information since redundancy can provide clarity to the public for the herbicide spread rate.

Director Riffle expressed support for staff's removal of the number of gallons per acre language. He noted that the District updates the IPM Program every ten years, and the herbicide labels may change within that time period.

Public comment opened at 7:49 p.m.

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

Public comment closed at 7:49 p.m.

Motion: Director Riffle moved, and Director Kishimoto seconded the motion to review the proposed revisions to the Integrated Pest Management (IPM) Program as part of the 2025 Update and ratify these revisions by:

1. Adopting a resolution approving an addendum to the IPM Program Final Environmental Impact Report that analyzes these revisions; and
2. Approving the 2025 IPM Program revisions.

ROLL CALL VOTE: 7-0-0

7. Project Status Update and Amendment to Contract with Siegel & Strain for Architectural and Landscape Architecture/Site Design Services for Phase III (final Schematic Design to Construction Administration) of the Skyline Field Office Rebuild Project at Monte Bello Open Space Preserve (R-26-40)

Planner III Erica Strohmeier and Siegel & Strain Project Architect Laura Levenberg presented. Assistant General Manager Brian Malone, Senior Capital Project Manager Paul Kvam, Assistant General Manager Susanna Chan, and General Counsel Hilary Stevenson assisted with answering questions.

Director Holman requested staff to consider reconfiguring the equipment storage space to avoid removing the oak tree and promoted outdoor gathering spaces around trees. She further suggested incorporating into the building the wood from fallen trees and emphasized the beauty of eucalyptus wood.

Director Riffle expressed regret about potentially losing the oak tree but stated that the reworked site plan offers numerous advantages. He suggested that measures can be explored to mitigate the loss of the oak tree.

Director Holman suggested that the equipment storage location and the proposed emergency access connection to the Christmas tree farm road could be shifted to save the oak tree.

Public comment opened at 8:46 p.m.

Donna Ducca expressed appreciation towards the District for considering how to reduce the impact to the tree farm.

Public comment closed at 8:46 p.m.

Director Gleason expressed support for staff looking further into creative options to save the oak tree but agreed with Director Riffle that the benefits of the reworked site plan are tremendous.

Director Kishimoto expressed concern for the site's water supply and inquired whether the cost could be so significant that it would halt construction.

Senior Capital Project Manager Paul Kvam stated that he does not believe that the project would be derailed due to the inability to obtain a water source and recommended continuing to avoid

project delays. He explained that if procuring water from the City of Palo Alto is too expensive, the District can alert the state that the cost is too great to be feasible. The District can then work with the state to create a new public water supply using onsite wells.

Director Kishimoto requested staff to provide an interim report regarding the water system.

Ms. Chan confirmed that staff can share an interim report with the Board of Directors once information is available.

Director MacNiven requested that staff collect acorns from the oak tree for planting.

Mr. Malone confirmed staff can collect acorns from the tree and return to the Board with an update on the water situation.

Director Holman supported the request for an interim report regarding the water supply. She also suggested that staff consider whether the oak tree could be transplanted elsewhere.

Motion: Director MacNiven moved, and Director Riffle seconded the motion to:

1. Receive an update on project refinements made since acceptance of the Draft Schematic Design in October 2025.
2. Authorize the General Manager to execute a contract amendment with Siegel & Strain to provide architectural and landscape architecture/site design services for Phase III of the Skyline Field Office Rebuild Project for a not-to-exceed base contract amount of \$4,429,864.
3. Authorize the following allowances for a total allowance amount of \$753,941, these are either elective tasks, or tasks that may be required based on permitting or other requirements:
 - a. \$6,000 for Additional Rendering Services.
 - b. \$620,520 for Design of Water System.
 - c. \$25,000 for a Physical Site Model.
 - d. \$75,000 for Specialty Consulting Allowance.
4. Authorize a 5% contingency in the amount of \$221,493 to cover unforeseen circumstances for tasks completed under the base contract, for a total amendment amount of \$5,405,298, and a total not-to-exceed contract amount of \$6,037,454.

ROLL CALL VOTE: 7-0-0

Director Holman voted yes with the provision that staff present an interim report for the water system.

INFORMATIONAL REPORTS

A. Committee Reports

Director Riffle reported on the March 17, 2026 Planning & Natural Resource Committee Meeting and the March 25, 2026 Board Governance Policies Ad Hoc Committee meeting.

B. Staff Reports

Mr. Malone provided an update on the Bear Creek Stables.

C. Director Reports

Director Cyr reported that he attended the March 17 PNR meeting and also toured the Hawthorns parking area.

Director Riffle reported that on March 17 he attended a meeting for a potential grant funding opportunity for the Highway 17 project. He reported on March 18 he attended the Rights Relations training.

Director Holman asked for and received an update from Mr. Malone regarding the neighborhood access gate celebration at Ravenswood Open Space Preserve on April 4. She reported that she attended the Women's History Month event organized by Supervisor Abe-Koga where Director Kishimoto was presented with an award.

Director Kishimoto reported that the Stevens Creek Summit will be held on March 26.

President Kersteen-Tucker reported participating in an advocacy day in Sacramento on March 24.

ADJOURNMENT

President Kersteen-Tucker adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District meeting at 9:14 p.m.

Shaylynn Nelson, Deputy District Clerk