



Midpeninsula Regional
Open Space District

R-25-150
Meeting 25-30
November 12, 2025

AGENDA ITEM 12

AGENDA ITEM

Approval of Salary Adjustments and Amended Classification and Compensation Plan for Board Appointee General Manager

BOARD APPOINTEE EVALUATION COMMITTEE'S RECOMMENDATIONS

As a result of the Board of Director's (Board) evaluation of the performance of the Midpeninsula Regional Open Space District's (District or Midpen) Board Appointees for Fiscal Year 2024-25 (FY25), the Board Appointee Evaluation Committee recommends the following compensation adjustments for the General Manager for FY26: Adjust the General Manager's base salary upward to, \$366,390 plus a one-time merit pay bonus of \$10,992.

The Board Appointee Evaluation Committee recommends the adoption of a resolution approving the salary adjustments. The Board Appointee salary changes will be adopted through the Board approved Classification and Compensation Plan.

DISCUSSION

The Board Appointee Evaluation (BAE) Committee was established to conduct the evaluation process for its Appointees. The BAE Committee was instructed to serve as the District's negotiator and met with the Board Appointees to discuss their performance and compensation. The Board has three appointees: the General Manager, the Controller, and the General Counsel.

The Board, working through the BAE Committee, implemented this process and completed this year's annual evaluation of the performance of the General Manager, during the summer and fall of 2025.

The Board is very pleased with the General Manager's overall performance during FY25. The Board greatly appreciates General Manager Ana Ruiz's ability to foster strong working relationships within Midpen while also serving as a passionate and effective spokesperson for the District with the public, peer organizations, and other stakeholders. Her mission-driven approach helps ensure that projects consistently reflect Midpen's values and community expectations. Her collaborative problem-solving with both the Board and her team has enabled projects to move forward smoothly and with minimal conflict. Through the General Manager's executive leadership, she continues to positively shape the District's culture by promoting teamwork, accountability, and a shared focus on the mission. The Board also appreciates her ability to successfully juggle the District's many priorities and projects as well as the day-to-day operations of the organization. The Board looks forward to continuing to work with her as Midpen's General Manager over the coming year and beyond.

The Board acknowledges the General Manager's excellent work. Her performance standards, goals and timeline requirements were met or exceeded. The BAE Committee recommends an increase in the General Manager's compensation to align her base salary with the market and comparable agencies. Additionally, based on her outstanding performance in FY25, the BAE Committee recommends providing the General Manager with a one-time merit bonus as noted above. Salary changes will be adopted through the Board approved Classification and Compensation Plan.

BOARD COMMITTEE REVIEW

The recommended performance review and salary adjustments were thoroughly reviewed by the Board Appointee Evaluation Committee, prior to review by the Board.

FISCAL IMPACT

For the General Manager: Total of the annual salary plus one-time adjustment equals \$366,390, plus a one-time merit pay bonus of \$10,992.

PUBLIC NOTICE

All public noticing requirements of the Brown Act have been met. No additional notice is necessary.

CEQA COMPLIANCE

This item is not subject to the California Environmental Quality Act (CEQA).

NEXT STEPS

If approved, the salary adjustment and merit bonus will be implemented as set out in the Resolution attached, and the employment agreements will be amended accordingly.

Attachment:

1. Resolution Approving Salary Adjustment and Amended Employment Agreement for General Manager

Submitted by: Board Appointee Evaluation Committee
Director Cyr
Director Gleason
Director Riffle, Chair

Staff Contact:
Candice Basnight, Human Resources Manager

RESOLUTION NO. XX-__

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT APPROVING AN AMENDED CLASSIFICATION AND COMPENSATION PLAN, A SALARY INCREASE AND A ONE-TIME MERIT PAY BONUS FOR THE DISTRICT’S GENERAL MANAGER

WHEREAS, effective June 13, 2018, the Board of Directors of the Midpeninsula Regional Open Space District entered into a District General Manager Employment Agreement (“Agreement”) with Ana Maria Ruiz, employing her as the District’s General Manager; and

WHEREAS, the Agreement provides for an annual review of the General Manager’s performance and determination of meritorious pay, which the Board has completed; and

WHEREAS, the Board is very pleased with the General Manager’s superior and outstanding performance for the Fiscal Year 2024-25 evaluation period. The General Manager, met or exceeded all the goals previously set for her during her last review; and

WHEREAS, the Board, based on its annual review of the General Manager’s performance, in recognition of her performance during Fiscal Year 2024-25, and to bring her compensation to the market and comparable agencies, desires to adjust the General Manager’s base salary upward to \$366,390, plus a one-time merit pay bonus of \$10,992.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Midpeninsula Regional Open Space District as follows:

- 1. The General Manager’s base salary shall be adjusted to \$366,390 retroactive to July 1, 2025, for Fiscal Year 2025-26.
- 2. The relevant portion of the District’s Classification and Compensation Plan shall be amended to reflect the following:

Board Appointee Group Compensation	Hourly	Monthly	Annual	Effective	Last Revised
General Manager	\$176.1490	\$30,533	\$366,390	7/1/2025	11/12/2025

- 3. The Board grants the General Manager a one-time merit pay bonus of \$10,992.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on November 12, 2025, at a regular meeting thereof, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST:

APPROVED:

Zoe Kersteen-Tucker, Secretary
Board of Directors

Jed Cyr, President
Board of Directors

APPROVED AS TO FORM:

Hilary Stevenson, General Counsel

I, the District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.

Maria Soria, District Clerk