



Midpeninsula Regional
Open Space District

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

ACTION PLAN AND BUDGET COMMITTEE

Administrative Office
5050 El Camino Real
Los Altos, CA 94022

Tuesday, July 8, 2025

DRAFT MINUTES

CALL TO ORDER

Chair Kersteen-Tucker called the meeting of the Action Plan and Budget Committee to order at 9:00 a.m.

ROLL CALL

Members present: Zoe Kersteen-Tucker, Margaret MacNiven, 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, Human Resources Manager Candice Basnight, and Human Resources Supervisor Rebecca Wolfe

ADOPTION OF AGENDA

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

ROLL CALL VOTE: 3-0-0

ORAL COMMUNICATIONS

Public comment opened at 9:02 a.m.

Deputy District Clerk Shaylynn Nelson reported there were no public speakers for this item.

Public comment closed at 9:02 a.m.

COMMITTEE BUSINESS

1. Approve the May 13, 2025 Action Plan and Budget Committee Meeting Minutes

Public comment opened at 9:02 a.m.

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

Public comment closed at 9:02 a.m.

Motion: Director MacNiven moved, and Director Riffle seconded the motion to approve the May 13, 2025 Action Plan and Budget Committee meeting minutes.

ROLL CALL VOTE: 3-0-0

2. Amendments to the Midpeninsula Regional Open Space District's Classification and Compensation Plan Reflecting Compensation Study Adjustments Based on the Updated Compensation Philosophy and Comparator Agencies List (R-25-87)

Chief Financial Officer/Director of Administrative Services Stefan Jaskulak presented. Human Resources Manager Candice Basnight and Human Resources Supervisor Rebecca Wolfe assisted in answering questions.

Public comment opened at 9:35 a.m.

Staff members Tina Hugg, Tyler Smith, and Mattea Ottoboni from the Planning Department expressed concern that the Planner positions identified by the District's consultant, Gallagher, are not comparable positions and do not sufficiently account for the hybrid nature of the District's Planners, which share the job functions and qualifications of both Planner and Capital Project Manager positions.

Ryan McCauley expressed concern regarding the implementation of the proposed salary schedule, with employees being assigned to the nearest step in the salary range that is closest to, but not less than, their current hourly rate. He advocated for staff to stay at the same step when moving to the new salary range.

Public comment closed at 9:48 a.m.

Mr. Jaskulak clarified that the District undertook two separate efforts with one being the compensation study and the other a limited classification study for two departments. For the compensation study, the Board approved the new list of comparator agencies and the compensation philosophy which defines a competitive salary as median plus ten percent. He further explained to encourage staff retention it is proposed to allocate staff to the step nearest, but not less than, their current hourly rate, and staff will still have the potential to grow 5% per year until they reach top step. Increasing the salary ranges will also assist in recruitment and potentially hiring new hires at the lower end of a salary range. He recommended forwarding the proposed salary schedule to the Board of Directors (Board). Staff can meet with Human

Resources to identify concerns with their comparable positions which will be reviewed to determine if an adjustment is needed. Any recommended adjustments to a classification will be forwarded to the Board for approval.

Human Resources Manager Candice Basnight expressed appreciation to the Planners for their collaboration throughout the process. Meetings have been held with the Planners and staff have reviewed their responses except for the last comment letter submitted to the committee. Lastly, she recommended the salary schedule be forwarded to the Board, noting that adjustments can still be made if necessary.

Director Riffle expressed agreement with advancing the proposed salary schedule but noted some concern with pieces of the classification study. He suggested further review of the Planners' request for more accurate comparable positions and a more in-depth review of Capital Project Manager versus Planner positions. He further expressed a preference for placing staff at the salary step nearest their current rate to allow room for growth.

Director MacNiven expressed agreement with forwarding the proposed salary schedule to the Board. She suggested that the entire Planning Department should be reevaluated not just for salary, but perhaps for a new department name due to the variety of work that they conduct.

Chair Kersteen-Tucker expressed a preference to forward the salary schedule to the Board now to enable the District to be competitive in the market. She also recommended further discussion with the Planners regarding their unique responsibilities which may influence the job responsibilities of Planners in comparator agencies.

Motion: Director Riffle moved, and Director MacNiven seconded the motion to forward the proposed amendments to the Classification and Compensation Plan reflecting Compensation Study Adjustments based on the updated and Board-approved Compensation Philosophy and Comparator Agencies List to the full Board of Directors for their consideration and approval.

Director Riffle recommended that staff address in their presentation to the Board the likelihood of agencies adjusting their own compensation philosophies resulting in the District being less competitive in the employer market. He further advised that staff emphasize the classification study aspect and provide an explanation of how the District will move forward with the classification study, particularly in regard to the Planner position. He also requested that the comments that were submitted to the Committee from the Planning and Natural Resources departments also be provided to the full Board.

ROLL CALL VOTE: 3-0-0

ADJOURNMENT

Chair Kersteen-Tucker adjourned the meeting of the Action Plan and Budget Committee of the Midpeninsula Regional Open Space District at 10:21 a.m.

Shaylynn Nelson, Deputy District Clerk