



Midpeninsula Regional
Open Space District

R-22-135
Meeting 22-26
November 9, 2022

AGENDA ITEM 13

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) Board Appointees for Fiscal Year 2021-22 (FY22), the Board Appointee Evaluation Committee recommends the following compensation adjustments for the General Manager for FY23: Adjust the General Manager's base salary upward to \$281,056, plus a one-time merit pay bonus of \$14,053.

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 2022.

The Board is very pleased with the General Manager's excellent performance for FY22 evaluation period. Despite the fact that this evaluation period was impacted by the many ramifications of the COVID pandemic, the year-long 50th anniversary celebration preparation and activities, and the completion and move to the new Administrative office building, the District's accomplishments were still incredible given all of these associated challenges. The Board appreciated the General Manager's calm and positive leadership style and her focus on the District's annual action plan priorities despite the growing complexity of the work and challenges of the new and evolving hybrid work model. She continued to lead the implementation of the District's diversity, equity and inclusion work plan and to increase the coastside presence and implementation of the District's coastside mission.

The Board acknowledges the General Manager's excellent work during these tremendously challenging times. 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 superior and outstanding performance in FY22, 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 \$281,056 plus a one-time merit pay bonus of \$14,053.

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 Kishimoto
Director Kersteen-Tucker
Director Riffle, Chair

Staff Contact:
Candice Basnight, Human Resources Manager

RESOLUTION NO. 22-__

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 2021-22 evaluation period. This evaluation period was impacted by the many ramifications of the COVID pandemic, the District’s year-long 50th anniversary celebration preparation and activities, and the completion and move to the new Administrative office building, yet the District’s accomplishments were incredible given these associated challenges. She 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 2021-2022 and to bring her compensation to the market and comparable agencies, desires to adjust the General Manager’s base salary upward to \$281,056, plus a one-time merit pay bonus of \$14,053.

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 \$281,056 retroactive to July 1, 2022, for Fiscal Year 2022-23.
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 | \$135.1231 | \$23,421 | \$281,056 | 7/1/2022 | 11/9/2022 |

3. The Board grants the General Manager a one-time merit pay bonus of \$14,053.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on November 9, 2022, at a regular meeting thereof, by the following vote:

AYES:

NOES:
ABSTAIN:
ABSENT:

ATTEST:

APPROVED:

Karen Holman, Secretary
Board of Directors

Zoe Kersteen-Tucker, President
Board of Directors

APPROVED AS TO FORM:

Hilary Stevenson, General Counsel

I, the Deputy 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, Deputy District Clerk