



Midpeninsula Regional
Open Space District

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT
LEGISLATIVE, FUNDING, AND PUBLIC AFFAIRS COMMITTEE

Administrative Office
5050 El Camino Real
Los Altos, CA 94022

Tuesday, June 13, 2023

*The Board of Directors conducted this meeting in accordance with
California Government Code section 54953.*

DRAFT MINUTES

CALL TO ORDER

Committee Chair MacNiven called the meeting of the Legislative, Funding, and Public Affairs Committee to order at 1:30 p.m.

ROLL CALL

Members present: Zoe Kersteen-Tucker, and Margaret MacNiven

Members absent: Jed Cyr

Staff present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Chief Financial Officer Stefan Jaskulak, District Clerk/Assistant to the General Manager Maria Soria, Acting Deputy District Clerk Loana Lumina-Hsu, Planning Manager Jane Mark, Real Property Manager Mike Williams, and Natural Resources Manager Kirk Lenington

Chair MacNiven announced this meeting is being held in accordance with Government Code section 54953. 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.

ADOPTION OF AGENDA

Motion: Director Kersteen-Tucker moved, and Director MacNiven seconded the motion to adopt the agenda.

ROLL CALL VOTE: 2-0-0 (Director Cyr absent)

ORAL COMMUNICATIONS

Public comment opened at 1:31 p.m.

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

Public comment closed at 1:32 p.m.

COMMITTEE BUSINESS

1. Approve the April 25, 2023 Legislative, Funding, and Public Affairs Committee Meeting Minutes

Public comment opened at 1:32 p.m.

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

Public comment closed at 1:32 p.m.

Motion: Director Kersteen-Tucker moved, and Director MacNiven seconded the motion to approve the April 25, 2023 Legislative, Funding, and Public Affairs committee meeting minutes.

ROLL CALL VOTE: 2-0-0 (Director Cyr absent.)

2. Basic Policy for the Coastside Protection Area – Review of the Policy Development Process (R-23-60)

Assistant General Manager Susanna Chan presented the staff presentation and provided an overview of the Basic Policy that serves as the District’s “constitution”, providing the highest level of policy guidance on District purpose and governance. The Basic Policy references other policy documents that provide more detailed guidance on specific policy areas. The Basic Policy was originally adopted by the Board of Directors (Board) in 1974 and updated in 1999. Ms. Chan reviewed the District’s Policy Framework that starts with the mission, and the mission is supported by the Basic Policy. The Basic Policy has three sections: the Introduction, Mission Statement and Objectives and contains five key policy areas: Open Space Land Preservation, Open Space Management, Inter-Agency Relationships, Public Involvement, and Administration. Ms. Chan stated that because the Basic Policy is high-level, other policies have been developed over time to provide more detailed policy guidance consistent with the Basic Policy, such as the Acquisition Policy, the Good Neighbor Policy, and many other District rules and regulations. Ms. Chan reported that in 2003, the Board approved the Coastal Service Plan for the San Mateo Coastal Annexation Area. The Coastal Service Plan establishes policies, guidelines and commitments governing District activities and services within the Coastside Protection Area. Ms. Chan stated that the Coastside Protection Area covers about 140,000 acres in the San Mateo County Area. She noted that the Coastal Annexation Area is also called the Coastal Service Plan Area. As part of the annexation, the District expanded the Coastside Mission to include agriculture. Ms. Chan highlighted the additions to the District’s basic mission that are specific to the Coastside Protection Area and mentioned that the Coastal Service Plan provides guiding

principles on the coastal mission. The Service Plan includes policies to meet the coastal mission of preserving agricultural lands, encouraging agricultural use and preserving the rural character, and establishes Guiding Principles for eight policy areas. Ms. Chan stated that the Guiding Principles are organized into three categories: Permanent Policies, Guidelines, and Implementation Actions. Ms. Chan went into detail on the three categories and how many policies, guidelines, and implementation actions were in each category.

Ms. Chan provided an update on policy development related to the coast over the last 18 years and reported that to better guide its activities and services within the Coastsides Protection Area, the District has devoted significant effort in developing and updating District policies and guidelines consistent with the Service Plan for key policy areas. She continued by highlighting some of the efforts.

Director Kersteen-Tucker inquired if the initial Basic Policy needs to be reviewed and revised.

Ms. Chan stated that staff has not found that a comprehensive update is needed on the Basic Policy. Staff have updated many of the individual policies that fall under the Basic Policy, and the District's work has demonstrated numerous times that the Basic Policy is still applicable and offers sufficient overarching direction for the work being done.

Director Kersteen-Tucker inquired that if staff identifies any gaps with the existing Basic Policy, whether those gaps would be addressed during the development of the Coastsides Basic Policy.

General Manager Ana Ruiz stated if any gaps are identified that could be readily folded into the current Basic Policy review, then those would be included in this policy work. Otherwise, if the gaps are complex and have District-wide significance, staff may need to implement a second phase to the policy development process.

Director Kersteen-Tucker made the observation that we currently have two missions, which can be challenging to communicate to the general public, and that the District may soon have two basic policies that mirror the two missions. She asked if there was an opportunity to combine some policies in order to prevent the further proliferation of numerous individual policies.

General Manager Ruiz stated there may be an opportunity to incorporate the Coastsides Protection Area Plan into the existing Basic Policy.

Chair MacNiven stated that instead of referring to two missions she refers to them as a braided mission, and that she also agrees to incorporate the Coastsides Protection Area into the current Basic Policy.

Ms. Chan continued to review the proposed implementation plan and proposed process to establish the Basic Policy for the Coastsides Protection Area. Ms. Chan stated that due to the complexity and importance of this work, staff is seeking the guidance from the Board throughout the process and therefore proposes that the Board form a Coastsides Protection Area Basic Policy Ad Hoc Committee (Ad Hoc Committee) to work with staff in developing policy language for subsequent public review and Board consideration. The Ad Hoc Committee would be composed of three Board members appointed by the Board President with the consent of the Board. Finally, Ms. Chan reviewed the projects next steps.

Director Kersten-Tucker inquired whether the analysis to identify if the Coastside Protection Area could be incorporated into the existing Basic Policy would occur during the first phase of policy review (review of existing policy language and gaps).

Ms. Chan confirmed that it would be evaluated during that phase with the guidance of the proposed Ad Hoc Committee.

Director Kersten-Tucker confirmed that the Basic Policy is a more comprehensive overarching umbrella whereby other individual, more detailed policies follow such as the Resource Management Policies, the Agricultural Policy, Grazing Policy, etc.

Director Kersten-Tucker commented that her hope is to make it easier for the public to be able to navigate District policies and to understand where to obtain the information as it is occasionally challenging to find out where all the policies are located and how they are linked together and suggested providing a flow chart.

General Manager Ruiz stated that a flowchart is available that is used during presentations that can be made into a public facing graphic.

Public comment opened at 2:16 p.m.

Ron Sturgeon spoke in favor of the General Manager's Recommendation and urged the Committee to forward the recommendation to the Board to form an Ad Hoc Committee and that in his opinion it may be twenty years too late but otherwise a productive meeting.

Public comment closed at 2:17 p.m.

Motion: Director Kersten-Tucker moved, and Director MacNiven seconded the motion to forward the proposed process for incorporating the Coastside Protection Area into the Basic Policy in a manner consistent with the Coastal Service Plan and forward the proposed process to the full Board of Directors for their review and approval, and recommending to the full Board of Directors to form an Ad Hoc Committee pursuant to Board Policy 1.04, Board Committee, to guide the process of incorporating the Coastside Protection Area into the Basic Policy.

ROLL CALL VOTE: 2-0-0 (Director Cyr absent.)

ADJOURNMENT

Chair MacNiven adjourned the meeting of the Legislative, Funding, and Public Affairs Committee at 2:20 p.m.

Maria Soria
District Clerk