



Midpeninsula Regional
Open Space District

R-23-134
Meeting 23-32
November 8, 2023

AGENDA ITEM 67

AGENDA ITEM

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

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 2022-23 (FY23), the Board Appointee Evaluation Committee recommends the following compensation adjustments for the Controller for FY24: Adjust the Controller's base salary upward to \$52,760, plus a one-time merit pay bonus of \$1,583.

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 Controller during the summer through fall of 2023.

The Controller met all performance standards and critical deadlines for FY23. The Board is very pleased with the Controller's accomplishments and overall performance in FY23. The District's financial position is very solid thanks in part to the Controller's long-term financial model and his on-going financial guidance. His fresh perspective, wisdom gained from over 45 years at the District and many years in the for-profit sector, and his role as the Board's "internal auditor" are all highly valued by the Board. The Controller's long-term and high-level overview of the District's financial and overall business model is a helpful complement to the staff's focus on shorter-term (3-year Capital Improvement and Action Plan horizon) business management.

Based on his excellent performance for FY23, the BAE Committee recommends providing the Controller compensation 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 entire Board.

FISCAL IMPACT

For the Controller: Total of the annual salary plus one-time adjustment equals \$52,760 with a one-time merit pay bonus of \$1,583.

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 compensation adjustments and merit bonuses will be amended accordingly.

Attachments:

1. Resolution Approving Salary Adjustment and Revised Employment Agreement for the Controller

Submitted by: Board Appointee Evaluation Committee

Director Kishimoto

Director MacNiven

Director Riffle, Chair

Staff Contact:

Candice Basnight, Human Resources Manager

RESOLUTION NO. 23-__

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 CONTROLLER

WHEREAS, effective July 8, 2009, the Board of Directors of the Midpeninsula Regional Open Space District entered into a District Controller Employment Agreement (“Agreement”) with Michael L. Foster, employing him as the District's Controller; and

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

WHEREAS, the Board is very pleased with the Controller’s excellent performance during this evaluation period. His ability to provide to the staff and the Board sound recommendations, a long-term financial model, and wisdom gained over his many years of service to the District has been incredibly valuable. He met or exceeded all the goals previously set for him during his last annual review; and

WHEREAS, the Board, based on its annual review of the Controller’s performance, desires to grant him an adjustment to his base salary, to \$52,760 per year, with a one-time merit pay bonus of \$1,583 in recognition of his performance during Fiscal Year 2022-2023.

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

1. The Controller’s base salary shall be adjusted to \$52,760 per year, retroactive to July 1, 2023, for Fiscal Year 2023-24.
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
Controller - <i>Part-time position</i>	\$101.4615	\$4,397	\$52,760	7/1/2023	11/8/2023

3. The Board grants the Controller a one-time merit pay bonus of \$1,583.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on November 8, 2023, at a regular meeting thereof, by the following vote:

AYES:
NOES:
ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Craig Gleason, Secretary
Board of Directors

Yoriko Kishimoto, 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