



Midpeninsula Regional
Open Space District

R-23-136
Meeting 23-32
November 8, 2023

AGENDA ITEM 89

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 2022-23 (FY23), the Board Appointee Evaluation Committee recommends the following compensation adjustments for the General Manager for FY24: Adjust the General Manager's base salary upward to \$306,351, plus a one-time merit pay bonus of \$15,318.

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 2023.

The Board is very pleased with the General Manager's accomplishments and overall performance during FY23. FY23 was a challenging year with significant storm damage, a difficult management transition at Bear Creek Stables, a move into the new Administrative Office (AO) while navigating an evolving hybrid work environment, and a restart of contract negotiations with the Midpeninsula Rangers Peace Officers Association. Some of the key highlight for FY23 include on-boarding two new Board members, wrapping up the year-long 50th anniversary celebration, managing staff inter-relationship during post-COVID and creating a new AO work environment, and major projects including Cloverdale Ranch acquisition, Alpine Road Trail repair and construction, Bear Creek Redwoods Open Space Preserve Alma College restoration and Purisima to the Sea planning process.

Through the General Manager's leadership the Board has seen the following key improvements

over the last year: staff overall morale and cohesion seems to be improving, the organization capacity is increasing, the District remains financially strong, impressive grant income growth including the District’s readiness to take advantage of grants requiring “shovel ready” project status, partnerships have expanded and deepened, Diversity Equity and Inclusion efforts continue to be a priority and have expanded throughout the organization, increased connections of people with their open space and connections for wildlife across habitats, and expanded District presence on the San Mateo coast.

General Manager Ana Ruiz continues to bring a high level of dedication to the District’s mission and staff, a creative yet calm and “can do “leadership style and an effective ability to connect with people both internally and externally.

The Board acknowledges the General Manager’s excellent work during these 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 FY23, 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 \$306,351 plus a one-time merit pay bonus of \$15,318.

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 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 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 2022-23 evaluation period. This evaluation period was impacted by the many challenges including significant storm damage, move to the new Administration Office building, and transitioning management of Bear Creek Stables. Yet the Midpen’s accomplishments were incredible given these associated challenges. 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 2022-2023 and to bring her compensation to the market and comparable agencies, desires to adjust the General Manager’s base salary upward to \$306,351, plus a one-time merit pay bonus of \$15,318.

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 \$306,351 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
General Manager	\$147.2841	\$25,529	\$306,351	7/1/2023	11/8/2023

3. The Board grants the General Manager a one-time merit pay bonus of \$15,318.

* * * * *

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