



SPECIAL AND REGULAR MEETING

**BOARD OF DIRECTORS
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

Wednesday, September 9, 2026

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

DRAFT MINUTES

**SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA
REGIONAL OPEN SPACE DISTRICT – CLOSED SESSION**

President Kersteen-Tucker called the special meeting of the Midpeninsula Regional Open Space District to order at 5:00 p.m.

ROLL CALL

Members Present: Jed Cyr, Craig Gleason, Karen Holman, Zoe Kersteen-Tucker, Yoriko Kishimoto, Margaret MacNiven, and Curt Riffle

Members Absent: None

Staff Present: General Manager Ana Ruiz, Executive Assistant/Deputy District Clerk Shaylynn Nelson

President Kersteen-Tucker announced that 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.

**1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code
Section 54957(b)(1))**

Title of Employee: General Manager

Public comment period opened.

Executive Assistant/Deputy District Clerk Shaylynn Nelson reported no public comments were submitted for the closed session.

Public comment period closed.

The Board convened into closed session.

ADJOURNMENT

President Kersteen-Tucker adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 6:55 p.m.

REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT

President Kersteen-Tucker called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:01 p.m.

ROLL CALL

Members Present: Jed Cyr, Craig Gleason, Karen Holman, Zoe Kersteen-Tucker, Yoriko Kishimoto, Margaret MacNiven, and Curt Riffle

Members Absent: None

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, 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, Planning Manager Jane Mark, Controller and Internal Auditor Michael L. Foster

President Kersteen-Tucker announced that 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.

REPORT OUT OF CLOSED SESSION

President Kersteen-Tucker reported the Board met in closed session on September 8 and 9, 2026, and no reportable action was taken.

ORAL COMMUNICATIONS

Public comment period opened.

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

Public comment period closed.

ADOPTION OF AGENDA

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

ROLL CALL VOTE: 7-0-0

CONSENT CALENDAR

Public comment period opened.

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

Public comment period closed.

Motion: Director Gleason moved, and Director Kishimoto seconded the motion to approve the Consent Calendar.

ROLL CALL VOTE: 7-0-0

- 1. Approve the August 26, 2026 Board meeting minutes**
- 2. Approve Claims Report**
- 3. Award of Contract for the Coal Creek Barn Re-Roofing Project in Coal Creek Open Space Preserve (R-26-131)**

General Manager's Recommendations:

1. Award a contract to Fog City Roofing & Construction LLC of Oakland, CA for a not-to-exceed base amount of \$68,210.
2. Authorize a 15% contingency of \$10,232 to be reserved for unanticipated issues, bringing the total not-to-exceed contract amount to \$78,442.
- 4. Award of Contract with NCE Engineering & Environmental Services for Design and Engineering Services for the Kennedy Trailhead Parking Area Improvement Project at Sierra Azul Open Space Preserve (R-26-132)**

General Manager's Recommendations:

1. Authorize the General Manager to award a contract with NCE Engineering & Environmental Services of Oakland, California, to complete the design, engineering, permitting, and construction administration services for the Kennedy Trailhead Parking Area Improvement Project for a not-to-exceed base contract amount of \$399,598.
2. Authorize a 15% contingency of \$59,940 to be reserved for unanticipated issues, bringing the total not-to-exceed contract amount to \$459,538.
- 5. Award of Contract to SSA Landscape Architecture for Design and Engineering Services for the Fremont Older Parking Area Improvement Project at Fremont Older Open Space Preserve (R-26-133)**

General Manager's Recommendations:

1. Authorize the General Manager to award a contract to SSA Landscape Architecture (Consultant) of Santa Cruz, California, to complete design, engineering, permitting support, and construction administration services for the Fremont Older Parking Area Improvement Project for a not-to-exceed base contract amount of \$258,445.
2. Authorize a 15% contingency of \$38,767 to be reserved for unanticipated issues, bringing the total not-to-exceed contract amount to \$297,212.

BOARD BUSINESS**6. Resolution in Support of the South Coast Traffic Advisory Panel Recommendations for Traffic Safety Measures and Enhancements in San Mateo County (R-26-134)**

General Manager Ana Ruiz provided opening remarks. Planning Manager Jane Mark presented. Legislative Aide to Supervisor Mueller, Kathleen Moazed, assisted with answering questions.

Director Kishimoto suggested that the District could assist with traffic safety education by adding safe driving information to the District website or posting safe driving reminders on signs in the preserves.

Director Kishimoto inquired whether the District has information regarding the percentage of traffic on the coast attributed to drivers visiting District preserves.

Ms. Mark responded that staff may be able to estimate the percentage based on preserve visitation, but she anticipates that a minimal amount of the total traffic is generated from visitors to District preserves.

President Kersteen-Tucker also expressed an interest in receiving further information regarding the traffic generated by District preserve visitors.

Public comment period opened.

The following people provided comments:

- Barbara Hooper
- Kathleen Moazed
- Walker Wells

Public comment period closed.

President Kersteen-Tucker emphasized the importance of the District considering how visitor access to District preserves is part of a broader regional context which includes other open space destinations along the San Mateo County coast. She expressed interest in the District's continued engagement in traffic safety discussions with regional partners.

Motion: President Kersteen-Tucker moved, and Director MacNiven seconded the motion to adopt a resolution in support of the South Coast Traffic Advisory Panel Recommendations that will be submitted to the San Mateo County Board of Supervisors.

ROLL CALL VOTE: 7-0-0

7. Internal Audit Report for Fiscal Year 2025-26 (R-26-135)

Controller and Internal Auditor Michael L. Foster presented. General Manager Ana Ruiz and General Counsel Hilary Stevenson assisted with answering questions.

Mr. Foster suggested an amendment to the procedures to clarify the deadline for the internal auditor to submit the annual report and the time period for management's response.

Director Riffle inquired how the Board of Directors should proceed with updating the procedures.

Ms. Ruiz explained that any changes to the procedures should be adopted by resolution and she will work with Mr. Foster to provide the updates.

Public comment period opened.

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

Public comment period closed.

Director Gleason expressed interest in the processing time for signing contracts and suggested that the internal audit include obtaining staff feedback to identify where delays occur, including internal and external factors, and recommendations for avoiding delays.

Motion: Director MacNiven moved, and Director Holman seconded the motion to accept the Internal Auditor's Report for Fiscal Year 2025-26.

ROLL CALL VOTE: 7-0-0

INFORMATIONAL REPORTS

A. Committee Reports

Director Riffle reported on the September 1, 2026, meeting of the Board Governance Ad Hoc Committee.

B. Staff Reports

Ms. Ruiz reported meeting with Santa Clara Valley Open Space Authority General Manager Andrea Mackenzie and East Bay Regional Park District General Manager Max Korten on August 28, 2026.

C. Director Reports

Director Gleason reported that he attended a volunteer project in Stevens Canyon Ranch on August 27, and tabled an event with staff at the Los Gatos Senior Resource Fair on August 29.

Director Kishimoto reported that she attended the Bay Conservation and Development Commission meeting on September 3.

Director MacNiven reported that she attended a Pescadero Municipal Advisory Council meeting.

ADJOURNMENT

President Kersteen-Tucker adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District meeting at 8:22 p.m.

Shaylynn Nelson, Deputy District Clerk