



Midpeninsula Regional
Open Space District

R-26-165
Meeting 26-26
October 28, 2026

AGENDA ITEM 10

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 or Midpen) Board Appointees for Fiscal Year 2025-26 (FY26), the Board Appointee Evaluation Committee recommends the following compensation adjustments for the General Manager (GM) for FY27: Adjust the General Manager's base salary upward to, \$403,029 plus a one-time merit pay bonus of \$20,151.

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 2026.

The Board is highly pleased with the General Manager's overall performance during FY26. The Board is impressed with General Manager Ana Ruiz's strategic approach to District projects and her ability to maintain a big-picture perspective while ensuring strong attention to detail and quality. The Board acknowledges that she continued to advance important initiatives that support both the District's internal operations and external mission, while providing stability and thoughtful leadership during a period of organizational growth. The Board particularly appreciates the clarity and thoroughness of the General Manager's updates on District goals, objectives, and major projects, reflecting meaningful responsiveness to feedback provided during last year's evaluation.

The Board values the General Manager's ability to foster strong working relationships within Midpen while also serving as a passionate and effective spokesperson for the District with the public, peer organizations, and other stakeholders. The Board applauds the GM's commitment to

honoring the public process and ensuring that District decisions are made openly, thoughtfully, and inclusively. The strong turnout and overwhelming success of the Science Symposium and Careers in Conservation Fair, along with the District's presence at farmers markets, state park events, and increased engagement through social media, have expanded awareness of the District and its mission. The Board appreciates the General Manager's continued emphasis on building positive relationships and strengthening the District's visibility within the communities.

The Board also acknowledges that the General Manager's passionate, mission-driven approach to help ensure that District projects and decisions remain aligned with Midpen's values and community expectations. The Board is also impressed with the continued progress on Measure AA projects, as well as the GM's leadership in continuing to advance the District's equity and inclusion efforts in a changing external environment. Her calm and thoughtful approach when navigating challenges and working collaboratively with the Board and staff to address various issues make for consistently positive outcomes and steady progression to further the District's mission.

The Board recognizes and commends the General Manager's excellent performance and outstanding work. 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 outstanding performance in FY26, 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 \$403,029, plus a one-time merit pay bonus of \$20,151.

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 Kersteen-Tucker

Director Holman

Director Riffle, Chair

Staff Contact:

Candice Basnight, Human Resources Manager

RESOLUTION NO. 26-XX

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 2025-26 evaluation period. 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 2025-26, and to bring her compensation to the market and comparable agencies, desires to adjust the General Manager’s base salary upward to \$403,029, plus a one-time merit pay bonus of \$20,151.

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 \$403,029 retroactive to July 1, 2026, for Fiscal Year 2026-27.
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	\$193.7639	\$33,586	\$403,029	7/1/2026	10/28/2026

3. The Board grants the General Manager a one-time merit pay bonus of \$20,151.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on October 28, 2026, at a regular meeting thereof, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Margaret MacNiven, Secretary
Board of Directors

Zoe Kersteen-Tucker, 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