



Midpeninsula Regional  
Open Space District

## NOTICE OF REGULAR BOARD MEETING

Meeting 24-18

Board Room of the Midpeninsula Regional  
Open Space District Administrative Office  
5050 El Camino Real, Los Altos, CA 94022

### AGENDA

**Wednesday, June 26, 2024**

**Regular Meeting starts at 7:00 PM\***

*TELECONFERENCE NOTICE Pursuant to Government Code Section 54953, Subdivision (b), Director Kersteen-Tucker will participate from 776 Buena Vista St. Moss Beach, CA 94038. This Notice and Agenda will be posted at the teleconference location. Accessibility to and public comment from this address will be provided as required by Government Code Section 54953(b)(3).*

The Midpeninsula Regional Open Space District (Midpen) Board meetings are held in person at the District's Administrative Office, and by teleconference pursuant to Government Code Section 54953.

#### **PUBLIC ATTENDANCE OPTIONS**

1. In person at the Midpen Administrative Office: the Board Room is open to the public during meetings of the Board of Directors.
2. Remotely via Zoom: Join the meeting conference by clicking this link:  
<https://openspace.zoom.us/j/84722550872>
3. By phone: dial (669) 900-6833 or (346) 248-7799 and enter the Meeting ID: 847 2255 0872

#### **SUBMITTAL OF PUBLIC COMMENTS**

Members of the public may submit written comments to be provided to the Board, or register to make oral comments, as follows:

- Written comments may be submitted via the public comment form at: <https://www.openspace.org/public-comment>.
- Requests to provide oral comment must be submitted prior to the time when public comment on the agenda item is closed as follows:
  - In-person attendance: submit a request via the paper-based public comment form at the meeting.
  - Remote attendance: submit a request through the public comment form at: <https://www.openspace.org/public-comment>.
- Any comments received after the deadline will be provided to the Board after the meeting.

### **7:00 REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE MIDPENINSULA REGIONAL OPEN SPACE DISTRICT**

#### **ROLL CALL**

## **ORAL COMMUNICATIONS**

*This portion of the agenda is for members of the public to comment on items not on the agenda; however, the Brown Act (Open Meeting Law) does not allow action by the Board of Directors on items not on the agenda. Individuals are limited to one comment during this section.*

## **ADOPTION OF AGENDA**

### **CONSENT CALENDAR**

*All items on the Consent Calendar may be approved without discussion by one motion. Board members, the General Manager, and members of the public may request that an item be removed from the Consent Calendar during consideration of the Consent Calendar.*

- 1. Approve the June 12, 2024 meeting minutes**
- 2. Claims Report**
- 3. Annual Review of Fiscal Management Policies for Fiscal Year 2024 (R-24-79)**

Staff Contact: Rafaela Ocegüera, Budget & Finance Manager, Budget & Finance Department

General Manager's Recommendations:

1. Adopt the proposed amendment to Board Policy 3.01 – *Banking Relationship Management.*
2. Adopt the proposed amendment to Board Policy 3.02 – *General Accounting, Internal Control and Capital Asset Policy.*
3. Affirm Board Policy 3.08 - *Investment Policy.*
4. Affirm Board Policy 3.09 - *Debt Management Policy.*

- 4. Award of Contract for Skyline Area Demolitions Project at Russian Ridge Open Space Preserve and Long Ridge Open Space Preserve (R-24-80)**

Staff Contact: Ivana Yeung, Capital Projects Manager III, Engineering & Construction Department

General Manager's Recommendation:

1. Authorize the General Manager to enter a contract with KM 106 Construction Inc. of San Francisco, California to remove structures at four properties for a not-to-exceed base contract amount of \$471,159.
2. Authorize a 10% contingency in the amount of \$47,116 to be reserved for unanticipated issues, bringing the total not-to-exceed contract amount of \$518,275.

- 5. Award of Contract to Brannon Corporation for the Phase II ADA Barrier Removal Project at Pulgas Ridge, Russian Ridge, and Skyline Ridge Open Space Preserves (R-24-81)**

Staff Contact: Zachary Alexander, Senior Capital Project Manager, Engineering & Construction Department

General Manager's Recommendations:

1. Award a contract to Brannon Corporation of Morgan Hill, California, for the Phase II ADA Barrier Removal Project in a not-to-exceed base contract amount of \$1,547,715.
2. Authorize a 15% contingency of \$232,157 to cover unforeseen tasks, bringing the total not-to-exceed contract amount to \$1,779,872.

**BOARD BUSINESS**

*Public comment on agenda items is received at the time each item is considered by the Board of Directors.*

**6. Fiscal Year 2024-25 Budget and Capital Improvement and Action Plan (R-24-82)**

Staff Contact: Stefan Jaskulak, Chief Financial Officer and Director of Administrative Services, Office of the General Manager

General Manager's Recommendation:

1. Adopt a Resolution approving the Fiscal Year 2024-25 Budget and Capital Improvement and Action Plan.
2. Adopt a Resolution approving the Classification and Compensation Plan for Fiscal Year 2024-25.

**7. Amend the Midpeninsula Regional Open Space District's Classification and Compensation Plan for Compensation Study Adjustments for Unrepresented Office, Supervisor, and Management Employees (R-24-83)**

Staff Contact: Rebecca Wolfe, Human Resources Supervisor, Human Resources Department

General Manager's Recommendations: Adopt a resolution amending the Classification and Compensation Plan based on the findings of a recent Compensation Study and recommendations from the Financial and Operations Sustainability Model (FOSM) Refresh, to:

Engineering and Construction:

1. Reassign the Capital Project Manager II from a current salary range of 31 to a new salary range of 36.
2. Reassign the Capital Project Manager III from a current salary range of 39 to a new salary range of 40.
3. Reassign the Senior Capital Project Manager from a current salary range of 43 to a new salary range of 44.

Information Systems and Technology:

4. Reassign the Data Analyst I from a current salary range of 30 to a new salary range of 32.
5. Reassign the Data Analyst II from a current salary range of 34 to a new salary range of 36.
6. Reassign the Senior Technologist from a current salary range of 38 to a new salary range of 40.

7. Reassign the Applications Engineer from a current salary range of 36 to a new salary range of 38.
8. Reassign the GIS Program Administrator from a current salary range of 43 to a new salary range of 45.
9. Reassign the Information Technology Program Administrator from a current salary range of 43 to a new salary range of 45.

Field Supervisors:

10. Reassign the Maintenance Construction & Resource Supervisor from a current salary range of 35 to a new salary range of 36.
11. Reassign the Capital Projects Field Manager from a current salary range 42 to a new salary range of 44.

New FOSM Classifications:

12. Establish new classification of Budget & Analysis Supervisor and assign to salary range 43.
13. Establish new classification of Capital Project Manager I and assign to salary range of 32.
14. Establish new classification of Information Systems Technology (IST) Applications Program Manager and assign to salary range 45.

**8. Approval of a Memorandum of Understanding with Midpeninsula Regional Open Space District Field Employees Association and Compensation and Benefits Adjustments for the Office, Supervisory, and Management Employees (R-24-84)**

Staff Contact: Candice Basnight, Human Resources Manager

General Manager's Recommendations: Adopt a Resolution:

1. Approving the Memorandum of Understanding with the Midpeninsula Regional Open Space District Field Employees Association, for a term of July 1, 2024, through June 30, 2027.
2. Approving corresponding compensation and benefit adjustments for Office, Supervisory, and Management employees through 2027.

**9. Accept the La Honda Creek Parking and Trailhead Access Feasibility Study and Confirm Sites, Associated Programming and Conceptual Designs, to Advance into Environmental Review (R-24-85)**

Staff Contact: Tina Hugg, Senior Planner, Planning Department

General Manager's Recommendation:

1. Accept the La Honda Creek Parking and Trailhead Access Feasibility Study.
2. Advance all three project sites with associated programming and conceptual designs, including Board-requested modifications, into environmental review under the California Environmental Quality Act.

## INFORMATIONAL MEMORANDA

- Total District Visitation Estimation for Calendar Year 2023

INFORMATIONAL REPORTS – Reports on compensable meetings attended. Brief reports or announcements concerning activities of District Directors and staff; opportunity to refer public or Board questions to staff for information; request staff to report to the Board on a matter at a future meeting; or direct staff to place a matter on a future agenda. Items in this category are for discussion and direction to staff only. No final policy action will be taken by the Board.

- A. Committee Reports
- B. Staff Reports
- C. Director Reports

## ADJOURNMENT

*\*Times are estimated and items may appear earlier or later than listed. The Agenda is subject to a change of order.*

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (650) 691-1200. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Written materials relating to an item on this Agenda that are considered to be a public record and are distributed to Board members less than 72 hours prior to the meeting, will be available for public inspection at the District's Administrative Office located at 5050 El Camino Real, Los Altos, California 94022.

## CERTIFICATION OF POSTING OF AGENDA

I, Maria Soria, District Clerk for the Midpeninsula Regional Open Space District (MROSD), declare that the foregoing agenda for the special and regular meetings of the MROSD Board of Directors was posted and available for review on June 20, 2024, at the Administrative Offices of MROSD, 5050 El Camino Real, Los Altos, California, 94022. The agenda and any additional written materials are also available on the District's website at <http://www.openspace.org>.



Maria Soria, MMC, CPMC  
District Clerk

