



SPECIAL AND REGULAR MEETING

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

Wednesday, January 8, 2025

*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**

President MacNiven called the special meeting of the Midpeninsula Regional Open Space District to order at 6:00 p.m.

ROLL CALL

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

Members Absent: Zoe Kersteen-Tucker

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

President MacNiven 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. Annual Bond Disclosure Training for the Board of Directors, Members of the Disclosure Working Group, and Contributors (R-25-01)

The District's Disclosure Counsel Jacqui Jennings with ArentFox Schiff provided the annual training to the Board, the Disclosure Working Group, and the Disclosure Coordinator, on the Bond Disclosure obligations, responsibilities, and potential liabilities of Midpeninsula Regional Open Space District (District).

Director Cyr left at 6:43 p.m. and returned at 6:46 p.m.

Public comment opened at 6:51 p.m.

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

Public comment closed at 6:51 p.m.

No Board action required.

ADJOURNMENT

President MacNiven adjourned the special meeting of the Board of Directors of the Midpeninsula Regional Open Space District at 6:52 p.m.

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

President MacNiven called the regular meeting of the Midpeninsula Regional Open Space District to order at 7:02 p.m.

ROLL CALL

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

Members Absent: Zoe Kersteen-Tucker

Staff Present: General Manager Ana Ruiz, General Counsel Hilary Stevenson, Assistant General Manager Susanna Chan, Assistant General Manager Brian Malone, 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, Engineering & Construction Manager Brandon Stewart, Public Affairs Manager Lori Low, Administrative Assistant Emily Curley, Administrative Assistant Gabi Navarrete, Administrative Assistant Lu Spigelman, Administrative Assistant Charles Bick Tanner III

President MacNiven 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.

ORAL COMMUNICATIONS

Public comment opened at 7:03 p.m.

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

Public comment closed at 7:03 p.m.

ADOPTION OF AGENDA

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

ROLL CALL VOTE: 6-0-0 (Absent Kersteen-Tucker)

SPECIAL ORDERS OF THE DAY

Introduction of Staff

- Emily Curley, Administrative Assistant
- Gabi Navarrete, Administrative Assistant
- Lu Spigelman, Administrative Assistant
- Charles Bick Tanner III, Administrative Assistant

CONSENT CALENDAR

Director Riffle, President MacNiven, and Director Kishimoto expressed appreciation to District Clerk Maria Soria and her team for their efforts in crafting the minutes of November 20, December 3, and December 11.

Public comment opened at 7:16 p.m.

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

Public comment closed at 7:16 p.m.

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

ROLL CALL VOTE: 6-0-0 (Absent Kersteen-Tucker)

- 1. Approve the November 20, December 3, and December 11, 2024 Board meeting minutes**
- 2. Approve Claims Report**
- 3. Award of Contract with Vollmar Natural Lands Consulting for a Districtwide Survey and Assessment of Sensitive-Status Herpetofauna (Amphibians and Reptiles) Species (R-25-02)**

General Manager’s Recommendations:

1. Authorize the General Manager to execute a contract with Vollmar Natural Lands Consulting to survey and assess the sensitive-status herpetofauna on District lands for a not-to-exceed base contract amount of \$224,802.
2. Authorize a 10% contingency in the amount of \$22,480 to be reserved for unanticipated issues, bringing the total not-to-exceed contract amount to \$247,282.

4. Contract Amendment for Consultant Services with LSA Associates, Inc., for the Bear Creek Redwoods Parking Lot Culvert Replacement Project (R-25-03)

General Manager's and Controller's Recommendation: Authorize the General Manager to amend a contract with LSA Associates, Inc., to provide additional necessary technical support to obtain environmental permits for the Bear Creek Redwoods Parking Lot Culvert Replacement Project in the amount of \$8,000, for a total contract amount not-to-exceed \$60,000.

5. Reject All Bids for the Driscoll Ranch Well Drilling Project in La Honda Creek Open Space Preserve (R-25-04)

General Manager's Recommendations:

1. Reject all bids received for the Driscoll Ranch Well Drilling Project in La Honda Creek Open Space Preserve.
2. Authorize the General Manager to re-solicit bids.

6. Award of Contract for the Development of a Santa Cruz Kangaroo Rat Habitat and Population Management Plan (R-25-05)

General Manager's Recommendations:

1. Award a contract to Jodi McGraw Environmental Consulting to create a Habitat and Population Management Plan to increase the population resiliency of Santa Cruz kangaroo rat within Sierra Azul Open Space Preserve for a not-to-exceed base contract amount of \$86,875.
2. Authorize a 15% contingency in the amount of \$13,031 for unanticipated challenges in conducting field studies and habitat suitability modeling, bringing the agreement to a not-to-exceed amount of \$99,906.
3. Authorize an allowance of \$13,560 that would be reserved solely to obtain a more robust habitat connectivity analysis if prior habitat suitability modeling is inadequate for that purpose, for a not-to-exceed total contract amount of \$113,466.

7. Award of Contract for Environmental Consulting Services for the Purisima Pond Improvement Project (R-25-06)

General Manager's Recommendations:

1. Award a contract to Balance Hydrologics, Inc., to provide environmental consulting services, including geotechnical investigation, hydrological analysis, permitting, and pond design services, to support repairs and modifications to Purisima Pond for a not-to-exceed base contract amount of \$164,498.
2. Authorize a 10% contingency in the amount of \$16,450 to be reserved for unanticipated issues, bringing the total contract amount to \$180,948.
3. Authorize an allowance of \$69,593 for stand-alone permitting services in the event that programmatic permits are not applicable, or available within the project timeline, to cover the scope of the final selected design for construction, for a total not-to-exceed contract amount of \$250,541.

BOARD BUSINESS

8. Election of the Calendar Year 2025 Officers for the Midpeninsula Regional Open Space District Board of Directors (R-25-07)

Public comment opened at 7:17 p.m.

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

Public comment closed at 7:17 p.m.

Ms. Nelson described the procedure for electing Board officers and opened the nominations for Board President.

President MacNiven delivered her remarks as the outgoing President of 2024, expressing gratitude to the Clerk staff, General Manager Ana Ruiz, General Counsel Hilary Stevenson, staff for the myriads of detailed reports, and her fellow colleagues for their support throughout her tenure as Board President. She stated that there were a few challenges last year but many accomplishments, which she outlined. She emphasized that the District is an extraordinarily well run organization with dedicated staff. The District has now been operating for 52 years and she reflected that the Bay Area would look very different if it were not for the vision of the early founders and the perseverance of the administration.

Directors Riffle, Kishimoto, Holman, Gleason, and Cyr provided remarks and reflections of Director MacNiven as the 2024 Board President.

Ms. Nelson called for nominations for Board President.

Director Riffle nominated Director Cyr for Board President and Director Holman seconded the nomination. No further nominations were presented.

Motion: Director Kishimoto moved and Director Holman seconded the motion to close the nominations for Board President.

ROLL CALL VOTE: 6-0-0 (Absent Kersteen-Tucker)

By a vote of 6-0, the Board elected Director Cyr as Board President for Calendar Year 2025.

President Cyr thanked the Board for the nomination.

Ms. Nelson called for nominations for Board Vice President.

Director MacNiven nominated Director Gleason for Board Vice President and Director Riffle seconded the nomination. No further nominations were presented.

Motion: Director Cyr moved and Director Kishimoto seconded the motion to close the nominations for Board Vice President.

ROLL CALL VOTE: 6-0-0 (Absent Kersteen-Tucker)

By a vote of 6-0, the Board elected Director Gleason as Board Vice President for Calendar Year 2025.

Ms. Nelson called for nominations for Board Treasurer.

Director MacNiven nominated Director Riffle for Board Treasurer and Director Kishimoto seconded the nomination. No further nominations were presented.

Motion: Director Gleason moved and Director Holman seconded the motion to close the nominations for Board Treasurer.

ROLL CALL VOTE: 6-0-0 (Absent Kersteen-Tucker)

By a vote of 6-0, the Board elected Director Riffle as Board Treasurer for Calendar Year 2025.

Ms. Nelson called for nominations for Board Secretary.

Director Kishimoto nominated Director Kersteen-Tucker for Board Secretary and Director Riffle seconded the nomination. No further nominations were presented.

Motion: Director Cyr moved and Director Holman seconded the motion to close the nominations for Board Secretary.

ROLL CALL VOTE: 6-0-0 (Absent Kersteen-Tucker)

By a vote of 6-0, the Board elected Director Kersteen-Tucker as Board Secretary for Calendar Year 2025.

9. Consideration of Moving from Detailed Summary Minutes to Action Minutes (R25-08)

District Clerk Maria Soria presented on the consideration for the District to transition from detailed summary minutes to action minutes. She explained that while public agencies are legally required to keep a correct record of the proceedings, there is no legal mandate to use a specific format, nor is there a specific format under the District's enabling legislation. She reported that under the City Clerks Association of California (CCAC), action minutes are recommended to memorialize decisions made by the legislative body, which is consistent with the practices of many other local public agencies. She highlighted that, with new technology, the District is now able to record meetings and post them on the District's website, making them accessible for public viewing. The video recordings are retained for two years per the District's records retention plan, and the most recent two years are available on the District's website. Additionally, the public can access past reports, minutes, resolutions and ordinances through the District's public portal. She continued to review the key differences between summary and action minutes, outlined what would be included in the proposed action minutes, and highlighted some of the agencies already using action minutes. Ms. Soria also emphasized that transitioning to action minutes will also enable staff that prepare and review minutes to devote more time and resources to other projects. Lastly, she reviewed the next steps upon the recommendation being approved by the Board, which include the proposed amendments to the Board Policy 1.02 *Board*

Meetings taking effect and clerk staff transitioning to action minutes starting with any Brown Act meeting following the January 8 meeting.

Director Kishimoto inquired if there are other minute styles which exist on the spectrum between action and detailed summary.

Ms. Soria responded that while brief summary minutes could include greater descriptions, she emphasized that summary minutes are subjective and what is considered brief by a director may be detailed and time consuming for staff. She cautioned that brief summary minutes risk becoming overly detailed, blurring the lines between summary and detailed minutes. In contrast action minutes offer a way to concisely report Board decisions, helping to avoid the pitfalls of misquoting or unfairly favoring individual Board member comments. She also noted that staff reports, which are permanent records, supplement the minutes and are accessible via the District's website. Furthermore, stating that the recordings are saved for two years according to the District records retention plan, which can be extended at the discretion of the Board.

Director Kishimoto commented that under the current practice, when the Board makes a modification to a motion, the details are captured in the minutes, and staff will acknowledge the changes with a nod and not necessarily formally amend the motion. She expressed concern that with action minutes the Board will now need to clearly articulate any modifications to a motion.

Ms. Soria stated that clerk staff will continue to summarize that information in action minutes when a motion is modified. Also, if the motion veers off from the motion proposed, clerk staff will expand the action minutes to include those details.

Director Kishimoto inquired how the Board would know whether the clerk will capture important details in the minutes or if the Board is responsible for forming motions that fully describe the intent.

Ms. Soria explained that the minutes will continue to include feedback obtained during study sessions designed to gather Board input. She emphasized that any direction to staff as well as modifications to a motion will continue to be included in the action minutes. However, staff presentations will no longer be captured, as the corresponding staff reports are available online, and associated PowerPoint presentations can be accessed upon request. Additionally, video recordings of the last two years are posted on the District's website for public review. Board discussion, as well as questions and answers from the Board, will not be included in the action minutes unless a question remains unanswered by staff.

Director Holman inquired whether the published minutes would include links to relevant resources, such as the staff reports, the video recording, and staff presentations.

Ms. Soria replied that the links to the Board reports could be included but advised against providing a link for the video recordings since there is a two-year retention for videos and the link would no longer be valid after that time.

Director Holman asked whether currently the video recordings are destroyed after two years or whether they are simply no longer available online.

Ms. Soria confirmed the recordings are destroyed per the records retention schedule.

Director Holman inquired whether information such as the motion, amendments to the motion whether it passes or fails, discussions surrounding the motion, and reasons cited for voting against a motion would be included in action minutes.

Ms. Soria confirmed that amendments or revisions to a motion, regardless of whether the motion passes, will be recorded in the minutes. The proposed action minutes would not include the opinions that contributed to a director's decision since the purpose of action minutes is to record Board actions.

Director Holman advocated for capturing the votes against an item and the relevant discussion regarding the vote to allow the opportunity for people in the future to know what information the Board previously considered.

Director MacNiven stated she is in favor of action minutes and acknowledged that certain nuances will be lost. She commented that videos would be used more going forward for in-depth research. She suggested including bookmarks on the videos to enable viewers to easily identify where in the video an agenda item is discussed.

Ms. Soria explained that the District does not have an agenda software to bookmark video recordings.

Director MacNiven suggested staff consider the possibility of an agenda software.

Director Holman noted that the video is only currently available for two years and would then no longer be available.

Director MacNiven commented that the written minutes would continue to be available.

Ms. Soria explained that the Board can choose to extend the records retention from the current two years to an additional 2 or 3 years. She noted that she has not received a request for a video that was over the two-year retention plan.

Director MacNiven stated she would consider adding an additional year to the video retention period.

Director Riffle asked and received confirmation that the digital recording includes both audio and video and per the records retention schedule are destroyed after two years. In addition, he inquired how long written minutes are retained.

Ms. Soria stated the written minutes have a permanent retention.

Director Riffle asked whether the public generally requests the written minutes or video recordings.

Ms. Soria explained she most often receives inquiry specifically on the adopted motion.

Director Riffle asked how much time is spent drafting minutes and what the process is.

Ms. Soria shared that a one-hour recording can easily take two hours to draft the minutes, not including the time spent to format, review, and edit to ensure the minutes are thorough and accurate. Once completed, the minutes are then forwarded to a deputy clerk for an additional layer of review and further editing. Afterwards, they are forwarded to the General Manager for final review and to make any remaining edits. To meet the printing deadline, she explained that some of the work is completed during the weekend to ensure the draft is ready for the General Manager by the Tuesday following a Board meeting. Once approved, the minutes are ready to be posted online the Thursday before the next meeting as part of the agenda packet materials. She highlighted that as District projects become more complex, the staff presentations and Board discussions become more robust, which would lead to longer detailed minutes. She explained it would be helpful to no longer include the staff presentations, the questions that were already answered during the meeting, and each individual public comment to the minutes.

General Manager Ana Ruiz explained the way staff records meetings today is vastly different from what was done five years ago before Covid. With the use of Zoom, the District now creates video recordings that serve as a full transcript with video, capturing the contents of the entire meeting, including Board discussion, questions, answers and public comments. She stated that since the District currently has a short retention schedule for videos, she recommends extending the retention scheduled for a total of five years. She pointed out there is limited value in keeping recordings beyond five years since staff rarely receives requests for minutes or recordings beyond that timeframe. Additionally, she stated that there are data and storage considerations involved in managing the recordings.

Director Gleason commented that people are using the public portal to review minutes and shared that his own research, including searching minutes from 1976, helped clarify past Board decisions. He expressed concern about limited video retention given the reduced detail in action minutes and questioned what the intent is of having a limited video retention and whether the retention could be permanent.

Ms. Soria responded that research of local agencies revealed that video retention periods vary from 30 days to permanent retention. She explained that permanent retention may be costly depending on how the District elects to store the large data files.

Director Riffle suggested revisiting the records retention schedule and for staff to research the cost of storing the meeting recordings if the recordings replace detailed minutes.

General Counsel Hilary Stevenson explained that if the Board wishes to review the records retention schedule, State standards apply to storing electronic records. Declaring a record as permanent requires using a trusted system with specific standards, including redundancy. She noted that while Laserfiche is a trusted system for storing permanent records, it may not be technically or financially feasible to store videos this way. Staff would need to research and recommend a retention schedule that balances compliance and cost-effectiveness.

President Cyr remarked that in this age, there is such an abundance of information available that minutes starts to lose value and questioned whether it is worth investing a significant amount of money to store data that few people use.

Ms. Ruiz emphasized that action minutes are the most important as they record lasting decisions and fulfill the District's legal requirements. She acknowledged the concern about losing the

details around Board discussions and explained the two-year recording retention can be extended with staff researching permanent retention and the associated requirements and costs. The move to action minutes will save significant time and will contain the primary information people request. She suggested staff to research whether a permanent video retention is manageable, affordable and sustainable.

Director Gleason expressed an interest in action minutes but noted his concern about the potential loss of the video recordings. He stated that since the videos are currently retained for two years, staff has time to research permanent retention options, and the cost of storage could decrease during that timeframe.

Director Riffle inquired how other agencies retain their recordings.

Ms. Soria explained some agencies maintain the recordings on DVDs or USB drives since the data is so large.

Director Riffle recommended transitioning to action minutes with staff determining how best to keep the video recordings for as long as practicable, but ideally permanently.

President Cyr called for a recess at 8:26 p.m.

President Cyr resumed the meeting at 8:28 p.m. with all Board members present.

Director Kishimoto proposed a motion directing staff to return with information regarding the cost and feasibility of permanent record retention and to transition to action minutes if permanent retention is a viable option. She expressed the transition to action minutes should not occur until after the Board has had an opportunity to review the results of staff's research.

Director MacNiven recommended that the Board proceed with action minutes since the video recordings will remain for at least two year and the video retention can be extended in the meantime.

Director Kishimoto expressed concern about adopting the motion to transition to action minutes before it is clear whether the recordings can be kept permanently. She posed a question if action minutes are determined to be inadequate and the recordings are no longer available would staff then convert the action minutes into detailed summary minutes.

Director Holman seconded Director Kishimoto's recommended motion with the clarification that staff will return with information about the implementation, including the cost and feasibility, of permanent retention of video recordings. At that time, the Board could make a decision to transition to action minutes. She explained that there would be a gap in information if the Board transitioned to action minutes now without knowing that the recordings could be kept permanently.

Ms. Ruiz proposed a substitute motion to authorize the transition from detailed summary minutes to action type minutes as the official format for all Brown Act meetings and approve the proposed amendments to Board Policy 1.02, Board Meetings, that reflects this change along with other minor updates to the policy. This would take effect once the general manager changes the retention schedule and process for retaining video recordings permanently.

Director Holman responded that the Board needs additional information prior to making a decision.

Ms. Ruiz stated technology rapidly changes and becomes outdated, which requires staff to be able to modify, record, and store the data in different ways and to be able to release the data when requested in an accessible way that allows the public to view and download.

Ms. Soria added that many agencies burn recordings onto CDs or DVDs, which can be an option until staff determines the feasibility of storing recordings elsewhere. Currently, recordings are also available on YouTube, and the District maintains recordings internally on SharePoint.

Director Holman called the question which was seconded by Director Kishimoto. The motion before the Board is to return with additional information for the cost and feasibility for permanent retention of the recordings and at that time the Board will decide whether to transition to action minutes.

Director Riffle requested to hear from Ms. Ruiz regarding the impact to staff if the motion before the Board is approved.

Ms. Ruiz responded that staff has the capability to now retain recordings in a cost-effective format in the interim. She remarked that it appears that the District may need to make the structural change to keep recordings permanently regardless and will need to find a cost-effective way to do so. Although she understands the desire to have the information upfront, she expressed a preference for proceeding with action minutes with the understanding that the District will need to shift with retaining video recordings permanently.

Motion: Return with additional information for the cost and feasibility for permanent retention of the recordings and at that time the Board will decide whether to transition to action minutes.

ROLL CALL VOTE: 2-4-0 (Motion Failed)

In Favor: Directors Holman and Kishimoto

Opposed: Directors Gleason, Riffle, Cyr, and MacNiven

Absent: Director Kersteen-Tucker

Director Gleason commented that Ms. Soria previously stated that the recording retention could be extended, which means the Board has the flexibility to retain the videos while staff searches for a long-term solution and the public would not lose any information moving to action minutes. He suggested an option is to keep the recordings permanently for the next two years without amending the general policy for recording retention.

Ms. Stevenson stated the motion Director Gleason is trying to achieve would be that the Board direct the General Manager to return to the Board with a change to the records retention policy within the next two years. She believes that the change may come to the Board before the two years and the motion may simply specify that the General Manager return to the Board with updates to the retention policy and that would give the Board the opportunity to specify the retention period.

Director Riffle clarified that the motion at hand is to approve moving to action minutes and also ask the General Manager to return to the Board with an amended retention policy as well as the

plan for permanent retention of the meeting recordings. Noting that he said recording because it could either be video or audio to provide flexibility and perhaps an inexpensive way of retaining.

Ms. Ruiz proposed the revised motion to be: authorize the transition from detailed summary minutes to action type minutes as the official format for all Brown Act meetings and approve the proposed amendments to Board Policy 1.02, *Board Meetings*, that reflects this change along with other minor updates to the policy and direct the General Manager to return to the Board with an amended retention schedule and information on the process and cost for retaining video recordings permanently within the next two years.

Director Holman commented that two years is a lengthy time and asked if the timeframe can be changed to six months.

Ms. Ruiz suggested to change it to nine months to allow staff to attain the information.

Director Holman asked and received confirmation from the maker of the motion and the second that it was acceptable to change the motion from two years to 9 months.

Director Holman advocated for including the reasons cited by directors for voting against a motion.

Ms. Soria responded that it can be included in the action minutes.

Director Holman requested that links to relevant resources and video recording be included in the action minutes.

Ms. Soria suggested that if the intention of the Board is to transition to permanent retention of meeting recordings, then Board Policy 1.02 can be revised to reflect both the recordings and the minutes as the official record. The other relevant resources, such as the staff reports, attachments, written public comment, are part of the full agenda packets and accessible in the District's public portal and would not need to be included in the minutes.

Director Holman expressed concern the staff presentations are not part of the full agenda packet.

Ms. Ruiz explained that the video recording would contain the staff presentation.

Director Kishimoto asked for clarification if the video recording would then be the official record and not the minutes.

Ms. Soria stated that was not the intent but rather that during her research she has seen agencies state in their policy that the video recording and action minutes are both the official record.

Director Kishimoto suggested adding that the official record would be both the action minutes and the video recording to the motion.

Ms. Stevenson advised not to include it in the motion since the Board is not amending the records retention schedule at this meeting. There will be a future Board meeting which will address the decision to formally revise the records retention policy, and it would best be

addressed at that time. That would then enable the Board to review the policies and to make sure they are consistent and correctly memorialize the record retention policy.

Director Holman requested the agenda item title and topic be included in the action minutes.

Ms. Soria stated that the agenda item title and topic will be included in the action minutes and will be sure to add it in the policy.

Director Holman also confirmed that the cause for both the yea-and-nay votes will be included.

Public comment opened at 9:22 p.m.

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

Public comment closed at 9:22 p.m.

Motion: Director Gleason moved and Director Riffle seconded the motion to authorize the transition from detailed summary minutes to action type minutes as the official format for all Brown Act meetings and approve the proposed amendments to Board Policy 1.02, *Board Meetings*, that reflects this change along with other minor updates to the policy and direct the General Manager to return to the Board with an amended retention schedule and information on the process and costs for retaining video recordings permanently within the next 9 months.

ROLL CALL VOTE: 6-0-0 (Absent Kersteen-Tucker)

10. Annual Findings for up to Six Compensated Board Meetings Per Month (R-25-09)

Ms. Stevenson stated that the Board has taken this action five consecutive years in a row and that the resolution sets forth the specific findings that a range between five to eleven meetings per month is required for the effective operation of the District. She inquired if the Board had any questions.

Public comment opened at 9:23 p.m.

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

Public comment closed at 9:23 p.m.

Motion: Director Riffle moved, and Director Gleason seconded the motion to adopt a Resolution making annual findings that more than five Board meetings per month are necessary for the effective operation of the Midpeninsula Regional Open Space District.

ROLL CALL VOTE: 6-0-0 (Absent Kersteen-Tucker)

INFORMATIONAL REPORTS

A. Committee Reports

Director Riffle reported that the Board Appointee Evaluation (BAE) Committee held a meeting on December 17 and met with the District Controller regarding the new internal auditor role. In

addition, the BAE discussed the 2025 performance review of the District's appointees, and both items will be presented to the full Board at a Closed Session meeting on January 15.

Director Gleason reported that the Historic Hawthorns Ad Hoc Committee met on December 19 and staff provided an update on the meetings held with the Town of Portola Valley with the prospective partners and the Town's Planning staff, as well as discussion of CEQA.

B. Staff Reports

Assistant General Manager Brian Malone provided an update on the Bear Creek Stables Operations and stated that as of January 6 the District has assumed responsibility for the operations of the stables and Chaparral has moved off the site. The District contracted on a short-term basis with the Friends of Bear Creek Stables (FBCS) for stable services for feeding the horses twice daily, stall cleaning services once a day. The contract is for five months with a one-month extension option to give staff time to negotiate a potential long-term agreement. Staff will return to the Board with updates on the agreement. FBCS retained an employee to perform some services at the stables and all of the boarder agreements with Chaparral have been transferred to the District with boarders making payments directly to the District. Boarding rates are currently the same but may be reevaluated if District costs are not recouped. Staff is improving the upper road and the driving loop with light grading and adding rock and drainage improvements. In the short-term, there will be no additional horses boarded at the stables to allow time for FBCS to develop a long-term agreement approved by the District regarding the responsibilities of boarders. There will be no programming at the stables until a long-term agreement is reached but FBCS can request a permit if there is an activity they would like to host.

Ms. Ruiz reported that on Monday, January 13 there will be an open house hosted by Supervisor Mueller. In addition, staff will be meeting with the new city manager of Sunnyvale on January 13. President Cyr and Director Riffle requested to attend the meeting.

C. Director Reports

Director Riffle reported that Walter Moore had announced his retirement from Peninsula Open Space Trust effective January 22, 2025 and Gordon Clark will be the new president.

Director Kishimoto reported that Save the Redwoods League president and CEO, Sam Hodder, has announced he will be stepping down.

Director Gleason reported that he visited the easy access trail projects at Skyline Ridge and was impressed with the improvements.

ADJOURNMENT

President Cyr adjourned the regular meeting of the Board of Directors of the Midpeninsula Regional Open Space District meeting at 9:32 p.m.

Shaylynn Nelson, Deputy District Clerk
Maria Soria, District Clerk