



Midpeninsula Regional
Open Space District

R-24-131
Meeting 24-28
October 23, 2024

AGENDA ITEM 11

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 2023-24 (FY24), the Board Appointee Evaluation Committee recommends the following compensation adjustments for the General Manager for FY25: Adjust the General Manager's base salary upward to \$318,602, plus a one-time merit pay bonus of \$15,930.

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 2024.

The Board is very pleased with the General Manager's accomplishments and overall performance during FY24. The General Manager Ana Ruiz continued to bring a high level of dedication to the District's mission and staff, a creative yet calm "can do" leadership style, and an effective ability to connect with people both internally and externally. Her balanced, results-oriented approach helped the District accomplish the following key FY24 objectives:

- Financial Operational Sustainability Model (FOSM) refresh
- Wildfire resiliency progress
- Public access improvements focusing on new trails
- New grazing leases that are aligned with the new Agriculture policy
- Highway 17 corridors project
- District-wide State of the District meeting (first in 10 years)

- Continued progress on the District's Diversity Equity and Inclusion (DEI) initiatives
- Successful 3-year Midpeninsula Ranger Peace Officers Association (MRPOA) and Field Employees Association (FEA) Memorandum Of Understandings (MOU)
- Initiated project delivery enhancements including streamlined Board reports and the use of the Big Rocks project prioritization model

In FY25, the Board is looking forward to working with the General Manager on these major objectives:

- Accomplishing the FY25 Capital Improvement and Action Plan (CIAP) goals and objectives with a focus on Measure AA and Big Rock projects
- Re-evaluating the compensation philosophy and comparable agencies list
- Expanding the classification series to establish longer runways of salary growth
- Deepening engagement and partnerships with tribal communities
- Increasing her opportunities to expand her external-facing work through internal process streamlining and increased senior staff ownership and responsibilities.
- Creation of an impact report and identification of new metrics

Finally, as the General Manager's role continues to evolve at the District, the Board is looking forward to working together with her in FY25 to enhance the effectiveness and sustainability of the Board/GM working relationship.

The Board acknowledges the General Manager's excellent 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 superior and outstanding performance in FY24, 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 \$318,602, plus a one-time merit pay bonus of \$15,930.

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 compensation adjustment and merit bonus will be implemented as set out in the Resolution attached.

Attachment:

1. Resolution Approving Salary Adjustment

Submitted by: Board Appointee Evaluation Committee

Director Cyr

Director MacNiven

Director Riffle, Chair

Staff Contact:

Candice Basnight, Human Resources Manager

RESOLUTION NO. 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 2023-24 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 2023-24, and to bring her compensation to the market and comparable agencies, desires to adjust the General Manager’s base salary upward to \$318,602, plus a one-time merit pay bonus of \$15,930.

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 \$318,602 retroactive to July 1, 2024, for Fiscal Year 2024-25.
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	\$153.1740	\$26,550	\$318,602	7/1/2024	10/23/2024

3. The Board grants the General Manager a one-time merit pay bonus of \$15,930.

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PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on October 23, 2024, at a regular meeting thereof, by the following vote:

- AYES:**
NOES:
ABSTAIN:
ABSENT:

ATTEST:

APPROVED:

Curt Riffle, Secretary
Board of Directors

Margaret MacNiven, 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