



## COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

### SUMMARY REPORT

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**Agenda Date:** 5/11/2021

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**To:** Sonoma County Board of Directors

**Department or Agency Name(s):** County Administrator, Human Resources

**Staff Name and Phone Number:** Sheryl Bratton, 565-3578 Christina Cramer, 565-2988

**Vote Requirement:** Majority

**Supervisory District(s):** Countywide

**Title:**

Department Head Personal Services Agreement - Agricultural Preservation and Open Space District General Manager

**Recommended Action:**

Authorize the Chair of the Board of Directors of the Sonoma County Agricultural Preservation and Open Space District to execute a Personal Services Agreement with Misti Arias as Agricultural Preservation and Open Space District General Manager, with the term of the agreement from May 18, 2021 to May 18, 2024, with a salary at the "B" step, and eligibility for other County benefits for Department Heads, in accordance with Salary Resolution 95-0926.

**Executive Summary:**

Salary and benefits provided to County department and agency heads must be considered by the Board of Directors at a regularly scheduled Board meeting. Further, an oral summary of the salary and benefits recommended action must be presented at the meeting where the final Board action is taken. (California Government code §54953, 54956)

After a successful national recruitment and selection process, it is recommended the Board appoint Misti Arias as the Agricultural Preservation and Open Space District General Manager, and authorize the Chair of the Board to execute the Personal Services Agreement effective May 18, 2021, for a three-year term through May 18, 2024. The agreement places Ms. Arias at the "B" step of the salary range for the job classification, which is \$157,828 per year. In addition to the annual salary, other benefits and compensation are provided as prescribed by the Salary Resolution 95-0926.

**Discussion:**

The Agricultural Preservation and Open Space District General Manager reports to the Board of Directors and is responsible to protect the diverse agricultural, natural resource and scenic open space lands of Sonoma County. Since its inception, the Agricultural Preservation and Open Space District has protected over 122,300 acres in Sonoma County, with an acquisition cost of \$431.2 million. The District ranks as one of the top open space and farmland conservation programs in the nation.

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The Agricultural Preservation and Open Space District has 29 full time employees and the current Fiscal Year 20-21 operating budget is approximately \$56 million.

Upon the resignation of the Agricultural Preservation and Open Space District's incumbent General Manager, an Interim General Manager was selected while a nationwide recruitment could be planned and conducted. The interim General Manager has led the department since December 2020. After the successful national recruitment and selection process, the Board selected Misti Arias as the Agricultural Preservation and Open Space District General Manager.

Ms. Arias holds a Bachelor of Arts degree in Environmental Studies and Urban Planning from Sonoma State University and has over twenty-five years of experience working for the Agricultural Preservation and Open Space District. Ms. Arias began her career at the Agricultural Preservation and Open Space District as an Open Space Planning Technician, and has held several positions in the department including Conservation Program Manager and Acquisition Manager. She is currently serving as the Interim Assistant General Manager. During her tenure in the department, Ms. Arias has been responsible for the protection of more than 50,000 acres while overseeing the Acquisition Program, has led large, complex acquisition projects, and achieved \$75 million in taxpayer savings through partner funding and landowner discounts.

The Personal Services Agreement with Misti Arias appoints her as the Agricultural Preservation and Open Space General Manager at the "B" step of the salary range, with an annualized salary of \$157, 828 and maintain eligible benefits as prescribed in the Salary Resolution 95-0926.

**Prior Board Actions:**

None.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 20-21 Adopted</b>	<b>FY21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

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Ongoing annualized salary and benefit costs associated with this position has been incorporated into the Agricultural Preservation and Open Space District's budget. This action does not increase any budget appropriations.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

- A. Personal Services Agreement - Agricultural Preservation and Open Space General Manager - Misti Arias

**Related Items "On File" with the Clerk of the Board:**

None.