

**DRAFT MINUTES**  
**Citizens' Advisory Committee (CAC)**  
**Meeting SP 24-04**  
**September 23, 2024**

Board Room of the Open Space Authority Administrative Office  
33 Las Colinas Lane, San José, CA 95119



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## **DRAFT MINUTES**

### **CALL TO ORDER / ROLL CALL**

Chair Justin Fields called the meeting of the Santa Clara Valley Open Space Authority Citizens' Advisory Committee to order at 6:31 p.m. in person and via Zoom teleconference.

**Members Present** Clerk of the Board Caroline Hernandez performed Roll Call:  
Erin Gil, Robert Sippel, Alyson Falwell, Loren Lewis, Justin Fields, Dan Kenney, Kathy Sutherland, Steve Mink, Lani Wong-Bassett, and Edward Von Runnen were present for roll call. Mera Burton arrived shortly after Roll Call.

**Members Absent** Frank Cancilla, Raj Bhanot

**Staff Present** Assistant General Manager Lea Rauscher, Assistant General Manager Marc Landgraf, Public Information Officer Charlotte Graham, Administrative Operations Manager Elizabeth Loretto, Multimedia and Communications Specialist Annamarie Pilon, Volunteer Program Administrator Gavin Comstock, Human Resources Coordinator Aline Harris, External Funding Coordinator Monica Nañez, Conservation and Strategic Partnerships Manager Megan Dreger, Clerk of the Board Caroline Hernandez, and Board Member Liaison Garnetta Annable

### **NEW STAFF INTRODUCTIONS**

Megan Dreger, Conservation and Strategic Partnerships Manager introduced Monica Nañez, External Funding Coordinator to the CAC.

### **PUBLIC COMMENTS**

Justin Fields asked if there were any members of the public who wished to comment on any item not on the agenda. Joe Henwood spoke before the CAC and introduced himself as an applicant for the vacant At Large position.

### **APPROVAL OF MINUTES**

- July 22, 2024

Justin Fields called for a motion. Robert moved to approve the minutes of July 22, 2024. Dan Kenney seconded the motion.

The motion passed.

(**Vote:** 9-0-2. **Ayes:** Erin Gil, Robert Sippel, Alyson Falwell, Loren Lewis, Justin Fields, Dan Kenney, Kathy Sutherland, Mera Burton, Edward Von Runnen. **Noes:** None. **Abstention:** Steve Mink, Lani Wong-Bassett.)

## OPENING REPORT

Justin Fields informed the CAC that Kathy Sutherland will be leaving the CAC as she will move on to take over the District 4 seat on the Board of Directors.

## COMMITTEE BUSINESS

### 1 Receive Update on Open Space Authority Enabling Act and Other Legislative Updates

Assistant General Manager Marc Landgraf presented the item.

### 2 Receive Update on Open Space Authority Website Design and Implementation

Multimedia Communications Specialist Annamarie Pilon presented the item.

### 3 Citizens' Advisory Committee Outreach Training: Preparing Citizens' Advisory Committee Members to Engage a Diverse Public in Diverse Settings

Volunteer Program Administrator Gavin Comstock presented the item.

### 4 Discussion and Review of Citizens' Advisory Committee Start Time for the Remainder of 2024 and 2025

Clerk of the Board Caroline Hernandez presented the item.

Justin Fields called for a motion. Kathy Sutherland made a motion to move the November 25, 2024 meeting to November 18, 2024 at 6:30 p.m. Steve Mink seconded the motion.

The motion passed.

(**Vote:** 10-1-0. **Ayes:** Erin Gil, Robert Sippel, Loren Lewis, Justin Fields, Dan Kenney, Kathy Sutherland, Steve Mink, Lani Wong-Bassett, Mera Burton, Edward Von Runnen. **Noes:** Alyson Falwell. **Abstention:** None.)

Kathy Sutherland made a motion to move the 2025 November meeting to November 17 at 6:30 p.m. Robert Sippel seconded the motion.

The motion passed.

(**Vote:** 11-0-0. **Ayes:** Erin Gil, Robert Sippel, Alyson Falwell, Loren Lewis, Justin Fields, Dan Kenney, Kathy Sutherland, Steve Mink, Lani Wong-Bassett, Mera Burton, Edward Von Runnen. **Noes:** None. **Abstention:** None.)

### 5 Honoring Larry Coons, the First General Manager of the Open Space Authority

Assistant General Manager Marc Landgraf and District 4 Director Garnetta Annable presented the item.

## INFORMATIONAL REPORTS

- Board Liaison - Presented
- General Manager / Staff - Presented
- Committee Members - Presented
- Subcommittee Reports, if any - Presented

## **ADJOURNMENT**

Justin Fields adjourned the meeting at 8:21 p.m.

Respectfully submitted by Caroline Hernandez  
Clerk of the Board