

DRAFT MINUTES
Board of Directors
Meeting 23-18
September 28, 2023

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



DRAFT MINUTES

CALL TO ORDER / ROLL CALL

Chair Helen Chapman called the meeting of the Santa Clara Valley Open Space Authority Board of Directors to order at 6:30 pm in person and via Zoom teleconference.

Members Present Clerk of the Board Caroline Hernandez performed Roll Call:
Alex Kennett, Mike Flaughner, Helen Chapman, Garnetta Annable, Vicki Alexander,
Mike Potter, and Calvin Gill were present for roll call.

Members Absent None

Staff Present Assistant General Manager Lea Rauscher
Planning Manager Lucas Shellhammer
Human Resources Officer Elizabeth Loretto
Associate Open Space Planner Jennifer Hooper
Real Property Program Manager Linda Kwong
Supervising Open Space Technician Andres Campusano
Supervising Open Space Technician Megan Robinson
Lead Open Space Technician Stephen Woodson
Open Space Aide Amit Tartakovsky

Clerk of the Board Caroline Hernandez
Legal Counsel William Parkin

NEW STAFF INTRODUCTIONS

Supervising Open Space Technicians Andres Campusano and Megan Robinson presented the item. Lead Open Space Technician Stephen Woodson and Open Space Aide Amit Tartakovsky spoke before the Board.

PUBLIC COMMENTS

Director Chapman asked if there were any members of the public who wished to speak on any item not on the agenda. There were none.

APPROVAL OF MINUTES

- **September 14, 2023**

Director Chapman called for a motion. Director Kennett moved to approve the minutes of September 14, 2023. Director Flaughner seconded the motion.

The motion passed.

(**Vote:** 7-0-0. **Ayes:** Mike Potter, Calvin Gill, Alex Kennett, Mike Flaughner, Helen Chapman, Garnetta Annable, Vicki Alexander. **Noes:** None. **Abstention:** None.)

APPROVAL OF CONSENT ITEM(S)

C1 Informational Item: Check Register and Fund Balance Ending August 31, 2023

C2 Review and Ratify Open Space Authority Policy BRD-026 Employee Handbook

Director Chapman called for a motion. Director Potter moved to approve the Consent Items 1 through 2 excluding none. Director Kennett seconded the motion.

The motion passed.

(**Vote:** 7-0-0. **Ayes:** Alex Kennett, Mike Flaughner, Helen Chapman, Garnetta Annable, Vicki Alexander, Mike Potter, Calvin Gill. **Noes:** None. **Abstention:** None.)

NEW BUSINESS

1 Review and Approval of the American's with Disabilities Act Transition Plan for the Open Space Authority

Associate Open Space Planner Jennifer Hooper presented the item.

Director Chapman called for a motion. Director Kennett moved to adopt the Americans with Disabilities Act Transition Plan. Director Gill seconded the motion.

The motion passed.

(**Vote:** 7-0-0. **Ayes:** Alex Kennett, Mike Flaughner, Helen Chapman, Garnetta Annable, Vicki Alexander, Mike Potter, Calvin Gill. **Noes:** None. **Abstention:** None.)

2 Approval of Annual Appointment of Treasurer and Delegation of Authority to Invest Funds in Accordance with the Authority's Investment Policy

Assistant General Manager Lea Rauscher presented the item.

Director Chapman called for a motion. Director Potter moved to approve the appointment of the Treasurer. Director Flaughner seconded the motion.

The motion passed.

(**Vote:** 7-0-0. **Ayes:** Alex Kennett, Mike Flaughner, Helen Chapman, Garnetta Annable, Vicki Alexander, Mike Potter, Calvin Gill. **Noes:** None. **Abstention:** None.)

COMMITTEE MEETING SUMMARIES

- Citizens' Advisory Committee -- Presented
- Use and Management Committee Special Meeting -- Presented

INFORMATIONAL REPORTS

- General Manager – Not Present
- Staff -- Presented
- Legal Counsel -- Presented
- Board Member Reports, Liaison Updates & Comments -- Presented

ANNOUNCEMENT

Legal Counsel William Parkin made an announcement regarding closed session; one item regarding real property negotiations and one item regarding conference with legal counsel on anticipated litigation.

The Board of Directors convened to Closed Session at 7:24 pm.

CONVENE TO CLOSED SESSION

Conference with Real Property Negotiator: Government Code Section 54956.8

Agency Negotiator: Andrea Mackenzie, General Manager / Matt Freeman, Assistant General Manager

Under Negotiations: Instructions to negotiator will concern price and terms of payment

Real Property: APNs: 742-17-012, 4270 Casa Loma Road

Negotiating Parties: William Hiller, Mary Hiller, and Mary Elizabeth Bowman

Conference with Legal Counsel: Anticipated Litigation – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 (1 case)

REPORT FROM CLOSED SESSION

The Directors came back from Closed Session at 7:47 pm. Legal Counsel William Parkin stated there were no reportable actions.

ADJOURNMENT

Director Chapman adjourned the meeting at 7:47 pm.

Respectfully Submitted by Caroline Hernandez
Clerk of the Board