
DRAFT MINUTES

CALL TO ORDER / ROLL CALL

Director Alex Kennett called the Board meeting of the Santa Clara Valley Open Space Authority (Authority) to order at 6:32 PM via Zoom teleconference.

Members Present

Kellie Guerra, Clerk of the Board performed Roll Call: Alex Kennett, Mike Flaughter, Sequoia Hall, and Dr. Kalvin Gill were present for roll call. Dorsey Moore arrived at 6:52 pm and Mike Potter arrived at 7:54 pm.

Members Absent

Shay Franco-Clausen

Staff Present

Andrea Mackenzie, General Manager
Matt Freeman, Assistant General Manager
Lea Rauscher, Assistant General Manager
Derek Neumann, Field Operations Manager
Donna Plunkett, Planning Manager
Elizabeth Loretto, Office and HR Administrator
Jake Smith, Conservation and GIS Coordinator
Jennifer Hooper, Open Space Technician
Joelle Garretson, Executive Assistant
Justina Tien, Finance and Accounting Analyst

Kellie Guerra, Clerk of the Board
Caroline Hernandez, Deputy Clerk of the Board

William Parkin, Legal Counsel

NEW BUSINESS

1 Authorize the General Manager/Assistant General Manager to Negotiate Related to Real Property (APNs: 712-03-111, 712-03-112)

Assistant General Manager Matt Freeman had no comments to add to the report.

Director Kennett called for the motion. Director Gill moved to approve the Authorization. Director Flaughter seconded the motion. The motion passed.

(Vote: 4-0-0. Ayes: Alex Kennett, Mike Flaughter, Sequoia Hall, Kalvin Gill. Noes: None. Abstentions: None.)

ANNOUNCEMENT

Legal Counsel William Parkin announced the items for Closed Session as listed on the agenda; one item regarding real property.

**CONVENE TO
CLOSED SESSION**

Director Kennett convened the meeting to Closed Session at 6:36 PM.

**REPORT FROM
CLOSED SESSION**

Directors returned from Closed Session at 7:10 PM. Legal Counsel William Parkin stated that there were no reportable actions from Closed Session.

Jake Smith, Conservation and GIS Coordinator introduced Jacob Anderson, the Authority's new GIS Technician, who joined the Authority on March 16, 2020. He provided details on Jacob's past work history and an overview of his current duties. Jacob addressed the Board and stated his enthusiasm for working in the conservation field.

PUBLIC COMMENTS

Director Kennett asked if there were any members of the Public who wanted to address the Board on items not on the Agenda. Ms. Guerra reported there were none.

**ADOPTION OF
AGENDA**

Director Kennett called for a motion to adopt the agenda with the following amended order, Item 1, 2, 5, 6, 3 and then 4. Director Flaughner moved to approve the agenda for May 28, 2020 with the amendments. Director Gill seconded the motion. The motion passed.

(Vote: 5-0-0. Ayes: Alex Kennett, Mike Flaughner, Sequoia Hall, Dorsey Moore, Calvin Gill. Noes: None. Abstentions: None.)

**WRITTEN
COMMUNICATIONS**

Director Kennett asked if there were any Written Communications. Ms. Guerra reported there were none.

**APPROVAL OF
MINUTES**

May 28, 2020

Director Kennett called for a motion. Director Gill moved to approve the minutes of May 28, 2020. Director Hall seconded the motion. The motion passed.

(Vote: 5-0-0. Ayes: Alex Kennett, Mike Flaughner, Sequoia Hall, Dorsey Moore, Calvin Gill. Noes: None. Abstentions: None.)

**APPROVAL OF
CONSENT ITEMS**

C1 Adopt Resolutions Calling for an Election and Requesting Election Consolidation Services – Santa Clara County Districts 1, 3, and 4

C2 Approve Reimbursement to Valley Habitat Agency for Hydrological Services for the Coyote Ridge Grazing Improvements Project

Director Kennett asked if any members of the public wanted to speak on the Consent items. There were none.

Director Kennett called for a motion. Director Hall moved to approve the Consent Calendar. Director Gill seconded the motion. The motion passed.

(Vote: 5-0-0. Ayes: Alex Kennett, Mike Flaughner, Sequoia Hall, Dorsey Moore, Calvin Gill. Noes: None. Abstentions: None.)

NEW BUSINESS

2 Public Hearing and Approval of the Engineer's Report and Levying the Annual Assessment for Open Space Acquisition & Maintenance District No. 1 – Renewal for Fiscal Year 2020/2021

Director Kennett opened the Public Hearing for the Engineer's Report for District No. 1.

Accounting and Finance Analyst Justina Tien presented the item and explained that SCI Consulting Group had compiled the Report. Legal Counsel asked if any written protests had been received. Ms. Guerra reported there were none. Director Kennett called for members of the public to speak on the item. There were none.

Director Kennett Closed the Public Hearing for the Engineer's Report for District No. 1.

There were no comments from the Board.

Director Kennett called for a motion. Director Hall moved to approve the item. Director Moore seconded the motion. The motion passed.

(Vote: 5-0-0. Ayes: Alex Kennett, Mike Flaughner, Sequoia Hall, Dorsey Moore, Calvin Gill. Noes: None. Abstentions: None.)

5 Authorization to Execute a Memorandum of Understanding Between the Santa Clara Valley Open Space Authority and the San Mateo Resource Conservation District for the Santa Cruz Mountains Stewardship Network Countywide Vegetation Mapping and Landscape Database Project for Santa Cruz and Santa Clara Counties

Conservation GIS Coordinator Jake Smith presented the item with a presentation that also touched on what was formerly item #6. The presentation explained Santa Clara County's efforts to fund flights that would collect high resolution imagery and laser mapping data known as LiDAR and that the second related project being conducted by the Santa Cruz Mountains Stewardship Network would process the datasets, allowing agencies to better understand natural resource issues.

Board discussion ensued.

Director Kennett called for a motion. Director Gill moved to approve the item. Director Moore seconded the motion. The motion passed.

(Vote: 5-0-0. Ayes: Alex Kennett, Mike Flaughner, Sequoia Hall, Dorsey Moore, Calvin Gill. Noes: None. Abstentions: None.)

6 Authorization to Execute an Agreement Between the County of Santa Clara and the Santa Clara Valley Open Space Authority for Imagery and LiDAR Data Acquisition Cost Sharing

Director Kennett called for a motion. Director Moore moved to approve the item. Director Hall seconded the motion. The motion passed.

(Vote: 5-0-0. Ayes: Alex Kennett, Mike Flaughner, Sequoia Hall, Dorsey Moore, Calvin Gill. Noes: None. Abstentions: None.)

Director Potter joined the meeting.

3 Public Hearing and Presentation of Proposed Fiscal Year 2020/2021 Budget, Annual Work Plan and Position Pay Plan

Justina Tien presented the item. Ms. Tien reported on the development process, the fund balances, carry-over, and income. She also highlighted major expense categories. Ms. Tien turned

the presentation over to Office and Human Resources Administrator Elizabeth Loretto. Ms. Loretto spoke about the new positions to the Field Operations Department and the Cost of Living adjustment for Staff. Ms. Tien finished the presentation explaining how the Authority's Grants awards have been leveraging money for capital projects.

Board discussion ensued.

The presentation continued with an overview of the proposed 2020/2021 Annual Work Plan. General Manager Andrea Mackenzie presented the organizational changes, the fiscally conservative approach taken by the Authority, and updated strategies and objectives. Each of the Departments heads spoke to the upcoming objectives in their respective departments.

Director Kennett opened the Public Hearing for the Proposed Fiscal Year 2020/2021 Budget, Annual Work Plan and Position Pay Plan.

Director Kennett called for members of the public to speak on the item. There were none.

Director Kennett Closed the Public Hearing for the Proposed Fiscal Year 2020/2021 Budget, Annual Work Plan and Position Pay Plan.

Director Hall and Director Potter made comments.

Director Kennett called for a motion. Director Hall moved to approve the item. Director Moore seconded the motion. The motion passed.

(Vote: 6-0-0. Ayes: Alex Kennett, Mike Flaughner, Sequoia Hall, Dorsey Moore, Director Potter, Calvin Gill. Noes: None. Abstentions: None.)

4 Report from Ad Hoc Financial Sustainability Committee and Directions to Staff Regarding Possible Placement of Extension of Special Tax on November 2020 Ballot

General Manager Andrea Mackenzie presented the item and provide historical context on the Ad Hoc Committee recommendations leading up to the study, and how increasing operational costs have led to a need to re-evaluate funding sources. She presented two scenarios that the Authority could implement. Curt Riffle from Peninsula Open Space Trust provided some context behind the study and introduced Andie Morhous to speak about the polling results.

**COMMITTEE
MEETING
SUMMARIES**

Administration and Budget Committee

Director Kennett provided a summary on the proposed amendments to the Cash Management Policy that had been discussed earlier in the Committee meeting.

**INFORMATIONAL
REPORTS**

**General Manager
Updates on COVID-19 Response and Effect on Authority Operations**

Regular General Manager Update

General Manager Andrea Mackenzie shared with the Board that a message regarding the civil unrest in the Country was posted on the Authority's website. She also announced that the 5-Year report was unveiled and also available to review on the website.

Staff

Assistant General Manager Lea Rauscher reported that the General Manager also engaged Staff in a discussion on the protests.

External Affairs Manager Marc Landgraf reported that a new Legislative Newsletter had been rolled out.

Field Operations Manager Derek Neumann spoke about his Staff's response to several hot weather emergencies and gave them kudos for their efforts.

Legal Counsel

None

Board Member Reports, Liaison Comments & Updates

Director Gill reported on an Authority virtual program he participated in and expressed his gratitude to Staff for leading the program.

Director Potter reported on community meetings he attended for the Coyote Creek Flood Protection Project.

Director Moore had no report

Director Hall reported on his bike ride at Sierra Vista as well as attending a LAFCo Committee meeting.

Director Flaughner reported that Alum Rock Park was open again along with the soft opening of the VTA station at Berryessa.

Director Kennett reported seeing crowds at Coyote Valley Open Space Preserve

ADJOURNMENT

Director Kennett adjourned the meeting at 9:20 p.m.

Respectfully submitted by Kellie Guerra, Clerk of the Board