

**Citizens' Advisory Committee**

**DRAFT Special Meeting Minutes**

7:00 p.m. Monday, May 18, 2020

Open Space Authority Administration Office

**Citizens' Advisory Committee Members:**

<b>Name</b>	<b>Represent</b>	<b>Present</b>	<b>Absent</b>
Sal Akhter	District 1	X	
Vacant	District 2	-	-
Jan Hintermeister	District 3	X	
Garnetta Annable	District 4	X	
Vicki Alexander	District 5	X	
Minh Pham	District 6		X
Raj Bhanot	District 7		X
Justin Fields	At Large	X*	
Kathy Sutherland	At Large	X	
Daniel J. Kenney	At Large	X	
Steve Mink	At Large	X	
Kitty Monahan	At Large		X
Loren Lewis	At Large	X	

***\*Justin Fields arrived at 8:17 pm***

**Board Liaison Present:** Shay Franco-Clausen

**Staff Present:** Andrea Mackenzie, General Manager  
Lea Rauscher, Assistant General Manager  
Matt Freeman, Assistant General Manager  
Lea Rauscher, Assistant General Manager  
Marc Landgraf, External Affairs Manager  
Donna Plunkett, Planning Manager  
Derek Neumann, Field Operations Manager  
Justina Tien, Finance and Accounting Analyst  
Kellie Guerra, Clerk of the Board  
Caroline Hernandez, Deputy Clerk of the Board

**Call to order**

Kathy Sutherland called the meeting to order at 7:04 pm p.m. Clerk of the Board Kellie Guerra called the roll.

Chair Kathy Sutherland introduced the newest Citizens' Advisory Committee (CAC) member, Loren Lewis. Loren provided a brief background on his interests and how he came to be on the CAC.

**Public Comments**

There were none.

**Written Communications**

There were none.

### **Approval of Minutes**

January 27, 2020

Dan Kenney made a motion to approve the minutes of January 27, 2020. Vicki Alexander seconded the motion. The motion carried. Loren Lewis abstained. (7-0-1. Ayes: Akhter, Hintermeister, Annable, Alexander, Sutherland, Kenney, Mink. Noes: None. Abstentions: Lewis)

February 11, 2020

Dan Kenny made a motion to approve the minutes of February 11, 2020. Steve Mink seconded the motion. The motion carried. Loren Lewis abstained. (7-0-1. Ayes: Akhter, Hintermeister, Annable, Alexander, Sutherland, Kenney, Mink. Noes: None. Abstentions: Lewis)

### **Opening Report**

Chair Kathy Sutherland expressed her appreciation in being able to get back to business in light of the Shelter-in-Place.

### **New Business**

#### **1. COVID-19 Operational and Legislative Updates**

Assistant General Manager Lea Rauscher, in coordination with Marc Landgraf, presented an update on the Administrative, Communications and Legislative and Field Operations front in response to COVID-19 and the Shelter-in-Place order. General Manager Andrea Mackenzie also provided information regarding mitigation measures at the Preserves.

Vicki Alexander and Loren Lewis provided their feedback and gratitude for their experiences out in the Preserves.

#### **2. North Coyote Valley Master Planning and Related South County Updates**

Assistant General Manager Matt Freeman provided an update on the upcoming planning process for the North Coyote Valley Conservation Area. He reported that the planning process would include restoration in addition to thoughtful public access and community engagement, and that as a result of the complexity of the process, a position at the Authority will be created for a Project Manager to focus on this effort. He explained that part of the process will also include how the Citizens' Advisory Committee will be involved in the process.

Clerk of the Board Kellie Guerra asked through the chair if Item #4 could be presented prior to Item #3.

#### **3. Authority Proposed Budget and Work Plan Overview for FY 2020/2021**

Finance and Accounting Analyst Justina Tien presented the item. She reviewed the plan development process and expressed that twenty-six projects were continuing into the new fiscal year, with 9 new projects being implemented. She provided a high-level overview of the budget allocations and informed the Committee that the budget would be presented at a Public Hearing on June 11.

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Committee discussion ensued. General Manager, Andrea Mackenzie also mentioned that the Budget was conservatively planned out because of uncertainties and that any capital improvement funds were leveraged with grants and other assistance from partnering agencies.

#### **4. Review Draft Citizens' Advisory Committee Work Plan for FY 2020/2021**

Assistant General Manager Lea Rauscher, External Affairs Manager Marc Landgraf, Planning Manager Donna Plunkett, and Assistant General Manager Matt Freeman all took part in presenting the Goals of the Work Plan.

Committee discussion ensued, particularly about the Measure Q grant sites.

#### **Informational Reports**

- **Board Liaison**

Director Franco-Clausen presented her gratitude to Authority Staff and CAC members for their work and expressed how often she utilizes the Preserves.

- **General Manager/Staff Reports**

None

- **Committee Member Reports**

Vicki Alexander reported that she had been reaching out to numerous organizations and individuals to recruit for both the open positions and the upcoming term expirations.

Steve Mink reported that volunteers have been going out with Trail Masters and whipping trails for the upcoming season.

- **Subcommittee Report**

It was reported that the Citizens' Advisory Recruitment committee had met on March 19, 2020 to discuss process for recruitment and that Vicki, Kitty, and Dan had passed out the updated CAC recruitment flyer to numerous organizations for distribution.

#### **Adjourned**

Chair Sutherland adjourned the meeting at 9:09 p.m.

Respectfully submitted by Kellie Guerra, Clerk of the Board