

# Santa Clara County Open Space Authority

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## Citizen's Advisory Committee Meeting Meeting Summary

7:00 PM on Monday, July 26, 2010  
Open Space Authority Administration Office

### Attendees: July

#### Citizens Advisory Committee Members:

Name	Represent	Present	Absent
Susan McKuhen	District 1	√	
Vacant	District 2	-	-
Jan Hintermeister	District 3	√	
Eric Carruthers	District 4	√	
Vacant	District 5	-	-
John Fioretta	District 6	√	
Vacant	District 7	-	-
Don Hordness	Agriculture		x
Mandy McClellan	Business	√	
Clark Williams	Civic Organizations	√	
Daniel J. Kenney	Development Community	√	
Vacant	Education	-	-
David Poeschel	Environmental	√	
Son Cheong (C.K.) Kuan	Labor		x
Dorsey Moore	Parks	√	
Kitty Monahan	Trails	√	
	<b>Totals</b>	<b>10</b>	<b>2</b>

#### Other Attendees:

**Board Liaison Present:** Virginia Holtz, District 5  
Alex Kennett, District 1

**Staff Present:** Patrick Congdon, General Manager  
Dana Litwin, Volunteer and Outreach Coordinator

**Public Present:** None

- 1. Call to Order at 7:05 p.m.** – David Poeschel, Chairperson  
Chair Poeschel announced a quorum was present, brought the meeting to order; and appointed Jan Hintermeister to prepare the meeting summary.
- 2. Public Presentations - None**
- 3. Outreach Trailing.** Dana Litwin gave a presentation on outreach tools and techniques, meant to cover both staffing booths at events and public presentations. Dana provided handouts that included part of a Speaker's Bureau Volunteer covering topics such as equipment, key presentation management ideas and saying hints on how to thanks a group. Another handout provided helpful hints on how to engage and captivate an audience of any size. To show how some of the ideas applied, Dana walked through the current OSA presentation and provided CAC members with a copy of the presentation on CD.

Before beginning, Dana solicited CAC member's prior experience staffing booths and speaking to groups on behalf of the Open Space Authority. Helpful pointers included  
Knowing your room and equipment in advance  
Keeping your body open to the audience  
Know your audience

Much more is in the handouts.

The current presentation, put together by Lark Burkhart, is designed for a 45 – 60 minute talk. Groups, for example, lunch time meetings, often do not have that amount of time set aside for a talk. To accommodate meeting time restrictions, you need to be familiar with the material so that you, as a speaker, can tailor the material to the time available and to the audience.

Homework Assignment: Study the material on CD at home.

Detailed instructions on how to set up the equipment will be available inside the case. You are free to bring your own PC if a group has a PowerPoint projector, but remember, you know the Open Space Authority laptop/projector combination works and it has clear instructions. You don't know that about random equipment provided by a non-OSA group.

Lark has a list of organizations that are potentially looking for speakers. Staff will solicit the CAC and other volunteers to find a good fit. Board members would appreciate the courtesy of knowing when a board member, CAC member or other volunteer gives an OSA presentation in their district. Staff will provide this coordination between the Outreach Program and individual board members.

4. **Approval of Meeting Summary from previous meeting.** The CAC Meeting Summary for June 28, 2010 was approved unanimously.

5. **Reports**

- a. **Dan Kenny – CAC Member**

- Senator Barbara Boxer is forming a Sustainable Agriculture Group. Dan has been appointed to the group and will provide contact information for others who might be interested.

- b. **John Fioretta – CAC Member**

- On 13 August, the Board will meeting for training in support of the upcoming Strategic Plan process. The training will be open to the public. However, in order the give the Board an opportunity to focus on their internal dynamics and maximize the value of the training to the Board, CAC members are encouraged NOT to attend.

- c. **Clark Williams – CAC member**

- Clark, as chair of the San Jose Weed Abatement Appeals Board, notes that the ample winter rains, many properties have excessive weeds and appear on the agenda of this board. If you see a property with excessive weeds, please call local code enforcement authorities.

- d. **Kitty Monahan – CAC member**

- Kitty mentioned the recent series of three public meetings hosted by the Santa Clara County Parks and Recreation Department to solicit public opinion on a criteria for an Acquisition Plan to be written by the Department. Some public officials have expressed an interest in using County Parks Department funds to address local park needs. General discussion followed with the UTC property coming up in the context of large potentially available parcels. Although some suspect the presence of toxics as has been seen in other lands associated with the defense industry, Patrick Congdon stated that UTC had gone to a lot of trouble to clean up the property and that UTC may be interested in selling part but probably not all of their property.

- e. **Dave Poeschel – CAC chair**

- Dave informed that CAC that Chris Kangas has decided not to seek reappointment to the CAC.

6. **Unfinished Business**

- a. **Chair's Report on Board's Actions Re: CAC Agricultural Recommendations to the Board:** Dave reported that the CAC Agricultural Recommendations were generally accepted with some changes.
  - i. The CAC recommended the formation of an ad hoc Agricultural Land Conservation Committee comprised of Board and CAC members. Based on legal advice, this recommendation was modified by the Board which decided to make a new standing committee on Agricultural Land Conservation. The committee will have 6 members, three from the board and three from the CAC. Board members on the committee are Alex Kennett, Virginia Holtz and Jim Foran. CAC members on the committee will be appointed later in this meeting. All members will vote and as a standing committee, the meetings will be publicly noticed.
  - ii. As the OSA mission currently includes agricultural land conservation as part of its mission, agricultural land conservation will be part of the upcoming OSA planning process.
- b. **Appointment of CAC's Agricultural Committee members.** CAC members Eric Carruthers, Dorsey Moore and Don Hardness were unanimously approved as the CAC members to join the Agricultural Land Conservation Committee.

#### 7. New Business

- a. **Develop CAC work plan.** The CAC reviewed the current July 1, 2009 – June 30, 2010 Work Plan and made the following recommendations for additions, deletions and modifications to create the July 1, 2010 – June 30, 2011 Work Plan.
  - i. Add the new Agricultural Land Conservation committee
  - ii. Delete the Volunteer and Interpretive Program. While CAC members are encouraged to volunteer in support of the Volunteer and Interpretive Programs, it is not the CAC's responsibility to develop or operate these programs; that is staff's responsibility.
  - iii. Delete #4 as the Coyote Valley Specific Plan has been subsumed into the San Jose General Plan, or generalize #4 to cover analyzing activities occurring in the OSA jurisdiction that impact directly on the OSA's mission to support open space and agriculture.
  - iv. To item #2 on governance, add 2e: Engage in the Strategic Plan Process.
  - v. Update target dates to reflect the new plan timeframe
  - vi. Retain numeric goals in item 5: Outreach Program
  - vii. Dave Poeschel to come up with draft wording to review at next CAC meeting.
- b. **Evaluate Accomplishments from 7/09 to 6/10**
  - i. CAC members are encouraged to report their time spent on CAC projects. While this can be used in grant applications to show community involvement, the Open Space Authority also needs this data to make sure Workman's Compensation is correctly funded.

#### 8. Items for the next meeting

- a. Potential speakers were discussed: Representative from the Santa Cruz Land Trust, or local representative from the Health Trust on agricultural-related issues.

#### 9. Announcements for Next Meeting: None

#### 10. Adjourn

- a. Meeting was adjourned at 9:05 pm
- b. Next meeting: August 23, 2010

Meeting summary prepared by Jan Hintermeister

cc: Virginia Holtz, Board member Liaison  
Alex Kennett, Board member Liaison