



FINAL MINUTES

SANTA CLARA COUNTY OPEN SPACE AUTHORITY
Regular Meeting
Thursday, September 23, 2010
Meeting 10-18

ROLL CALL	Chairperson Sequoia Hall called the regular meeting of the Santa Clara County Open Space Authority (OSA) to order at 6:31 p.m. at the Administrative Office, 6980 Santa Teresa Blvd. Suite 100, San Jose, California.
Members Present	Sequoia Hall, Virginia Holtz, Calvin Gill, Jim Foran, Mike Potter, Garnetta Annable
Members Excused Absent	Alex Kennett
Members Unexcused Absent	None
Staff Present	Gary Patton, Legal Counsel Lauren Monack, Clerk of the Board Jayne Brownlee, Accountant Lark Burkhart, Public Information Specialist Teri Rogoway, Coordinator of Interpretive Programs
Public Present	Roland LeBrun Greg West Eric Carruthers Dave Poeschel Dr. Keith Merron Lester Olmstead-Rose Lee Steinmetz Margaret Graziano Clark Williams Member of public – 2
ADOPTION OF AGENDA	MOTION: Upon motion by Director Annable, seconded by Director Potter, the Board unanimously approved the agenda. (Vote: 6-0-0)
WRITTEN COMMUNICATIONS	Director Hall asked if there were any written communications. L. Monack stated there were no written communications.
PUBLIC PRESENTATIONS	Director Hall asked if there were any public presentations for items not on the agenda.

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L. Monack stated Roland LeBrun would like to speak to the Board.

Roland LeBrun addressed the Board and asked if it would be possible to have the audio version of the minutes on the website after the meeting.

Director Hall stated he would talk to the Clerk of the Board about the possibility.

**APPROVAL OF
MINUTES**

Director Hall stated there were no minutes prepared for approval. He noted that the Clerk is very mindful of not providing minutes for review but she has been working on other projects that have prevented her from completing the Board's meeting minutes.

**APPROVAL OF
CONSENT ITEM(S)**

No items on consent.

BOARD BUSINESS

**Agenda Item #1: Presentation by Strategic Planning Consultant Candidates;
Discussion and Selection of Final Candidate**

Director Hall stated the Board received in their packet a Decision-Making Matrix that was used throughout the evaluation process in choosing the final candidates. He stated that it was the Board's choice whether to use the Matrix.

Margaret Graziano addressed the Board and provided a summary of the process in determining the three final candidates. Out of 400 people, 40 were qualified and invited to attend a meeting. Nine people attended the meeting, seven people submitted proposals, six candidates were interviewed and three candidates were selected to be interviewed by the Board. She described the evaluation process.

Director Hall suggested the Board use the Matrix as a tool during the discussion.

Director Holtz said that she was not able to provide input into the RFP for the consultant and she voiced her concerns. She asked what the deliverable product was and to whom would it be accessible. She asked who was on the team the consultant will work with. She asked about the content of the proposed six meetings and who is involved. Director Hall said that once an RFP is issued, the Board should not be involved until the recommendations are brought to the Board by Staff. Director Hall said that there are three really good candidates with extensive park backgrounds. He said that a lot of the questions Director Holtz asked would be answered during the course of this discussion. Ms. Graziano added further information and said that each candidate will explain how they will work on the Strategic Plan and the Board

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will have an opportunity to ask questions.

Director Annable said that the Board was not involved with choosing the final candidates. She said that once the selection is made, there will be further discussion prior to signing a contract with the consultant.

Director Foran asked questions about the scoring matrix. He said that because he was not involved with the RFP nor was able to view all of the candidates, he said he would not be able to score or vote for a candidate tonight. Director Hall said he wanted to challenge Director Foran's view and said it is important for the Board to not be involved with the RFP process. Gary Patton gave the legal view of the RFP process. Director Gill said that he liked the matrix and said it was a good tool. Ms. Graziano gave further information to Director Foran regarding the three candidates.

Director Annable asked for a list of the seven candidates and Ms. Graziano said she will provide all of the candidate information.

Lee Steinmetz greeted the Board and provided his presentation. He gave background information about himself and his firm, and he handed out an outline of his presentation to the Board.

A question and answer period ensued between the Board and Mr. Steinmetz.

Director Annable said she has worked with Mr. Steinmetz in the past. She asked for further definition of the staff support this project would call for. Mr. Steinmetz said that they will need someone to record minutes of the strategic planning meetings; posting meeting notices and notes on the OSA website. Director Gill asked how much time each meeting will be. Mr. Steinmetz said that the meetings will be 2-1/2 to 3 hours long and there will be five to six meetings.

Director Holtz asked who Mr. Steinmetz sees as the key players for the first phase of the Strategic Plan. Mr. Steinmetz said that it is important to invite public agencies that want to participate to do so, along with the public and the CAC and Board contacts. Director Holtz asked how he would get the message out about the OSA. Mr. Steinmetz acknowledged that the essence of the whole project is to make the public aware of who and what the OSA is and what the agency does.

Dr. Keith Merron introduced himself to the Board and delivered his presentation.

A question and answer period ensued between the Board and Dr. Merron.

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Director Annable said she would encourage everyone to look at Dr. Merron's website and view his video. She said his message was right on point. She asked if he had any involvement with open space preservation in his community. Dr. Merron said he has no direct experience. She asked how much staff support he would like to have. He said he would have his own staff help, but that he would be doing the majority of the work. He added that he would encourage the OSA staff to be very involved with the project because in the end they would be the ones that need to take ownership of the plan.

Director Potter asked if Dr. Merron has worked with government agencies. Dr. Merron said he has. Director Potter asked if he was familiar with the Brown Act and Dr. Merron said he was not, but he would learn what the constraints are and then work within the rules.

Director Holtz said that there are a lot of things Dr. Merron will need to learn and asked him if he is a quick study. Dr. Merron said he was. He said that the principles of visioning are similar to the corporate world.

Director Hall asked Dr. Merron to give a brief description of his experience working with government agencies. Dr. Merron reviewed different types of agencies he worked with including school districts, the Department of Human Services in Massachusetts, the Connecticut School District, and he also worked for a number of non-profit agencies, including the California State Automobile Association.

Lester Olmstead-Rose introduced himself to the Board and delivered his presentation.

A question and answer period ensued between the Board and Lester Olmstead-Rose.

Director Annable asked for further information about the type of work Mr. Olmstead-Rose did with the Greenbelt Alliance and asked him to share what type of staff and time commitment he would be looking for. Mr. Olmstead-Rose said that he has worked with the Greenbelt Alliance for several years and he described the different projects he was involved with. He described his work with Midpeninsula Regional Open Space District (MROSD). Director Gill asked how long the MROSD's timeline is. Mr. Olmstead-Rose said that they are looking at a four to six month process. The MROSD's strategic plan is staff driven, unlike the OSA's being Board driven.

Mr. Olmstead-Rose described how he saw the OSA's staff involvement in the project.

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Director Potter asked each consultant what project they are most proud of the results, and each gave a short response.

Director Annable stated that with each consultant there needs to be a Project Manager, and she asked if the OSA does not have one on staff, how would they solve that need? Each candidate gave a short response.

Director Hall asked for comments from members of the public.

Public Hearing:

R. LeBrun stated he would like the opportunity to attend an example facilitation meeting offered by Lester Olmstead-Rose.

D. Poeschel suggested the Board hold a noticed workshop, per the Brown Act, for an open exchange of ideas.

Director Hall closed the Public Hearing. He said that they had heard three excellent presentations and that they are lucky to have these three candidates that would serve the OSA very well.

Director Annable moved to select Lee Steinmetz's group as the consultant to begin the strategic planning process and she gave her reasons for her motion.

Lester Olmstead-Rose asked if the Board would like the candidates to leave as the process of deliberation seemed awkward for everyone.

Director Hall stated he would not ask them to leave.

Discussion continued.

Lee Steinmetz suggested that the consultants leave the room but be available to answer questions.

Director Hall asked Margaret Graziano for her counsel.

She stated she thought it would be a good idea to let the consultants leave if they would like.

The consultants left the Board room.

Director Hall called for a two (2) minute adjournment. Director Hall called the meeting to order after the short recess.

Director Hall called for a second and no second was forthcoming. He asked the Board to continue discussion.

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Director Holtz stated in determining which candidate was the most qualified to lead the Authority in the first chapter of the process. She stated Dr. Keith Merron and Lester Olmstead-Rose seemed to have the strengths required to lead the agency to a vision. She stated that Lester Olmstead-Rose was her preferred candidate. Director Hall said that they are not bound in using only one candidate moving forward.

Director Potter stated he was very impressed with Lester Olmstead-Rose. He reviewed each candidate's strong points and how he determined his choice of Mr. Olmstead-Rose.

Director Foran said he wanted to rescind his earlier statement with respect with not being prepared to vote tonight, and stated that he felt Lester Olmstead-Rose had the key insight that this project is Board driven.

Director Annable said she understands each point the Board members have made. She said she supported Mr. Olmstead-Rose.

Director Gill stated he was impressed by all of the candidates and all are capable. He reviewed each candidate's strengths. He said his preference is for Dr. Merron.

Director Hall stated all three candidates compel him in different ways and described his thoughts about each.

Motion: Upon motion by Director Annable, seconded by Director Holtz, the Board unanimously agreed to select Lester Olmstead-Rose of La Piana Consulting as the strategic planning consultant with Board participation with preparation of the contract. (Vote: 6-0-0)

Agenda Item #2: Approve Clarifying Amendments to Board Operating Rules and Procedures Regarding the Clerk of the Board

Director Hall introduced the staff report.

G. Patton referred to Section 2.20.040 said that the word "or" should replace "and" in between "the Chairperson" and "the General Manager."

Motion: Upon motion by Director Holtz, seconded by Director Foran, the Board unanimously approved Resolution 10-32 with amendment as stated by G. Patton. (Vote: 6-0-0)

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COMMITTEE MEETING SUMMARIES

Citizen's Advisory Committee Director Hall stated the Committee did not meet.

Acquisition Committee Director Hall stated the Committee did not meet.

Use & Management Committee Director Hall stated the meeting was cancelled and the Committee did not meet.

Administration & Budget Committee Director Hall stated the Committee did not meet.

Agricultural Land Conservation Committee Director Holtz stated the Committee met on September 13. She stated there was much discussion on agriculture conservation in the county. She noted the next meeting would take place on September 27, prior to the CAC meeting.

General Manager's Report Director Hall stated there was no General Manager's Report

Legal Counsel Report Gary Patton stated he had no report.

Board Member Reports Director Foran stated he attended the opening of the newest section of the Bay Trail that allows for 26 continuous miles of trail in the county. He stated he attended the South Bay Salt Pond restoration brainstorming session for Phase II. He said the Phase I planning will be ending soon. Phase II will be open for public input.

Director Annable stated the Acquisition meeting of September 27 has been cancelled.

Director Gill stated he had no report.

Director Potter stated he attended the Santa Clara County Special District Association meeting and reviewed what was discussed. He said the CSDA will have a workshop and said that all Board members should find an opportunity to attend future workshops.

Director Annable encouraged each Board member to view Dr. Merron's video clip on leadership. It is right on target on what the Board needs to do to ensure success. Ms. Graziano added that Dr. Merron is an excellent executive coach and fabulous at helping people working through their issues.

Director Holtz reported that the County held a workshop on the EIR for the

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Martial-Cottle park plan. The deadline to submit comments is October 22. She passed around a map of the project.

Director Hall stated he had a chance to speak with the vice-mayor of the City of Campbell who expressed an interest in doing collaborative work with the OSA. He said it was a productive meeting.

L. Monack said she received a telephone call from David Weintraub, who is writing a book for Santa Clara County Parks and will include a section on the OSA. Staff is currently reviewing the section and will provide comments to Mr. Weintraub.

**CONVENE TO
CLOSED SESSION**

Director Hall convened the meeting to Closed Session.

**RETURN FROM
CLOSED SESSION**

The Board members returned from Closed Session
Director Hall stated there were no reportable actions.

ADJOURNMENT

Director Hall adjourned the meeting 9:48 p.m.

Respectfully submitted by
Lauren (Crook) Monack
Clerk of the Board