



FINAL MINUTES

SANTA CLARA COUNTY OPEN SPACE AUTHORITY

Regular Meeting

Tuesday, November 9, 2010

Meeting 10-21

ROLL CALL	Chairperson Sequoia Hall called the regular meeting of the Santa Clara County Open Space Authority (OSA) to order at 6:30 p.m. at the Administrative Office, 6980 Santa Teresa Blvd. Suite 100, San Jose, California. Ms. Monack performed the Roll Call:
Members Present	Alex Kennett, Sequoia Hall, Virginia Holtz, Calvin Gill, Jim Foran, Mike Potter
Members Excused Absent	Garnetta Annable
Members Unexcused Absent	None
Staff Present	William P. Parkin, Interim General Manager/Legal Counsel Lauren Monack, Clerk of the Board David Tharp, Open Space Technician Megan Robinson, Open Space Technician Andy Evert, Seasonal Open Space Technician Kaela Vierra, Seasonal Open Space Technician Doug Reynaud, Open Space Technician Derek Neumann, Supervising Open Space Technician Jayne Brownlee, Accountant
Public Present	Clark Williams Unknown (1)
CONVENE TO CLOSED SESSION	At 6:30 p.m. Director Hall convened the meeting to Closed Session.
RETURN FROM CLOSED SESSION	The Board members returned from Closed Session at 7:03 p.m. Director Hall stated that the Board had no reportable actions from Closed Session.

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**ADOPTION OF
AGENDA**

Director Hall stated that Director Annable contacted him and asked that Item 3 be removed from the agenda. He stated that the Administration and Budget Committee reviewed the item and determined that the item would not be removed from the agenda.

MOTION: Upon motion by Director Kennett, 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.

Ms. Monack stated there were no written communications.

**PUBLIC
PRESENTATIONS**

Director Hall asked if there were any public presentations for items not on the agenda.

Ms. Monack stated there were no requests for presentations for items not on the agenda.

**APPROVAL OF
MINUTES**

Director Hall stated there were no minutes for approval. He asked Ms. Monack to give an update on the current status of the completion of the Minutes.

Ms. Monack stated that due to a heavy workload and an inability to complete the minutes, she has contracted out the transcription of the minutes. She noted that it was likely that the Board would begin to see minutes for approval at the next meeting.

**APPROVAL OF
CONSENT ITEM(S)**

Director Hall stated there were no items on the Consent Calendar.

BOARD BUSINESS

Agenda Item #1: Presentation from Field Staff re: OSA Natural Resources

Open Space Technicians David Tharp and Megan Robinson gave a presentation on the duties of the Open Space Technicians ("OST's"). They gave a PowerPoint slide presentation showing details of the type of work projects the OST's do on OSA's properties.

Board discussion and questions ensued.

Director Foran asked that presentation be given to other agencies such as

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County Parks and the UC Ecological Reserve (new neighbor on Sierra Vista). He said it is highly beneficial to promote and share information between agencies. He said that vernal pools is a rare habitat, of which 90% has been destroyed, but a number of important species are known to inhabit the area.

The Board accepted the staff report and thanked Mr. Tharp and Ms. Robinson for their presentation. No formal action was required.

Agenda Item #2: Presentation of OSA FY 2010/2011 1st Quarter Financial Reports Ending September 30, 2010

Ms. Brownlee, the Open Space Authority Accountant, delivered a report on the Open Space Authority's financials as of September 30, 2010. She distributed a modified report of Net Assets with changes made following input from the Administration and Budget Committee meeting that occurred earlier in the day. She reviewed the reclassified items and explained the reason for reclassification.

Director Hall noted that shop equipment budget was close to being completed and asked if that line item needed to be augmented. Staff replied and said that most of the equipment has been purchased and didn't feel they needed more funds.

Director Holtz commented that they are under in almost all categories and that it is a good solid budget. Director Gill said he appreciated seeing all of the details in the report.

Director Hall stated that the Administration and Budget Committee has asked that the Accountant provide the previous month's check ledger to the Board as a consent item on a monthly basis. He noted that the reporting would begin at the December meeting.

The Board accepted the staff report and thanked Ms. Brownlee for her presentation. No formal action was required.

Agenda Item #3: Presentation re: OSA Staffing Changes and Costs; Direction to Staff

Mr. Parkin introduced the item stating he would like to provide some context for the item. He said that after being Interim General Manager that there is not enough administrative support in the office. He said that Ms.

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Monack's responsibilities show that she should be designated as the Administration Manager. He said that there are many projects he and Ms. Monack are not able to get to because of the lack of administrative support. They did a salary survey for the Administrative Assistant position. Mr. Parkin said that with the opening of two properties, Sierra Vista and the Blair property, additional OST's will be needed to manage these properties. He said that they are recommending adding one OST in the current fiscal year and adding another OST in the next fiscal year.

Mr. Parkin said that at this time he was not recommending hiring a Land Manager until the new General Manager is hired and can be included in the hiring process for that position. He said that they were going to speak with someone to help out in the interim.

MOTION: Upon motion by Director Foran, seconded by Director Potter, the Board unanimously approved the recommendations of the Interim General Manager to make suggested staff changes. (Vote: 6-0-0)

Agenda Item #4: Discussion re: General Manager Recruitment Process

Mr. Parkin stated that the Board's packet includes a proposed project schedule by Bobbi Peckham, the recruiter. He said there is an ad that will appear for the General Manager's position. Ms. Monack said that Ms. Peckham said that she wanted to begin the process to get people interested in the General Manager position.

Director Holtz asked when and to whom should she direct information about other agencies she would like to see receive information about the recruitment. Mr. Parkin said that she should send any and all information to him and Ms. Monack and they will forward it to Ms. Peckham.

Director Foran said that the ad does not have a statement regarding experience. He said it is important that Ms. Peckham knows what the minimum experience requirement is so that she is aware of the type of people the Board is trying to attract.

Mr. Parkin suggested holding a meeting of the Ad Hoc General Manager Search Committee on Thursday, November 18. Director's Hall, Holtz and Potter agreed to meet at 9:30 a.m. at the Administrative Office.

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The Board accepted the staff report. No formal action was required.

Agenda Item #5: Approval of Recruitment Services

Director Hall stated that he supports this item. He said it would help the new General Manager.

Director Foran asked who is recruiting the Open Space Technician. Mr. Parkin said that there is someone already in the process.

MOTION: Upon motion by Director Foran, seconded by Director Kennett, the Board unanimously approved Resolution No. 10-34 approving KeenHire to provide recruitment services. (Vote: 6-0-0)

Agenda Item #6: Discussion re: Painting Currently in Board Room; Direction to Staff

Mr. Parkin stated that the Open Space Authority staff was contacted by Ben Alexy, the artist of the painting that currently resides in the Boardroom, wanting to sell his painting to the Open Space Authority. The price on the painting is \$8,000.00. After further discussions the price was reduced to \$1,500.00.

Board discussion ensued.

Director Foran said that the artist should sell the painting. He said that there might be an opportunity to raise funds for the OSA in the same process as selling the painting.

Director Holtz said that the painting does not represent everything that the OSA does for the community. The public may have an unbalanced view of what the OSA is about just by seeing the painting. She said the painting is worth the asking price, but the OSA funds should be used for other purposes.

Director Kennett suggested having photographs instead of the painting on the wall.

Director Potter said that spending tax dollars on a painting is not a good use of public funds. Art is important, but it would be great to have

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photographs of the OSA lands. He said he appreciates the loan of the painting.

Director Hall said he was in agreement about having photographs.

Director Foran said he thought they should have large-scale maps of the OSA's preserves on the wall.

The Board decided that because of budgetary needs in other areas, they were not inclined to purchase the painting.

The Board accepted the staff report. No formal action was required.

Agenda Item #7: Discussion re: Committee Meeting Assignments; Approve Changes

Director Hall stated that he asked that the item be placed on the Agenda because Director Potter would be leaving the Board. He asked that Director Holtz replace Director Potter on the Administration and Budget Committee.

Director Hall asked Ms. Monack to attend the Santa Clara Valley CSDA meeting on December 6, 2010 at the Water District as the OSA representative. He noted that the Board would appoint a Board member to the position at a future meeting.

Ms. Monack stated she could attend the meeting.

MOTION: Upon motion by Director Potter, seconded by Director Holtz, the Board approved the appointment of Director Holtz to the Administration and Budget Committee. (Vote: 6-0-0)

COMMITTEE MEETING SUMMARIES

Citizen's Advisory Committee

Director Hall noted the CAC did not meet.

Acquisition Committee

Director Hall stated the Committee did not meet.

Use & Management

Director Hall stated that the Committee did not meet.

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Committee

**Administration &
Budget Committee**

Director Hall stated the Committee met and both items were on tonight's agenda.

**Agricultural Land
Conservation
Committee**

Director Kennett reviewed the meeting and who attended. They discussed the term "land use" and it is a work in progress. Director Foran said that they discussed "land use" as mitigation and policies for LAFCO-required mitigation and what additional qualifications would be needed to meet their criteria.

**General Manager
Search Committee**

Director Hall stated that the Committee did not meet.

**Guidance
Committee**

Mr. Parkin stated that they received work plan from Lester Olmstead-Rose.

Ms. Monack reported that Mr. Olmstead-Rose had contacted her and she and Mr. Parkin will speak with him to set up a schedule to get the process moving.

**General Manager's
Report**

Mr. Parkin said that some tires were dumped at the gate at Palassou, 50-plus tires. Field staff are handling the problem. He also reported that there will now be backup of all OSA computer files at an offsite location. He said that tonight is Director Potter's final meeting on the OSA Board and thanked him for his service.

**Legal Counsel
Report**

Mr. Parkin stated he had no Legal Counsel report.

**Board Member
Reports**

Director Kennett stated he had no report.

Director Foran stated that the Water District Independent Water Committee met. There will be another round of grant proposals and all of the information was given to Mr. Parkin.

Director Gill thanked Director Potter for his service as a Board member and wished him success in the future.

Director Potter stated he has enjoyed his tenure as an Open Space Authority Board member and said he looks forward to helping the agency in the

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future.

Director Holtz stated she would miss sitting next to Director Potter. She said his expertise in navigating the political world would be missed. She reported that she would be attending Mary Davey's memorial service on November 20 at 2:00 p.m. at Hidden Villa. Director Foran added that Mary Davey was also a member of Committee for Green Foothills. Director Holtz said she considered Mary Davey as a mentor.

Director Hall thanked Director Potter for his service. He said he valued his insights and advice as a San Jose native. He said his political knowledge has been very valuable to the agency.

ADJOURNMENT

8:40 p.m. Director Hall adjourned the meeting.

Respectfully submitted by
Lauren Monack
Clerk of the Board