



Executive Board Special Meeting Agenda

September 3, 2021 11:30 AM / Virtual Meeting via Zoom

Register for Zoom webinar [\[HERE\]](#) | Meeting also livestreamed on YouTube [\[LINK\]](#)

More info on public comment and accessibility given at the end of the agenda

Board Members

Mayor Marico Sayoc	Town of Los Gatos	<i>Chair</i>
Vice Mayor Chappie Jones	City of San Jose	<i>1st Vice President</i>
Councilmember Margaret Abe-Koga	City of Mountain View	<i>2nd Vice President</i>
Mayor Neysa Fligor	City of Los Altos	<i>Secretary-Treasurer</i>
Mayor Rich Constantine	City of Morgan Hill	<i>Legislative Action Committee Chair</i>
Mayor Larry Klein	City of Sunnyvale	<i>Past President</i>
Town Manager Laurel Prevetti,	Town of Los Gatos	<i>SCCCMA Representative (Ex-Officio)</i>
Andi Jordan		<i>Executive Director (Ex-Officio)</i>

Discussion & action may be taken on any of the items below. Times are approximate.

WELCOME AND ROLL CALL – (Sayoc, 3:00 PM)

PUBLIC COMMENT

Closed Session

1. Public Employee Performance Evaluation & Public Employee Labor Negotiation
Title: Executive Director Pursuant to Government Code Section 54957(b)

Open Session

REPORT OUT FROM CLOSED SESSION

1. Consent Agenda
1a. Approval of August Executive Board of Directors Meeting Minutes Attachment: Minutes
1b. Approval of invoice from Environmental Science Associates: \$20,295.00 for a total to date billing of \$154,042.50 Attachment: Invoice
2. December General Membership Event
Discussion and consideration of holding December Event virtually or in-person.
3. Committee Reports
<ul style="list-style-type: none">• Transportation (Abe-Koga)

	<ul style="list-style-type: none"> • Housing (Klein) • Racial Justice (Jones) • Ad Hoc Committee for SCSC Roundtable (Jones/Klein) • COVID-19 (Sayoc)
4.	September Meeting Agendas
	<p>Discuss and approve agenda for the September City Selection Committee and Board of Directors meeting</p> <p>City Selection Committee</p> <ol style="list-style-type: none"> 1. Appointment of Sourcewise representative 2. Nomination of representative and alternate for OAC Central County Cities; South County and West Valley Cities <p>Legislative Action Committee – no meeting, legislative session ends next week</p> <p>Requests to present:</p> <ul style="list-style-type: none"> • Pano (start-up using GPS and panoramic video to quickly geolocate fires.) • Supervisor Susan Ellenberg <p>Possible Committee Presentations:</p> <ul style="list-style-type: none"> • Housing (Klein) • Racial Justice (Jones) • Transportation (Abe-Koga) • Ad Hoc Committee/SCSC Roundtable (Jones/Klein) • LAC (Constantine) • Planning Collaborative – Let's Talk Housing update <p>Reports from City Selection Committee Members:</p> <ul style="list-style-type: none"> • MTC (Abe-Koga) • ABAG (Gibbons/Fligor) • RWRC (Watanabe/Klein/Chao) • OAC (Gibbons) • ALUC
5.	Santa Clara County City Managers Association (SCCCMA) Update (Prevetti)
6.	Executive Director Update (Jordan)

ADJOURNMENT

PUBLIC COMMENT

Members of the public wishing to comment on an item on the agenda may do so in the following ways:

1. Email comments to audin@citiesassociation.org
 - Emails will be forwarded to the Executive Board of Directors
 - **IMPORTANT:** identify the Agenda Item number in the subject line of your email. All emails received will be entered into the record for the meeting.
2. Provide oral public comments during the meeting:
 - When the Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.
 - When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).
 - Phone participants:
 - *6 - Toggle mute/unmute
 - *9 - Raise hand

ACCESSIBILITY

We strive for our meetings and materials to be accessible to all members of the public. Those requiring accommodations to participate in this meeting may contact our Office Assistant at audin@citiesassociation.org. Notification at least three business days prior to the meeting will allow us to best meet your needs.



Executive Board Meeting Minutes

August 6, 2021 3:00 PM / Virtual Meeting via Zoom

Meeting recording available on YouTube [\[LINK\]](#)

Agenda in black / [Minutes in blue](#)

Board Members

Mayor Marico Sayoc	Town of Los Gatos	<i>Chair</i>
Vice Mayor Chappie Jones	City of San Jose	<i>1st Vice President</i>
Councilmember Margaret Abe-Koga	City of Mountain View	<i>2nd Vice President</i>
Mayor Neysa Fligor	City of Los Altos	<i>Secretary-Treasurer</i>
Mayor Rich Constantine	City of Morgan Hill	<i>Legislative Action Committee Chair</i>
Mayor Larry Klein	City of Sunnyvale	<i>Past President</i>
Town Manager Laurel Prevetti,	Town of Los Gatos	<i>SCCCMA Representative (Ex-Officio)</i>
Andi Jordan		<i>Executive Director (Ex-Officio)</i>

Discussion & action may be taken on any of the items below. Times are approximate.

WELCOME AND ROLL CALL – (Sayoc, 3:00 PM)

1.	Consent Agenda
	<p>Motion by Jones to approve consent agenda items 1a and 1c(iii) CASCC invoice only. Seconded by Klein. Motion adopted 6-0-0-0.</p>
1a.	Approval of June Executive Board of Directors Meeting Minutes
1b.	Receive June financial statements
1c.	<p>Approval of invoices to be paid</p> <ul style="list-style-type: none"> i. Logan and Powell (invoice available to any Board of Directors member upon request) May 2021: \$4647.00 June 2021 \$4840.00 ii. Environmental Science Associates (ESA) May 2021: \$15,757.50 for a year to date total of \$124,246.25 June 2021: In \$9,501.25 for a year to date total of \$133,747.50 iii. Gary Baum, Legal Counsel (invoice available to any Board of Directors member upon request) June 2021 (SCSC Roundtable): \$2016.00 June 2021 (CASCC): \$819.00
2.	Consideration of future meetings: in person, hybrid, or virtual meetings
	<p>Motion by Constantine to table conversation until September Executive Board meeting. Seconded by Jones. Motion adopted 5-0-0-1.</p> <p>AYES (5): Sayoc, Jones, Abe-Koga, Klein, Constantine</p> <p>NAYES (0)</p> <p>ABSTENSIONS (0)</p> <p>ABSENCES (1): Fligor</p>

3. Consideration of items regarding the SCSC Roundtable and Cities Association
<p>Motion by Fligor to recommend to the Board of Directors that (1) that a request for full reimbursement of an updated packet of bills related to the Roundtable (including staff, legal, and investigation costs) be forwarded to the Roundtable via the CASCSC ad-hoc committee to the Roundtable ad-hoc committee; and (2) CASCSC invoices its member cities for shortfall that remains after Roundtable reimbursement. Seconded by Constantine. Motion adopted 6-0-0-0.</p> <p>Motion by Jones to approve full payment of invoice in Item 1a(iii) from Gary Baum, Legal Counsel. Seconded by Klein. Motion adopted 6-0-0-0.</p>
<p>3a. (INFORMATION/ACTION) Update on FY 2021 budget and impact of Roundtable related expenses on FY 2022 budget</p>
<p>3b. (ACTION) Discussion and consideration of recommendation to the Board of Directors for future steps related to the SCSC Roundtable, its relationship to CASCSC, and its potential cost to CASCSC</p> <p>Potential future steps:</p> <ul style="list-style-type: none"> i. New or revised governing documents including MOU, Bylaws or Agreement, OR ii. Divestiture of SCSC Roundtable
<p>3c. (ACTION) Roundtable Bills: Discussion and determination of how the SCSC Roundtable, as a committee of the CASCSC, will provide reimbursement of past and future expenses including legal fees.</p>
4. August Board of Directors Meeting Agenda
<p>Discuss and approve agenda for the June Board of Directors meeting</p> <p>Proposed agenda:</p> <ul style="list-style-type: none"> 1. Consent Agenda <ul style="list-style-type: none"> a. Financial report b. Minutes c. Invoices 2. Consideration of future meetings: in person, hybrid, or virtual meetings. 3. Consideration of items regarding the SCSC Roundtable and Cities Association

4.	Requests to present or other items of interest <ul style="list-style-type: none">a. Supervisor Ellenbergb. Racial Justice
5.	Santa Clara County City Managers Association (SCCCMA) Update (Prevetti)
6.	Executive Director Update (Jordan)
	Public Comment
	No public comment was given.

ADJOURNMENT

DRAFT



Environmental Science Associates
550 Kearny Street, Suite 800
San Francisco, CA 94108
(415) 896-5900

INVOICE

Andi Jordan
Executive Director
Cities Association of Santa Clara County
PO Box 3144
Los Altos, CA 94024

August 19, 2021
Invoice No: 166608
Project Manager: Evan Wasserman

Project D201801353.02 SCSC Roundtable Facilitation-FY 2020-2021

Professional Services from July 1, 2021 to July 31, 2021

Task 0000001 Prepare for, facilitate, and Follow-up 12 Meetings

Professional Personnel

	Hours	Rate	Amount
Senior Director III			
Alverson, Steven	2.00	300.00	600.00
Managing Associate III			
Jones, Christian	7.00	205.00	1,435.00
Senior Associate I			
Wasserman, Evan	33.50	150.00	5,025.00
Associate I			
Weiman, Phoebe	23.00	105.00	2,415.00
Totals	65.50		9,475.00
Total Labor			9,475.00

Billing Limits	Current	Prior	To-Date
Total Billings	9,475.00	74,875.00	84,350.00
Limit			90,000.00
Remaining			5,650.00

TOTAL THIS TASK: \$9,475.00

Task 0000002 Roundtable Meeting Planning

Billing Limits	Current	Prior	To-Date
Total Billings	0.00	5,930.00	5,930.00
Limit			6,000.00
Remaining			70.00

TOTAL THIS TASK: 0.00

Task 0000003 Support Work Plan Assignments

Professional Personnel

	Hours	Rate	Amount
Senior Director III			
Alverson, Steven	3.50	300.00	1,050.00
Senior Associate I			
Wasserman, Evan	10.00	150.00	1,500.00
Totals	13.50		2,550.00
Total Labor			2,550.00

PAYMENT DUE UPON RECEIPT

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	166608
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Billing Limits	Current	Prior	To-Date	
Total Billings	2,550.00	42,426.25	44,976.25	
Limit			45,000.00	
Remaining			23.75	
TOTAL THIS TASK:				\$2,550.00

Task 0000004 Respond to Inquiries

Professional Personnel

	Hours	Rate	Amount	
Managing Associate III				
Jones, Christian	23.00	205.00	4,715.00	
Totals	23.00		4,715.00	
Total Labor				4,715.00

Billing Limits	Current	Prior	To-Date	
Total Billings	4,715.00	3,303.75	8,018.75	
Limit			13,000.00	
Remaining			4,981.25	
TOTAL THIS TASK:				\$4,715.00

Task 0000005 Prepare/Post Website Content

Professional Personnel

	Hours	Rate	Amount	
Senior Associate I				
Wasserman, Evan	9.00	150.00	1,350.00	
Associate I				
Weiman, Phoebe	21.00	105.00	2,205.00	
Totals	30.00		3,555.00	
Total Labor				3,555.00

Billing Limits	Current	Prior	To-Date	
Total Billings	3,555.00	4,912.50	8,467.50	
Limit			18,000.00	
Remaining			9,532.50	
TOTAL THIS TASK:				\$3,555.00

Task 0000006 Other Direct Costs(ANR, Website Support, Letter Tracker)

Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	2,300.00	2,300.00	
Limit			8,000.00	
Remaining			5,700.00	
TOTAL THIS TASK:				0.00

TOTAL INVOICE AMOUNT: \$20,295.00

Outstanding Invoices

Number	Date	Balance
165037	6/22/2021	15,757.50
165906	7/23/2021	9,501.25
Total		25,258.75

Current Prior Total

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	166608
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Billings to Date	20,295.00	133,747.50	154,042.50
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Remit to:

E S A
P.O. Box 7209
Carol Stream, IL 60197-7209

TIN #: 94-1698350

Billing Backup

Thursday, August 19, 2021

Environmental Science Associates

Invoice 166608 Dated 8/19/2021

3:24:52 PM

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-2021
Task	0000001	Prepare for, facilitate, and Follow-up 12 Meetings

Professional Personnel

			Hours	Rate	Amount
Senior Director III					
358	Alverson, Steven	7/15/2021	1.50	300.00	450.00
	Participated in the 7/15/21 Monthly SCSC Roundtable Planning Meeting with Mary-Lynne Bernald, ESA Staff, Kirsten Powell, and Kris Zanardi.				
358	Alverson, Steven	7/15/2021	.50	300.00	150.00
	Reviewed Darlene Yaplee and Mary-Jo Fremont's email regarding the NES comment letter prior to the 7/15/21 Monthly SCSC Roundtable Planning Meeting.				
Managing Associate III					
10452	Jones, Christian	7/15/2021	2.00	205.00	410.00
	IFP gateway memo prep				
10452	Jones, Christian	7/28/2021	5.00	205.00	1,025.00
	RT Meeting				
Senior Associate I					
11165	Wasserman, Evan	7/1/2021	2.00	150.00	300.00
	2 hrs for communications and tasks for next meeting agenda				
11165	Wasserman, Evan	7/2/2021	2.00	150.00	300.00
	2 hrs on coordinations/communications regarding next meeting and agenda materials to be developed				
11165	Wasserman, Evan	7/6/2021	1.00	150.00	150.00
	1 hr for notifications and communication with the team regarding draft agenda				
11165	Wasserman, Evan	7/13/2021	1.50	150.00	225.00
	1.5 hrs for edits to and drafting of agenda for review at planning meeting				
11165	Wasserman, Evan	7/14/2021	4.00	150.00	600.00
	4 hrs for PM tasks, drafting agenda, and communications regarding list of potential agenda topics, plus gathering materials prior to planning team call				
11165	Wasserman, Evan	7/15/2021	3.50	150.00	525.00
	1.5 hrs for meeting with planning team for July SCSC RT meeting; 1 hr for PM tasks and communications; 1 hr for drafting/updates to the agenda based on the discussion.				
11165	Wasserman, Evan	7/16/2021	3.50	150.00	525.00
	3.5 hrs for sending out ANR, drafting/updates to agenda based on planning meeting and further conversations with team about meeting presentations/materials				
11165	Wasserman, Evan	7/26/2021	2.50	150.00	375.00
	2.5 hrs for agenda review/communication/cooordiantion for meeting				
11165	Wasserman, Evan	7/27/2021	2.50	150.00	375.00
	2.5 hrs for the agenda review/materials/communications/cooordiantion for meeting				
11165	Wasserman, Evan	7/28/2021	6.00	150.00	900.00
	3.5 hrs for meeting with Zoom set-up/coordination, and 2.5 hrs for agenda review/communication for meeting				
11165	Wasserman, Evan	7/29/2021	2.00	150.00	300.00
	2 hrs for recording/recap set-up, and follow-up from meeting				

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	166608
11165	Wasserman, Evan	7/30/2021	3.00 150.00	450.00
	3 hrs for recording/recap set-up, and follow-up communication from meeting			
	Associate I			
11307	Weiman, Phoebe	7/23/2021	5.00 105.00	525.00
	Agenda Packet			
11307	Weiman, Phoebe	7/26/2021	3.00 105.00	315.00
	Prepare for roundtable meeting			
11307	Weiman, Phoebe	7/27/2021	2.00 105.00	210.00
	Prepare for roundtable meeting			
11307	Weiman, Phoebe	7/28/2021	5.00 105.00	525.00
	Roundtable meeting			
11307	Weiman, Phoebe	7/29/2021	4.00 105.00	420.00
	Follow up and meeting minutes			
11307	Weiman, Phoebe	7/30/2021	4.00 105.00	420.00
	Follow up and meeting minutes			
	Totals		65.50	9,475.00
	Total Labor			9,475.00
			TOTAL THIS TASK:	\$9,475.00

Task 0000003 Support Work Plan Assignments

Professional Personnel

			Hours	Rate	Amount
	Senior Director III				
358	Alverson, Steven	7/1/2021	.50	300.00	150.00
	Assisted ESA in locating the Multi-City NES comment letter and helped Evan Wasserman prepare for the July 28, 2021 SCSC Roundtable meeting.				
358	Alverson, Steven	7/1/2021	1.00	300.00	300.00
	Contributed to the NES input memo for the Roundtable Chair's review/use.				
358	Alverson, Steven	7/20/2021	.50	300.00	150.00
	Participated in a Teams meeting with Chris Jones to review the Draft SCSC Roundtable NES letter to congressional representatives.				
358	Alverson, Steven	7/21/2021	1.00	300.00	300.00
	Participated in a Zoom meeting with Chris Jones, Evan Wasserman, Chair Bernald, and Member Anita Enander to review ESA's edits to the Draft SCSC Roundtable NES letter to congressional representatives.				
358	Alverson, Steven	7/22/2021	.50	300.00	150.00
	Reviewed and provided final edits to the Draft SCSC Roundtable NES letter to congressional representatives.				
	Senior Associate I				
11165	Wasserman, Evan	7/8/2021	1.00	150.00	150.00
	1 hr for review of ESA memo regarding agenda item on the NES Letter topic and communications with team				
11165	Wasserman, Evan	7/9/2021	2.00	150.00	300.00
	2 hrs for review of ESA memo regarding agenda item on the NES Letter topic and communications with team				
11165	Wasserman, Evan	7/19/2021	1.00	150.00	150.00
	1 hr for agenda drafting and communications about NES letter				

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	166608
11165	Wasserman, Evan	7/20/2021	3.00 150.00	450.00
	3 hrs for agenda drafting and communications about NES letter			
11165	Wasserman, Evan	7/21/2021	3.00 150.00	450.00
	3 hrs for the follow-up/drafting of the agenda and communications about NES letter			
	Totals	13.50	2,550.00	
	Total Labor			2,550.00
		TOTAL THIS TASK:		\$2,550.00

Task 0000004 Respond to Inquiries

Professional Personnel

			Hours	Rate	Amount
	Managing Associate III				
10452	Jones, Christian	7/9/2021	1.00	205.00	205.00
	NES memo review				
10452	Jones, Christian	7/13/2021	.50	205.00	102.50
	Lawsuit review				
10452	Jones, Christian	7/16/2021	4.00	205.00	820.00
	IFP gateway memo prep; SoCal case brief prep				
10452	Jones, Christian	7/19/2021	4.00	205.00	820.00
	NES letter review; SoCal case review				
10452	Jones, Christian	7/20/2021	2.25	205.00	461.25
	Meeting to discuss NES letter; FAA NorCal public meeting attendance				
10452	Jones, Christian	7/22/2021	2.25	205.00	461.25
	SoCal case review and memo; Land Use AC review				
10452	Jones, Christian	7/23/2021	1.50	205.00	307.50
	SoCal case review and memo				
10452	Jones, Christian	7/26/2021	2.00	205.00	410.00
	AC Review				
10452	Jones, Christian	7/27/2021	4.00	205.00	820.00
	AC Review; Letter edits; Internal coordination				
10452	Jones, Christian	7/29/2021	.50	205.00	102.50
	AC review				
10452	Jones, Christian	7/30/2021	1.00	205.00	205.00
	Draft AC review				
	Totals	23.00	4,715.00		
	Total Labor				4,715.00
		TOTAL THIS TASK:			\$4,715.00

Task 0000005 Prepare/Post Website Content

Professional Personnel

			Hours	Rate	Amount
	Senior Associate I				
11165	Wasserman, Evan	7/22/2021	5.00	150.00	750.00
	5 hrs for preparations of the agenda packet and communication with team in compiling				
11165	Wasserman, Evan	7/23/2021	4.00	150.00	600.00
	4 hrs for preparations of the agenda packet and communication with team in compiling				
	Associate I				
11307	Weiman, Phoebe	7/2/2021	3.00	105.00	315.00
	Roundtable tasks				
11307	Weiman, Phoebe	7/6/2021	3.00	105.00	315.00

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	166608
	Roundtable tasks			
11307	Weiman, Phoebe	7/7/2021	1.00	105.00
	Roundtable tasks			
11307	Weiman, Phoebe	7/8/2021	1.00	105.00
	Roundtable emails			
11307	Weiman, Phoebe	7/12/2021	3.00	105.00
	Roundtable tasks.			
11307	Weiman, Phoebe	7/13/2021	3.00	105.00
	Roundtable tasks			
11307	Weiman, Phoebe	7/14/2021	3.00	105.00
	Roundtable tasks			
11307	Weiman, Phoebe	7/22/2021	4.00	105.00
	Agenda Packet			
	Totals		30.00	3,555.00
	Total Labor			3,555.00
			TOTAL THIS TASK:	\$3,555.00
			Total this Project	\$20,295.00
			Total this Report	\$20,295.00