



EXECUTIVE BOARD OF DIRECTORS MEETING AGENDA

FRIDAY, OCTOBER 2, 2020 | 3:00 PM

VIRTUAL MEETING VIA ZOOM

VIRTUAL MEETING [VIA ZOOM](#)

Livestream available here: [Youtube.com → Cities Association of Santa Clara County Channel](https://www.youtube.com/channel/UCqF_earkSY2HM5kAgJhbug)

https://us02web.zoom.us/webinar/register/WN_UoF_earkSY2HM5kAgJhbug

An email address and a name is required to register. Your email address will not be disclosed to the public. After registering, you will receive a confirmation email with instructions on how to connect to the meeting.

Please note: Executive Board Members will receive specific login instructions.

Public will be allowed to give testimony on each topic and also on those items not on the agenda.

In accordance with Governor Newsom's Executive Order No-29-20,
this meeting will be a teleconference meeting without a physical location.

Public may join via zoom or by dialing the above number received after registering for the meeting.

1. Call to order 3:00 PM
2. Roll Call
3. Consent Agenda:
 - Minutes: September 4, 2020
 - SCSC Roundtable: August 2020 \$16,203.75 for a total of \$32,707.50 YTD (contract total \$180,000.00)
 - Tax Consultant Bill (Poprowski): \$5400 (Organizational status – final bill from Mr. Poprowski).
4. Executive Directors Report:
 - Planning Collaborative Budget: Consideration of agendaizing the Planning Collaborative Budget on the Board Agenda (total budget \$160,000 year)
 - Audit Report: Discussion of Audit if available.
 - Electronic Signature Policy – discussion of adding to the board agenda
 - Status of hiring office assistant
 - Priorities update
 - Unhoused Taskforce Update
 - SCSC Roundtable Update – discussion of letter to Roundtable from CASCC President/First Vice President
 - Organizational Status – update if needed
 - General Membership Dinner (December) and awards
 - City Selection Committee discuss which items to agendaize for November

5. Consideration of agenda items for the Board of Directors Meeting:

- Legislative Action Committee (Measures 15, 16, 19, 21)
- Nominating Committee Announcement
- Organizational items: Electronic Signature, Audit Report, Planning Collaborative Budget
- SVLG – Ahmad Thomas (invited) meet and greet
- SVLG – Silicon Valley Recovery Roundtable (invited)
- Santa Clara County Elections Presentation
- COVID-19 items:
 - Red Tier
 - Halloween Guidance from Public Health
- Executive Director Update
- SCCCMA Update

6. Adjourn until November 6, 2020.

5 PM



Board of Directors Meeting – Agenda Report

Meeting Date: October 2, 2020

Subject: Consent Agenda

- Minutes: September 4, 2020
- SCSC Roundtable: August 2020 \$16,203.75 for a total of \$32,707.50 YTD (contract total \$180,000.00)
- Tax Consultant Bill (Poprowski): \$5400 (Organizational status – final bill from Mr. Poprowski).

Recommendation: Approve the consent agenda.

NOTES: Regarding the bill from Poprowski, the project was much longer than originally anticipated and also garnered more work. The Board approved to the next steps, and the work took much more time. Mr. Poprowski reduced the bill by half.



EXECUTIVE BOARD OF DIRECTORS MEETING AGENDA – CLOSED SESSION
FRIDAY, SEPTEMBER 4, 2020 | 2:30 PM
VIRTUAL MEETING VIA ZOOM

In accordance with Governor Newsom’s Executive Order No-29-20,
this meeting will be a teleconference meeting without a physical location.
Public may join via zoom or by dialing the above number received after registering for the meeting.

1. Call to order 3:00 PM

2. Roll Call

President Larry Klein (Sunnyvale)
1st Vice President Marico Sayoc (Los Gatos)
2nd Vice President Chappie Jones (San José)
Secretary Treasurer - absent
LAC Chair Neysa Fligor (Los Altos)
At-Large Member - Rich Constantine (Morgan Hill)
Andi Jordan, Executive Director

3. Public Comment: The public may provide comments regarding the Closed Session item(s). If you wish to address the Executive Board, please refer to the notice at the beginning of this agenda. Closed Sessions are not open to the public.

No Public Comment was received.

4. Executive Director Performance Review Pursuant to Government Code Section 54957(b) and 54957.6

5. Adjourn closed session. 3:30 pm

EXECUTIVE BOARD OF DIRECTORS MEETING AGENDA
FRIDAY, SEPTEMBER 4, 2020 | 3:00 PM or immediately following closed session
[VIRTUAL MEETING VIA ZOOM](#)

Public will be allowed to give testimony on each topic and also on those items not on the agenda.

In accordance with Governor Newsom's Executive Order No-29-20,
this meeting will be a teleconference meeting without a physical location.
Public may join via zoom or by dialing the above number received after registering for the meeting.

Public is encouraged to send written comments to executive_director@citiesassociation.org prior to the
meeting for distribution to the Executive Board.

1. Call to order 3:35 PM

2. Roll Call (Klein)

President Larry Klein (Sunnyvale)
1st Vice President Marico Sayoc (Los Gatos)
2nd Vice President Chappie Jones (San José)
Secretary Treasurer - absent
LAC Chair Neysa Fligor (Los Altos)
At-Large Member - Rich Constantine (Morgan Hill)
Andi Jordan, Executive Director
Kent Steffens, SCCMA/City of Sunnyvale City Manager

3. Report out from Executive Board of Directors Closed Session of any action taken.
Klein reported that the Executive Board unanimously approved a new contract
with the Executive Director.

Motion passes 6-0-0-0
AYES 4 Klein (Sunnyvale), Sayoc (Los Gatos), Jones (San José), Abe-Koga (Mountain
View), Fligor (Los Altos), Constantine (Morgan Hill)
NAYES 0
ABSTENTIONS 0
ABSENT 0

4. Consent Agenda:

Executive Board Meeting Minutes: August 7, 2020
SCSC Roundtable July 2020: \$16,503.75 of \$180,000.00

Discussion and update on ongoing projects and issues:

- Planning Collaborative – next steps in funding the collaborative;
- SCSC Roundtable – discussion of adopted budget of roundtable and Roundtable's action to reduce legal counsel and public engagement (website).

Motion to approve consent agenda by Sayoc (Los Gatos)
Second by Jones

Motion passes 6-0-0-0

AYES 4 Klein (Sunnyvale), Sayoc (Los Gatos), Jones (San José), Abe-Koga (Mountain View), Fligor (Los Altos), Constantine (Morgan Hill)

NAYES 0

ABSTENTIONS 0

ABSENT 0

5. Discussion and update on ongoing projects and issues:

- Planning Collaborative – next steps in funding the collaborative;
- SCSC Roundtable

No action was taken on these subjects.

6. Priorities for year:

- Discussion and update on 2020 Board adopted priorities
- Discussion of incorporating Racial Justice Survey and next steps

No action taken on these subjects.

7. Establish Board of Directors meeting agenda:

Legislative Action Committee – 5 -5:45PM

Board meeting at 7PM

- Committee Reports to the Board:
 - Legislative Action Committee
 - Transportation
 - SV Bike Coalition
 - SR 85 Update (Jason Baker & Councilmember Sinks)
 - Destination Home (Jennifer Loving)
 - Legislative Committee Recommendations
- Planning Collaborative Update (Jordan)
- Covid-19 updates
- SCCMA Update

The Agenda was established by unanimous consensus.

Motion passes 6-0-0-0

AYES 4 Klein (Sunnyvale), Sayoc (Los Gatos), Jones (San José), Abe-Koga (Mountain View), Fligor (Los Altos), Constantine (Morgan Hill)

NAYES 0

ABSTENTIONS 0

8. Executive Director Report (Jordan)

No action taken.

9. Adjourn.

4:25 PM

DRAFT

9/29/ Marylynn Bernal



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

September 9, 2020
Invoice No: 157488
Project Manager: Steven Alverson

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

Professional Services from August 1, 2020 to August 31, 2020

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

Professional Personnel

	Hours	Rate	Amount
Senior Director III Alverson, Steven	8.50	300.00	2,550.00
Senior Associate I Wasserman, Evan	12.00	150.00	1,800.00
Totals	20.50		4,350.00
Total Labor			4,350.00

Billing Limits	Current	Prior	To-Date
Total Billings	4,350.00	11,212.50	15,562.50
Limit			90,000.00
Remaining			74,437.50

TOTAL THIS TASK: \$4,350.00

Task 0000002 Roundtable Meeting Planning

Professional Personnel

	Hours	Rate	Amount
Senior Director III Alverson, Steven	1.00	300.00	300.00
Senior Associate I Wasserman, Evan	1.00	150.00	150.00
Totals	2.00		450.00
Total Labor			450.00

Billing Limits	Current	Prior	To-Date
Total Billings	450.00	450.00	900.00
Limit			6,000.00
Remaining			5,100.00

TOTAL THIS TASK: \$450.00

Task 0000003 Support Work Plan Assignments

Professional Personnel

	Hours	Rate	Amount
Senior Director III Alverson, Steven	19.50	300.00	5,850.00

PAYMENT DUE UPON RECEIPT

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	157488
Senior Associate I				
Wasserman, Evan	15.75	150.00	2,362.50	
Totals	35.25		8,212.50	
Total Labor				8,212.50
Billing Limits	Current	Prior	To-Date	
Total Billings	8,212.50	2,103.75	10,316.25	
Limit			45,000.00	
Remaining			34,683.75	
TOTAL THIS TASK:				\$8,212.50

Task	0000004	Respond to Inquiries		
Professional Personnel				
	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	4.50	300.00	1,350.00	
Managing Associate III				
Jones, Christian	.75	205.00	153.75	
Senior Associate I				
Wasserman, Evan	1.00	150.00	150.00	
Totals	6.25		1,653.75	
Total Labor				1,653.75
Billing Limits	Current	Prior	To-Date	
Total Billings	1,653.75	787.50	2,441.25	
Limit			13,000.00	
Remaining			10,558.75	
TOTAL THIS TASK:				\$1,653.75

Task	0000005	Prepare/Post Website Content		
Professional Personnel				
	Hours	Rate	Amount	
Senior Director III				
Alverson, Steven	3.00	300.00	900.00	
Senior Associate I				
Wasserman, Evan	4.25	150.00	637.50	
Totals	7.25		1,537.50	
Total Labor				1,537.50
Billing Limits	Current	Prior	To-Date	
Total Billings	1,537.50	1,950.00	3,487.50	
Limit			18,000.00	
Remaining			14,512.50	
TOTAL THIS TASK:				\$1,537.50

Task	0000006	Other Direct Costs(ANR, Website Support, Letter Tracker)		
Billing Limits	Current	Prior	To-Date	
Total Billings	0.00	0.00	0.00	
Limit			8,000.00	
Remaining			8,000.00	
TOTAL THIS TASK:				0.00
TOTAL INVOICE AMOUNT				\$16,203.75

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	157488
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Outstanding Invoices

Number	Date	Balance
156877	8/12/2020	16,503.75
Total		16,503.75

	Current	Prior	Total
Billings to Date	16,203.75	16,503.75	32,707.50

Remit to:

E S A
P.O. Box 92170
Elk Grove, IL 60009

TIN #: 94-1698350

Billing Backup

Wednesday, September 9, 2020

Environmental Science Associates

Invoice 157488 Dated 9/9/2020

11:23:11 AM

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	8/3/2020	.50	300.00	150.00
	Catch Up on Meeting Note Filing				
358	Alverson, Steven	8/4/2020	.50	300.00	150.00
	Review Items for Future Meetings				
358	Alverson, Steven	8/11/2020	1.00	300.00	300.00
	Leg Committee Planning/Logistics				
358	Alverson, Steven	8/13/2020	.25	300.00	75.00
	Leg Committee Planning/Logistics				
358	Alverson, Steven	8/14/2020	1.00	300.00	300.00
	Aug 17, 2020 Legislative Committee Coordination				
358	Alverson, Steven	8/17/2020	2.00	300.00	600.00
	August 17, 2020 Leg Comm Meeting				
358	Alverson, Steven	8/17/2020	.75	300.00	225.00
	Leg Comm Meeting Prep				
358	Alverson, Steven	8/18/2020	1.00	300.00	300.00
	Aug 17, 2020 Leg Comm Mtg Follow-up				
358	Alverson, Steven	8/19/2020	.50	300.00	150.00
	Coordinate Schedules for the Monthly Planning Meeting				
358	Alverson, Steven	8/25/2020	1.00	300.00	300.00
	Leg Comm Mtg Recap				
Senior Associate I					
11165	Wasserman, Evan	8/12/2020	.50	150.00	75.00
	.5 hr for drafting agenda for Leg. Com.				
11165	Wasserman, Evan	8/14/2020	3.00	150.00	450.00
	3 hrs for compiling Leg. Com. agenda packet and posting to website.				
11165	Wasserman, Evan	8/17/2020	1.00	150.00	150.00
	1 hr for drafting meeting recap				
11165	Wasserman, Evan	8/17/2020	1.00	150.00	150.00
	1 hr for posting correspondence and providing to Legislative Committee members				
11165	Wasserman, Evan	8/17/2020	2.00	150.00	300.00
	2 hrs for Legislative Committee meeting				
11165	Wasserman, Evan	8/18/2020	1.50	150.00	225.00
	1.5 hr for meeting recap				
11165	Wasserman, Evan	8/20/2020	1.00	150.00	150.00
	1 hr for drafting the meeting recap				
11165	Wasserman, Evan	8/21/2020	2.00	150.00	300.00
	2 hrs for drafting the meeting recap				
	Totals		20.50		4,350.00
	Total Labor				4,350.00
				TOTAL THIS TASK:	\$4,350.00

Task	0000002	Roundtable Meeting Planning
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Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	157488
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Professional Personnel

			Hours	Rate	Amount	
	Senior Director III					
358	Alverson, Steven	8/26/2020	1.00	300.00	300.00	
	August 26, 2020 Planning Meeting					
	Senior Associate I					
11165	Wasserman, Evan	8/26/2020	1.00	150.00	150.00	
	1 hr for meeting with Steve, Mary-Lynne, Andi, and Kris about any updates and the next meeting					
	Totals		2.00		450.00	
	Total Labor					450.00
				TOTAL THIS TASK:		\$450.00

Task 0000003 Support Work Plan Assignments

Professional Personnel

			Hours	Rate	Amount	
	Senior Director III					
358	Alverson, Steven	8/4/2020	1.50	300.00	450.00	
	Review/Update Status Tracking Matrices					
358	Alverson, Steven	8/5/2020	5.00	300.00	1,500.00	
	Review SCSC Roundtable Action Items					
358	Alverson, Steven	8/10/2020	2.50	300.00	750.00	
	Draft Letter to FAA's RA on BSR Overlay Schedule and Presentation					
358	Alverson, Steven	8/10/2020	.50	300.00	150.00	
	Scope of Work Status Call w/Andi Jordan					
358	Alverson, Steven	8/11/2020	1.50	300.00	450.00	
	Develop Cover Email & Send Letter to RA Girvin					
358	Alverson, Steven	8/12/2020	2.00	300.00	600.00	
	Meeting Planning/Calendaring with MLB					
358	Alverson, Steven	8/12/2020	3.50	300.00	1,050.00	
	Review G. Hendricks Write Up on FAA Regs					
358	Alverson, Steven	8/13/2020	.50	300.00	150.00	
	Budget Review/Task Management Conf Call w/Evan					
358	Alverson, Steven	8/19/2020	1.00	300.00	300.00	
	Review the Noise Metrics White Paper					
358	Alverson, Steven	8/20/2020	1.50	300.00	450.00	
	Review the GAO Stage 3 Report					
	Senior Associate I					
11165	Wasserman, Evan	8/3/2020	.50	150.00	75.00	
	.5hr for correspondence tracking.					
11165	Wasserman, Evan	8/4/2020	.50	150.00	75.00	
	.5hr to update the Roundtable actions tracking matrix					
11165	Wasserman, Evan	8/5/2020	.50	150.00	75.00	
	.5hr for review/edits to outstanding items tracking sheet and communication with Steve about edits					
11165	Wasserman, Evan	8/6/2020	.50	150.00	75.00	
	.5hr for correspondence tracking.					
11165	Wasserman, Evan	8/7/2020	4.00	150.00	600.00	
	3.5hrs for review/edits to outstanding items tracking sheet based on review of meeting videos, correspondence tracking sheet, and letters; .5 hrs for updating correspondence tracking sheet					
11165	Wasserman, Evan	8/10/2020	.50	150.00	75.00	
	.5 hr for correspondence tracking (review of emails/organizing correspondence in folders for records); and notification about ANR					

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	157488
11165	Wasserman, Evan	8/11/2020 .50 150.00	75.00	
	.5 hr for sending communication to RT and congressional staff regarding 8/11/2020 letter to FAA			
11165	Wasserman, Evan	8/13/2020 1.00 150.00	150.00	
	1 hr for correspondence tracking (review of emails, and organizing correspondence in folders for records)			
11165	Wasserman, Evan	8/18/2020 .50 150.00	75.00	
	.5 hr for correspondence tracking			
11165	Wasserman, Evan	8/24/2020 1.00 150.00	150.00	
	1 hr for correspondence tracking			
11165	Wasserman, Evan	8/25/2020 .50 150.00	75.00	
	.5 hr for finalizing meeting recap and sending for review to Committee Chairperson Matichak for review			
11165	Wasserman, Evan	8/25/2020 1.00 150.00	150.00	
	1 hr for correspondence tracking and saving/organizing email correspondence for records			
11165	Wasserman, Evan	8/26/2020 1.00 150.00	150.00	
	1 hr for communications and updates to the FAA Questions Tracking spreadsheet			
11165	Wasserman, Evan	8/27/2020 .25 150.00	37.50	
	.25 hr for correspondence tracking, saving files to network/organizing for records			
11165	Wasserman, Evan	8/27/2020 .50 150.00	75.00	
	.5 hr for edits to recap/communication			
11165	Wasserman, Evan	8/28/2020 .50 150.00	75.00	
	.5 hr for correspondence tracking and saving/organizing email correspondence for records			
11165	Wasserman, Evan	8/28/2020 .50 150.00	75.00	
	.5 hr for sending out ANR			
11165	Wasserman, Evan	8/31/2020 2.00 150.00	300.00	
	2 hrs for correspondence tracking and updates to action tracking matrix			
	Totals	35.25	8,212.50	
	Total Labor			8,212.50
		TOTAL THIS TASK:	\$8,212.50	

Task	0000004	Respond to Inquiries			
Professional Personnel					
			Hours	Rate	Amount
Senior Director III					
358	Alverson, Steven	8/6/2020	1.00	300.00	300.00
Respond to Mark Janes' Email					
358	Alverson, Steven	8/19/2020	1.00	300.00	300.00
Respond to Mary Jo Fremont Inquiry					
358	Alverson, Steven	8/20/2020	1.50	300.00	450.00
Respond to Mary Jo Fremont Inquiry					
358	Alverson, Steven	8/24/2020	.50	300.00	150.00
Marie-Jo Fremont Response					
358	Alverson, Steven	8/25/2020	.50	300.00	150.00
J. Landesmman Leg Comm					
Managing Associate III					
10452	Jones, Christian	8/20/2020	.75	205.00	153.75
Sec 106 Q&A					
Senior Associate I					
11165	Wasserman, Evan	8/6/2020	.50	150.00	75.00

Project	D201801353.02	SCSC Roundtable Facilitation-FY 2020-20	Invoice	157488
11165	.5hr for response to Mr. Janes			
	Wasserman, Evan	8/24/2020	.50	150.00
	.5 hr for responding to member of the public			75.00
	Totals		6.25	1,653.75
	Total Labor			1,653.75
			TOTAL THIS TASK:	\$1,653.75

Task 0000005 Prepare/Post Website Content

Professional Personnel

			Hours	Rate	Amount	
	Senior Director III					
358	Alverson, Steven	8/4/2020	1.50	300.00	450.00	
	Website Clean-up & Additions					
358	Alverson, Steven	8/7/2020	.50	300.00	150.00	
	Articles for Posting					
358	Alverson, Steven	8/20/2020	.50	300.00	150.00	
	GAO Stage 3 Report					
358	Alverson, Steven	8/31/2020	.50	300.00	150.00	
	ACRP Report on Quality of Life					
	Senior Associate I					
11165	Wasserman, Evan	8/4/2020	1.50	150.00	225.00	
	1.5hrs for edits to the FAQ page on the website and for posting/reposting the action tracking matrix to the website.					
11165	Wasserman, Evan	8/10/2020	.50	150.00	75.00	
	.5 hr for posting articles to the website					
11165	Wasserman, Evan	8/12/2020	.50	150.00	75.00	
	.5 hr for communications about and posting dates of upcoming meetings on website					
11165	Wasserman, Evan	8/14/2020	.50	150.00	75.00	
	.5 hr for sending notification about agenda packet, and posting on social media.					
11165	Wasserman, Evan	8/17/2020	.50	150.00	75.00	
	.5 hr for editing/posting video recording to website from SCSC YouTube account					
11165	Wasserman, Evan	8/20/2020	.50	150.00	75.00	
	.5 hr for posting GAO Stage 3 Report to website/sending notification.					
11165	Wasserman, Evan	8/27/2020	.25	150.00	37.50	
	.25 hr for posting recap to website					
	Totals		7.25		1,537.50	
	Total Labor					1,537.50
				TOTAL THIS TASK:		\$1,537.50
				Total this Project		\$16,203.75
				Total this Report		\$16,203.75

ROLF POPROWSKI EA
PO BOX 982
PISMO BEACH CA 93448-0982
ROLF@RPTAXREP.COM
Tel: (805) 549-9610

September 1, 2020

Invoice No: 2

CITIES ASSOCIATION OF SANTA CLARA COUNTY
P O BOX 3144
LOS ALTOS CA 94024-0144

For Professional Services Rendered:

PLEASE SEE STATEMENT ATTACHED:

BILLING RATE = 200/HR

84 HOURS		16,800.00
LESS 50% DISCOUNT		-8,400.00
Total Fee	\$	8,400.00
Prior Balance	\$	0.00
Received on Account	\$	3,000.00
Amount Due	\$	5,400.00

FIGHTING FOR JUSTICE, THE AMERICAN WAY AND THE PRIVILEGE OF PAYING
TAXES

CASCC**BILLING**

9/1/2020

10/8/2018 START	HRS	AMOUNT	50%
200 E-MAILS	50.00	10,000	5,000
P/C EST	8.00	1,600	800
REVIEW DOCUMENTS	10.00	2,000	1,000
TAX RESEARCH	10.00	2,000	1,000
DOCUMENT PREP & LTRS	6.00	1,200	600
	84.00	16,800	8,400
PAID	-15.00	-3,000	-3,000
BAL	69.00	13,800	5,400



Board of Directors Meeting – Agenda Report

Meeting Date: October 2, 2020

Subject: Executive Director Report

Attachments:

- Planning Collaborative Budget: Consideration of agendaizing the Planning Collaborative Budget on the Board Agenda (total budget \$160,000 year)
- Audit Report: no attachment
- Electronic Signature Policy – no attachment
- Status of hiring office assistant – no attachment
- Priorities update - attached
- Unhoused Taskforce Update – no attachment
- SCSC Roundtable Update – no attachment
- Organizational Status – no attachment
- General Membership Dinner (December) and awards – no attachment
- City Selection Committee discuss which items to agendaize for November - attachment

Planning Collaborative Budget and Scope of work: A planning collaborative update was provided to the Board of Directors at the September 2020 meeting. REAP is not available yet nor is it expected to be until 2021. In conjunction with the Consultants, the Planning Collaborative Technical Advisory Committee (staff) is agreeable to the tiered pricing similar to the Cities Association Membership Dues. If REAP funds become available, the Planning Collaborative may do either refund the money to the cities/county or expand the scope of work.

Recommendation: agendaize scope of work and budget for the board meeting

Audit Report: Discussion if available

Electronic Signature Policy: The CASC does not have an electronic signature policy which has proven difficult for signing financial statements and invoices.

Recommendation: Include an electronic signature policy for the Board Agenda

Office Assistant: will update at meeting.

Priorities Update: Racial Justice is being handled by Jones, Fligor, Constantine. COVID 19 was the primary priority for the year. Is there any remaining priorities the Executive Board would like to examine? 2020 Priorities attached

Unhoused Taskforce Update: The Executive Director has been serving on the Unhoused Taskforce. As the Board endorsed the plan, Jordan will continue to support and endorse this effort. Without Board direction, it would not be appropriate for me to support a final plan which includes revenue.

SCSC Roundtable Update – no attachment – Letter to SCSC Roundtable is currently being revised.

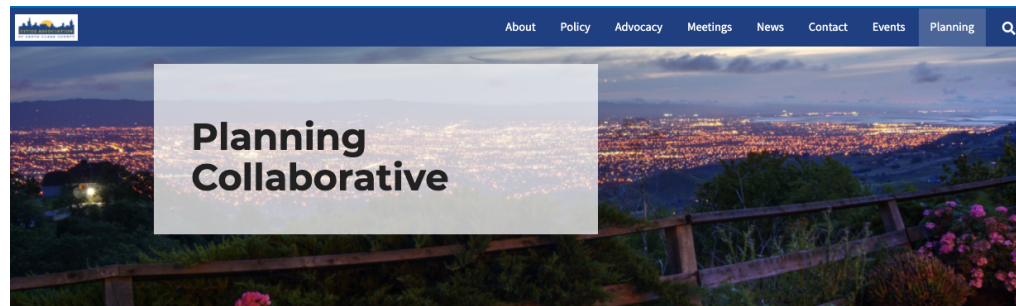
Organizational Status – update if needed

General Membership Dinner - (December 3, 2020) – What is the will of the Executive Board in hosting a virtual event?

City Selection Committee – attachment

Discussion of appointments to be made in November and January/February 2021.

UPDATE ON SANTA CLARA COUNTY PLANNING COLLABORATIVE



Santa Clara County Planning Collaborative

The Santa Clara County Planning Collaborative is a shared effort among the county's jurisdictions to help address the region's housing challenges. The jurisdictions, by working together collaboratively, save money, time and resources by sharing information and capacity; maintain & facilitate relationships with non-profits, affordable housing advocates, and key governmental organizations; and receive additional staffing support from Baird + Driskell Community Planning.



About



Meetings Summaries



RHNA



New Laws



COVID

CAN WE AFFORD TO DO NOTHING



POLITICAL CLIMATE



WORKING ON THIS
SINCE LAST CYCLE



CIVIL GRAND JURY

PLANNING COLLABORATIVE

- Formed when a RHNA Subregion was no longer feasible
- Started with 6 months contract
- 16 jurisdictions joined for \$3333.33
- Website <https://citiesassociation.org/>
- 2 Listserves
 - planning collaborative members
 - Santa Clara Association of Planning Officials (SCCAPO)
- 4 meetings
- Plan Bay Area letter to ABAG/MTC
- COVID-19 related work
- Legislative resources



**SCC PLANNING
COLLABORATIVE
RHNA6 HOUSING
ELEMENT
PLANNING –
OVERVIEW
SEPTEMBER 2020**

KEY DATES

SUMMER 2020
REGIONAL NUMBER
RECEIVED:
441,176
(235% INCREASE)

FALL 2020
DRAFT
METHODOLOGY,
PRE-DRAFT
ALLOCATION

OCT 2022
DRAFT HOUSING
ELEMENT
(2-MONTH REVIEW,
HEARINGS)

JAN 2023
DUE DATE

PLANNING COLLABORATIVE GOALS

Provide	Provide a forum for SC County jurisdictions to share resources, best practices and strategies for upcoming RHNA 6 Housing Element Planning
Give	Give Jurisdictions a head start on planning • More time for rezoning and difficult decisions
Produce	Produce useful products and policies • Best practices, shared learning, templates
Leverage	Leverage resources across jurisdictions, tailor to local needs
Support	Support doing in-house Housing Elements to the extent possible

COLLABORATION ACTIVITIES

Website with HE tools, products, etc.

Meetings to collaborate and share information, plus special work sessions

Data templates and best practices reports

Educational tools and resources and engagement

Engage with HCD and lawmakers and coordinate technical assistance

Assistance understanding new housing laws and regulations, as well as complying with existing laws

Conduct countywide analyses (housing needs, constraints comparison, etc.)

ADU affordability survey (property owners survey template; other shared template)

Other – to be defined in conversation with participating cities

**FUNDING
TO CONTINUE
PLANNING
COLLABORATIVE:
FOR ONE YEAR**

Jurisdiction	Contribution
Campbell	\$ 8,500
Cupertino	\$ 10,000
Gilroy	\$ 8,500
Los Altos	\$ 8,500
Los Altos Hills	\$ 6,500
Los Gatos	\$ 8,500
Milpitas	\$ 10,000
Monte Sereno	\$ 6,500
Morgan Hill	\$ 8,500
Mountain View	\$ 10,000
Palo Alto	\$ 10,000
San Jose	\$ 18,000
Santa Clara (city)	\$ 13,500
Santa Clara (county)	\$ 10,000
Saratoga	\$ 8,500
Sunnyvale	\$ 14,500
Total	\$ 160,000



QUESTIONS & FEEDBACK



2020 Policy Priorities

Topic	Interested members	Target Date
Transportation • CalTrains-Electrification-5 • Not Faster but Fairer – 1 • Bike & Ped – 1 • VTA – 1 • EV Charging Stations- 1 • Alternate Transit	Rod Sinks (Cupertino) Gustav Larsson (Sunnyvale) Margaret Abe-Koga (Mountain View)* Liz Kniss (Palo Alto) Rich Constantine (Morgan Hill) Cat Tucker (Gilroy)	
Housing à Planning Collaborative • Homelessness – 4 • ADUs – 4 • AB 1487 -1	Rod Sinks (Cupertino) Gustav Larsson (Sunnyvale) Larry Klein (Sunnyvale)* Rowena Turner (Monte Sereno) Margaret Abe-Koga (Mountain View) Neysa Fligor (Los Altos) Liz Kniss (Palo Alto) Liz Gibbons (Campbell)	
Reliable Grid • Disaster Prep for shutoffs – 7 • Fire Suppression – 2 • Alternative Power-Solar • PG&E	Rod Sinks (Cupertino)* Gustav Larsson (Sunnyvale) Larry Klein (Sunnyvale) Rowena Turner (Monte Sereno) Neysa Fligor (Los Altos) Debi Davis (Santa Clara) Carmen Montano (Milpitas)	
Health & Safety • Gun Safety – 4 • Anti-Vaping	Mary-Lynne Bernald (Saratoga) Margaret Abe-Koga (Mountain View) Rowena Turner (Monte Sereno) Paul Resnikoff (Campbell) Marico Sayoc (Los Gatos)* Carmen Montano (Milpitas) Debi Davis (Santa Clara)	
Regional Minimum Wage (Parity)	Chappie Jones (San José)* Larry Klein (Sunnyvale)* Manny Cappello (Saratoga)*	

*denotes chair of committee

City Selection Committee Appointees					
first name	last name	jurisdiction	appointment	term	expires
Lisa	Matichak	Mountain View	ALUC	4 years	May-24
Glenn	Hendricks	Sunnyvale	ALUC	4 years	May-24
Liz	Gibbons	Campbell	ABAG	2 years	June-22
Chris	Clark	Mountain View	ABAG	2 years	June-22
Rod	Sinks	Mountain View	ABAG - alternate	2 years	June-22
			ABAG - alternate	2 years	June-22
Rod	Sinks	Cupertino	BAAQMD	2 years	November-20
Liz	Kniss	Palo Alto	BAAQMD	2 years	March-22
Cricket	Rubino	Morgan Hill	Sourcewise	2 years	June-20
Rich	Constantine	Morgan Hill	LAFCO		May-24
Russell	Melton	Sunnyvale	LAFCO - Alternate		May-24
Jeannie	Bruins	Los Altos	MTC		February-23
Larry	Klein	Sunnyvale	SCC Local Board: Cal-id/RAN	ongoing	
Rob	Rennie	Los Gatos	OAC: South County & West Valley Cities		September-21
Debi	Davis	Santa Clara	OAC: Central County Cities		September-21
Lydia	Kou	Palo Alto	OAC: North County Cities		December-20 Lisa Maticha
Liz	Gibbons	Campbell	OAC-Alternate: South County & West Valley Cities		September-21
Russell	Melton	Sunnyvale	OAC-Alternate: Central County Cities		September-21
vacant			OAC-Alternate: North County Cities		September-20
Lisa	Matichak	Mountain View	SVRIA		October-21
Debi	Davis	Santa Clara	SVRIA - Alternate		October-21
Kathy	Watanabe	Santa Clara	RWRC: Central County		July-23
Nancy	Landry	Sunnyvale	RWRC: Smart Station		January-22
Pat	Showalter	Mountain View	RWRC: Member at large		January-22
Susan	Landry	Campbell	RWRC: Member at large		January-21
Mary-Lynne	Bernald	Saratoga	RWRC: West Valley		September-22
		Gilroy	RWRC: South County		July-23
Rod	Sinks	Cupertino	RWRC: (North County)		April-22
Glenn	Hendricks	Sunnyvale	Measure A (2016 Housing Bond)	3 yrs	June-22
Larry	Klein	Sunnyvale	Countywide Redevelopment Successor Agency	ongoing	
Dave	Sykes	San José	Countywide Redevelopment Successor Agency - Alte	ongoing	
Neysa	Fligor	Los Altos	ABAG Regional Planning Committee		June-22
Nancy	Smith	Sunnyvale	Women's Equality 2020 Leadership Council	until event	ex-officio