



# MINUTES OF SPECIAL ADMINISTRATION COMMITTEE MEETING

Covering Policy, Administration and Community  
Relations/Communications

Tuesday, January 21, 2020 9:00am, at the Operations Building, 13057 Highway 9, Boulder Creek, California.

## MINUTES

Due to technical difficulties the recording was not working.

1. Convene Meeting 9:00 a.m.  
Roll Call: B. Fultz, A. Benkert, L. Henry were present. M. Bounds was absent and excused.  
Staff: R. Rogers, S. Hill and H. Hossack
2. Oral Communications: None
3. Old Business:
  - A. UPDATE COMMITTEE ON THE DISTRICT WEBSITE PROGRESS  
S. Hill introduced the new website. She said that the District plans to roll out the website in mid-February. The Committee and staff discussed the website.  
At 9:20 a.m. the recording started working.
    - C. Baughman questioned if the website is easily navigated. He requested that photos and maps be included.  
Discussion by the Committee, staff and public regarding the website.
  - B. UPDATE COMMITTEE ON THE UTILITY BILLING POLICY - SB998 COMPLIANT  
S. Hill introduced this item and the process for preparing the SB998 roll out.  
Discussion by Committee and staff regarding the procedure.  
C. Baughman questioned the overdue bills being on the property tax roll.  
Discussion by the Committee, staff and public regarding tenant/owner situations.  
C. Baughman questioned if water can be turned off without the owner of the property knowing.  
S. Hill responded that if the water is turned off the owner will be notified.  
Discussion by Committee, public and staff regarding tenant/owner situations.
4. New Business:
  - A. ELECTION OF COMMITTEE CHAIR  
L. Henry said she would like for B. Fultz to be the Committee Chair.  
A motion was made, seconded and a voice vote with all present voting in favor of B. Fultz as chair.

C. Baughman noted that the Chair never asked for public comment.

B. SET DAY AND TIME FOR COMMITTEE REGULARLY SCHEDULED MEETINGS

Discussion by Committee, staff and public regarding the day and time of regularly scheduled Admin Committees.

The Committee chose the 1<sup>st</sup> Wednesday of every month at 9:15 a.m. for Admin Committee meetings.

C. PREPARE A MULTI-MONTH CALENDAR

Discussion by the Committee and staff regarding the priorities for the Committee to work on in the first 3 months of 2020.

1<sup>st</sup> Priorities

Rules & Regulations

Purchasing Procedures Policy

Grand Jury Response Implementation

Communications/Public Outreach

2<sup>nd</sup> Priorities

Surplus Property

Records Retention Policy

Lobbying

5. Informational Material: None.

6. Adjournment 10:18 a.m.