



NOTICE OF ADMINISTRATION COMMITTEE MEETING AGENDA JULY 1, 2020

Covering Policy, Administration and Community
Relations/Communications

Wednesday, July 1, 2020 9:15 am, via video/teleconference.

MINUTES

1. Convene Meeting 9:15 a.m.
Roll Call: B. Fultz, L. Henry, A. Benkert were present. M. Bounds was unavailable to attend.
Staff present: R. Rogers, H. Hossack

R. Roger requested that Records Retention be removed from the agenda.
2. Oral Communications: none
3. Old Business:
 - A. BOARD POLICY MANUAL
B. Fultz introduced this item as having been referred back to the Committee by the Board for further discussion.
G. Nicholls explained that this item is related to backup materials for virtual meetings. In the past Board and Committee meetings had to be in-person with some limited exceptions for teleconferencing. Due to COVID-19 the governor adopted an executive order, that takes advantage of the Brown Act, that suspends the requirement of an actual physical location for meetings. Also in the past, staff materials for the meetings could be brought to the meetings and handed out to everyone in attendance. Similarly, members of the public could provide written comments would be allowed to hand them out at the meeting. This isn't practical in a virtual meeting. She prepared a policy that would provide a deadline for the submission of these materials to be given to the District Secretary so that the materials could be posted to the website before the meetings so that all of the participants of the meeting would have access to the materials.
Discussion by the Committee and staff regarding this policy.
The Committee recommends the following:
 - Late materials for Board and Committee meetings from the public will be added to the next agenda.
 - Staff material for Board meetings must be received 2 days prior to the meeting before 5:00 p.m. to be added to the website. For Committee meetings they can be added up to the beginning of the meeting and will be added to the website or to the minutes of the meeting.
 - Regardless of virtual or in-person meeting.

- The policy will be written with flexibility so that if staff or a consultant can't meet the deadline it will not absolutely preclude the materials from being presented.

B. RECORDS RETENTION-removed from the agenda

C. SURPLUS PROPERTY

R. Rogers introduced this item and read from the memo. In the past when the District had surplus property there was a sealed bid process. We followed a procedure recommended by Special Districts government code. After researching the County's procedure, staff is recommending an auction. The auction company he contacted does it all, right down to the transfer of ownership deeds. They charge the buyer a 10% fee for their services.

G. Nicholls explained some of the legal framework for a Special District.

- Make sure that they are getting a fair value for the property (no gift of public funds).
- Avoid conflicts of interest.

With the Surplus Land Act the District has to identify if they have to be offered to public agencies or if they are exempt public land. She recommends that the District adopt a short policy with 3 buckets.

1. Surplus land that has to be offered to public agencies (if no interest it can then be sold at public auction)
2. Exempt public land to be offered at auction
3. Exceptions to exempt public lands - to be offered to contiguous property owners or exchange.

Discussion by the Committee and staff regarding the auction process, exemptions, Zayante Creek property and liability.

B. Thomas said that she thinks that the auction process sounds like a good way to impartially sell surplus property. Look into other auction companies, due diligence.

The consensus is to move forward with the auction process.

B. Fultz questioned the surplus of the Admin Building.

R. Rogers said he is not ready to surplus the Admin Building at this time. He also said that there should be some discussion at Board level what to do with the proceeds from the auction.

4. New Business: None
5. Informational Material: None
6. Adjournment 10:40 a.m.