



MINUTES OF SPECIAL ADMINISTRATION COMMITTEE MEETING

Covering Policy, Administration and Community
Relations/Communications

Monday, June 18, 2018 at 8:30 am at the Operations Building, 13057 Highway 9, Boulder Creek, California.

Minutes

1. 8:32 Convene Meeting/Roll Call

Roll Call.

Present: Chair Bruce, Dir. Baughman, B. Fultz.

Staff: District Manager-B. Lee, District Secretary-H. Hossack

2. Oral Communications
None

3. Old Business:

A. LEGISLATIVE UPDATE

District Manager-B. Lee addressed the Committee.

Discussion by the Committee and staff regarding a review of pertinent legislation currently being discussed.

B. COMMUNICATIONS UPDATE

B. Lee addressed the Committee.

Discussion by the Committee regarding a review of communications.

C. REVIEW OF PUBLICATION OUTREACH QUALIFICATION SUBMITTALS

B. Lee addressed the Committee.

Discussion by the Committee regarding the review of the submittals for Publication Outreach qualifications.

E. Frech-Lompico and B. Holloway-Boulder Creek addressed the Committee.

Discussion by the Committee.

4. New Business:

A. RULES & REGULATIONS/POLICIES & PROCEDURES

B. Lee addressed the Committee.

Discussion by the Committee regarding the review of the Rules & Regulation/Policies & Procedures.

E. Frech addressed the Committee.

Discussion by the Committee.

B. Holloway addressed the Board.

B. DRAFT RETENTION POLICY

B. Lee addressed the Committee.

Discussion by the Committee regarding the Draft Retention Policy.

C. STATE OF THE DISTRICT PRESENTATION

B. Lee addressed the Committee.

Discussion by the Committee regarding the State of the District Presentation.

D. Loewen and B. Holloway addressed the Committee.

D. FUTURE COMMITTEE PLANS

B. Lee addressed the Committee

Discussion by the Committee regarding the future Committee plans.

D. Loewen addressed the Committee.

5. Future Agenda Items:
Rules & Regs/Policies and Procedures from staff (July).
Draft Records Retention Policy
State of the District plan.
Strategic Plan

6. 10:23 Adjournment