



# 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