



# MINUTES OF ADMINISTRATION COMMITTEE MEETING

Covering Policy, Administration and Community  
Relations/Communications

Wednesday, March 6, 2019 at 9:00 am at the Johnson Building, 12788 #4, Highway 9, Boulder Creek, California.

## MINUTES

1. Convene Meeting 9:02 am

Roll Call: L. Henry, A. Benkert, M. Bounds, C. White present. B. Fultz was absent.  
Staff: Dist. Mgr. R. Rogers, Dir. of Finance S. Hill, Dist. Secretary H. Hossack

2. Oral Communications

C. Baughman questioned when the Education Grants will come back to the Admin Comm.

A. Benkert noted that Soquel Creek does administer a grants program.

3. Old Business:

A. REQUEST FOR PROPOSAL DISTRICT WEBSITE

R. Rogers introduced and explained this item.

V. Champlin questioned shouldn't RFP say that the District has 8000 hookups. Said that he took a survey of water district websites. He thinks the RFP should be higher level than this. Add goals: searchable website (global & local). Most local water websites are slightly more polished.

A. Benkert said we should add; site search function and "ADA compliance"

S. Hill added that it should say the website should meet any State or local code.

C. Baughman suggested we add who will be looking at the RFP.

R. Rogers noted that he is pushing any vendor but Streamline is CSDA recommended and caters to Special Districts.

M. Bounds said we might want to request ongoing support. Or will staff be doing most of the work?

R. Rogers said once it's up and running, there's a huge project of getting all of our data transferred over. We are looking for ease of posting, multiple individuals can make postings. We need current data on the website during emergencies.

L. Henry one of the problems now is that multiple locations have the same information. Updates of information should be changed on all locations on the website.

S. Hill clarified that you just have to update the source document and it changes that information throughout the website.

A. Benkert questioned when will dates be hashed out.

R. Rogers said it goes to Board for approval and then out to public.

L. Henry to the 21<sup>st</sup> of March BoD meeting.

4. New Business:

A. RECORD RETENTION POLICY

R. Rogers introduced and explained this item. The previous Admin Committee worked on it but never agreed enough to send it to the Board.

L. Henry questioned isn't this all spelled out as law.

R. Rogers it probably is all spelled out as law but there is not one place to look. This makes it easier for staff to find the answers to retention in one place.

S. Hill described her opinion for retention.

L. Henry questioned superseded + 2, what does that mean?

S. Hill if something is replaced by a new document you must hold on to the old document for 2 years and then you can get rid of it.

R. Rogers the dream is that everything be electronically maintained. Next we set up an electronic file cabinet.

S. Hill said there are certain documents you must maintain the paper copy forever.

R. Rogers suggested that everybody digest the information and bring it back to committee for further discussion and questions.

C. Baughman said email retention is problematic. It appears in 2 places. How much due diligence is necessary to make sure records are not lost in some way.

R. Rogers things happen; fire, flooding.

C. Baughman what is the requirement for committee member's emails.

V. Champlin disagreed with Stephanie. He would like to specify on the list is something has to be electronically archived or physically archived.

S. Hill she explained if you have it, you have to produce it.

C. Baughman it doesn't last forever, sometimes it becomes corrupted.

A. Benkert said if a records request comes in a person is going to have to address it.

L. Henry retention written long ago before the technology we have now.

V. Champlin where are you going to archive - 3 places - security policy,

R. Rogers there are several pieces to this puzzle, let's start with what we need to save. Then we can move to how to store.

Henry you must keep infrastructure information.

R. Rogers said that Springbrook already has a lot of that information saved.

C. Baughman to retain data, you save five copies to be sure one would be good.

R. Rogers we have things to think about, electronic or paper. Next admin committee we will revisit this.

5. Informational Material: None.

6. Adjournment 9:55