



NOTICE OF ADMINISTRATION COMMITTEE MEETING NOVEMBER 3, 2023

Covering Policy, Administration and Community
Relations/Communications

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a meeting of the Administration Committee to be held on **Friday, November 3, 2023, 2:00 p.m.**, at the SLVWD Conference Room, 12788 Highway 9, Boulder Creek, CA and via video/teleconference.

Any person in need of any reasonable modification or accommodation in order to participate in the meeting may contact the District Secretary's Office at (831) 430-4636 a minimum of 72 hours prior to the scheduled meeting.

This meeting is being conducted as an in-person meeting under the Brown Act, Government Code section 54953, and a quorum of the Committee must participate from the location(s) within the District that are identified above. Members of the public may attend the meeting at the identified location(s). Teleconferencing/videoconferencing access as set forth below is being provided as a convenience only and is not guaranteed. The meeting may continue in person even if teleconferencing/videoconferencing capability is disrupted or unavailable.

The meeting access information is as follows:

<https://us02web.zoom.us/j/85287007030?pwd=K0xPWkt1K0RXL3UvdGZDdWNINWdOdz09>

Webinar ID: 852 8700 7030

Passcode: 238912

Or One tap mobile :

+16694449171,,85287007030#,,,,*238912# US

+16699006833,,85287007030#,,,,*238912# US (San Jose)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

AGENDA

1. Convene Meeting/Roll Call
2. Oral Communications

This portion of the agenda is reserved for Oral Communications by the public for items which are not on the Agenda. Please understand that California law (The Brown Act) limits what the Board can do regarding issues raised during Oral Communication. No action or discussion may occur on issues outside of those already listed on today's agenda. Any person may address the Committee at this time, on any subject that lies within the jurisdiction of the District. Normally, presentations must not exceed three (3) minutes in length, and individuals may only speak once during Oral Communications. Any Director may request that the matter be placed on a future agenda or staff may be directed to provide a brief response.

3. Unfinished Business: None

Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.

a. OUTREACH FOR RATE STUDY

Discussion by the Committee regarding ongoing Outreach for the Rate Study.
Presentation by Miller Maxfield.

4. New Business:

Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.

a. BEGIN DISCUSSION REVIEW OF BOARD POLICY MANUAL

Discussion by the Committee regarding strengthening Board guidelines for engaging with District staff, committee and community members.

a. REVIEW BROWN ACT PROCEDURES FOR PUBLIC COMMENT

Discussion by the Committee regarding Brown Act Procedures and Public Comment - including members of the public making Points of Order.

5. Informational Material:

Here is a link <https://www.slvwd.com/node/286/minutes> to previous Admin Committee meeting minutes.

6. Adjournment

Agenda documents, including materials related to an item on this agenda submitted to the Committee after distribution of the agenda packet, are available for public inspection and may be reviewed at the office of the District Secretary, 13060 Highway 9, Boulder Creek, CA 95006 during normal business hours. Such documents may also be available on the District website at www.slvwd.com subject to staff's ability to post the documents before the meeting.

MEMO

DATE: November 3, 2023
TO: Administrative Committee, SLVWD
FROM: Rick Rogers, District Manager
SUBJECT: Outreach for Rate Study

WRITTEN BY: Carly Blanchard, Environmental Programs Manager/Admin. Analyst

PRESENTED BY: Carly Blanchard & Miller Maxfield

STAFF RECOMMENDATION

Read the memo, discuss, and direct staff on next steps regarding the proposed rate study and prop 218 outreach.

RECOMMENDED MOTION

I move that:

The Administrative Committee recommends the utility rate structure and prop 218 outreach plan to the Board of Directors.

BACKGROUND

On July 13, 2023, the Board and public received their first presentation from Raftelis at a Rates 101 Workshop.

On September 7, 2023, Raftelis presented financial plan scenarios for water and wastewater that meet goals concerning debt coverage, cash flow, and reserve levels.

On September 14, 2023, based on input received from the Budget and Finance Committee, slightly modified financial plans for water were presented at a special meeting of the Board.

On October 5, 2023, the Board adopted the financial plans to be used in the development of the rates.

Next Steps of Rate Study:

Board Rate Authorization - November 16, 2023

District Prepares Prop. 218 - November 17 - Nov 30, 2023

District Mails Prop. 218 Notices - December 1, 2023

Public Hearing - January 18, 2024

Rates Implemented - February 1, 2024

Miller Maxfield, the District's consulting outreach consultant will present outreach completed thus far on the rate study and a proposed outreach plan for the prop 218 process. Outreach will include social media, mailers, newsletters, bill messaging, and a public event.

PRIOR COMMITTEE ACTION

None

FISCAL IMPACT

No fiscal impact related to the proposed action.

ENVIRONMENTAL IMPACT

None

ATTACHMENTS

- [Rate Study Website Page](#)

MEMO

Date: November 3, 2023
To: SLVWD Administrative Committee
Subject: Review Brown Act Procedures for Public Comment & Participation

Written by: Jayme Ackemann, SLVWD Administrative Committee Chair

Submitted by: Jayme Ackemann, SLVWD Administrative Committee Chair

Staff Recommendation:

The Administrative Committee should review the procedures outlined below and discuss whether to move this item forward to the full board for informational purposes only.

Recommended Motion:

This item is offered for discussion only. No motion is required.

Background:

Recently members of the public have raised procedural questions about whether District Staff may request they provide their name and town of residence when they offer public comment. In addition, a member of the public has asserted that they believe they have the right to offer “points of order” if an elected member of the Board fails to do so. To resolve public questions about these matters and clarify meeting procedures under the Brown Act and Robert’s Rules of Order, the Administrative Committee asked the District Counsel to advise on these questions for board discussion.

Item 1: Procedures for Public Comment Sign-in

Currently, our meetings allow members of the public to provide comments on agenda items and other relevant matters during the public comment period. To enhance

transparency and community engagement, we are proposing a procedure for voluntary sign-in that would ask members of the public to provide their names and addresses.

This information would be used solely for recording purposes and could assist in keeping a record of individuals who have participated in our meetings. It is essential to highlight that participation would remain entirely voluntary, and individuals who prefer not to provide their information would not be required to do so.

District Counsel provides the following opinion, in an email to the board dated October 10, 2023:

The District is not prohibited from requesting that speakers identify themselves and provide their place of residence before commenting during Board meetings. However, the District is likely prohibited from declining to allow an individual to speak during public comment if the speaker declines to provide the information requested.

Recommended Procedure:

At the beginning of the meeting, the Board President will ask members of the public wishing to speak to identify themselves and their community of residence to aid the Board Secretary in keeping accurate meeting minutes. The Board President should further note that this information is voluntary and will not be required if speakers prefer not to state their name or other personal information.

The Board Secretary will place a sign with similar information on the podium at the beginning of each meeting to remind the public of this request.

The purpose of this proposal is to:

- Enhance transparency by having a record of attendees.
- Assist in tracking community participation and engagement.
- Maintain individual privacy by ensuring the provision of personal information is optional.
- Eliminate the need for the Board Secretary to ask whether they would like to provide this information during the meeting.
- Improve the efficient operation of board meetings.

Item 2: Do Members of the Public Have the Right to Offer Points of Order?

Members of the public have, at past meetings, spoken out of turn to offer points of order on procedural operations of the board with which they take issue. At the October 19, 2023 meeting, a public comment asserted that the individual in question believes the public has the right to offer these procedural comments without being called on.

Allowing members of the public to interject during periods of board discussion and without being called upon for public comment would be very disruptive to the efficient management of Board meetings.

District Counsel has reviewed Robert's Rules of Order and the provisions laid out in the Brown Act and offers the following clarification in an email to staff and the Administrative Committee Chair dated October 20, 2023:

Robert's Rules of Order allows *members of the body* to call a point of order, not members of the public. The SLVWD Board Handbook, Section 9.L., also lays out strict guidelines for public comment, which are in line with the Brown Act and do not allow for any public input outside of the required public comment periods.

The Board can implement whatever procedures or run the meeting however you see fit to maintain decorum and order and to keep the business of the meeting moving. The only restriction is that the Board must provide the public with an opportunity to comment, once generally and once on each agenda item for a regular meeting. For special meetings, you only have to allow comments on the items on the agenda.

Recommended Procedure:

The Board should follow the policies for public comment as laid out in the Board Policy Manual. Members of the public may seek to comment at the designated times afforded to them under the public comment procedure. Members of the public may not disrupt board discussions to offer points of order.

The intent behind this proposal is to:

- Maintain an orderly and efficient meeting environment.
- Ensure that points of order are managed by board members who are familiar with Robert's Rules of Order.
- Prevent disruptions that may arise from the public's use of points of order.