



NOTICE OF ADMINISTRATION COMMITTEE MEETING DECEMBER 13, 2022

Covering Policy, Administration and Community
Relations/Communications

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a special meeting of the Administration Committee to be held on **Tuesday, December 13, 2022, 1:00 p.m.**, via video/teleconference.

There will not be any physical location for this meeting. Pursuant to AB 361 and San Lorenzo Valley Water District Resolution No. 4 (21-22) this meeting will be conducted by 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. The meeting access information is as follows:

<https://global.gotomeeting.com/join/269830453>

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 309 2073
- One-touch: <tel:+18773092073,,269830453#>

United States: +1 (571) 317-3129
- One-touch: <tel:+15713173129,,269830453#>

Access Code: 269-830-453

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 five (5) 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. New 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.

4. Unfinished 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. RETURN TO IN-PERSON MEETINGS DRAFT POLICY

Discussion by the Committee regarding the draft policy for the return to in-person meetings.

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.

Certification of Posting

I hereby certify that on December 8, 2022, I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the meeting of the Admin Committee of the San Lorenzo Valley Water District in compliance with California Government Code Section 54956.

Executed at Boulder Creek, California, on December 8, 2022.

Holly B. Hossack, District Secretary



TO: Administration Committee,
San Lorenzo Valley Water District

FROM: Gina R. Nicholls, District Counsel

DATE: December 13, 2022

RE: Draft Policy Re: Implementation of Assembly Bill (AB) 2449, New Brown Act Remote Meeting Rules
502665-0001

With Governor Newsom’s announcement that the COVID-19 State of Emergency will be lifted in California effective February 28, 2023, the District anticipates that it will no longer be possible to extend the District’s AB 361 remote meeting authorization beyond February. Starting in 2023, new Brown Act rules take effect pursuant to AB 2449 that allow for hybrid (partially in-person and partially remote) meetings after AB 361 remote meetings are discontinued. The Administration Committee tasked staff with developing a policy to implement the new rules and provided the following policy direction:

- The District should maximize the use of hybrid videoconferencing and/or teleconferencing technology with as much flexibility as possible.
- The District should implement safeguards regarding the public’s right to participate remotely in hybrid meetings. For example, unanimous consent of the Board should be required in order to continue a hybrid meeting in the event of a technological disruption.
- The District’s policy should clearly explain the types of technological disruptions that require discontinuation of a meeting.

In light of the foregoing policy direction, staff proposes the following revisions to the Board Policy Manual under Section 10, Technological Conferencing:

Videoconferencing and/or teleconferencing may be used for all purposes in connection with any meeting ~~within the subject matter jurisdiction~~ of any legislative body of the District, and its use is encouraged to the extent permitted by law, including its use for public participation.

“Teleconferencing” is defined as a meeting of a legislative body of the District, the members of which are in different locations, connected by electronic means, through either audio or video, or both (i.e., teleconferencing encompasses the use of any kind of virtual meeting technology). If a legislative body of the District elects to use teleconferencing, it shall comply with all applicable requirements of the Brown Act (Gov. Code section 54953, as amended in 2021 by Assembly

Bill 361 in light of the ongoing COVID-19 state of emergency, **and as further amended by Assembly Bill 2449 in 2022.**)

The District currently conducts all meetings of the Board and Standing Committees remotely pursuant to **Assembly Bill 361**. After the COVID-19 emergency, **to the maximum extent practicable** the District **will intends** ~~to~~ transition to conducting hybrid meetings, i.e., meetings held in-person to the extent required by Gov. Code section 54953, while allowing for remote/virtual ~~public~~ participation as permitted by law.

Public access for hybrid meetings will be provided in accordance with Gov. Code section 54953, which includes the following requirements:

The public must be able to remotely hear and see the meeting and provide comments via either: a two-way audiovisual platform, or a two-way telephonic service and live webcasting.

The meeting agenda must give notice of the means by which the public may access the meeting and offer public comment.

In the event of a disruption that prevents broadcasting the meeting to the public, or in the event of a disruption within the District's control that prevents members of the public from offering public comments, no further action shall be taken on items on the agenda until public access is restored.

Power outage(s) affecting multiple households within the District.

Any failure of the meeting broadcasting system, whether or not the failure is within the District's control.

Any system failure within the District's control that prevents members of the public from offering public comments.

If there is reasonable uncertainty as to whether such a disruption is occurring, unanimous consent of the members of the legislative body that are present shall be required in order to continue the meeting.

A member of the legislative body must comply with Gov. Code section 54953 in order to participate remotely in a meeting, including the following:

Notify the Chairperson and the District Manager at the earliest opportunity possible of the need to participate remotely and the reason(s). The member shall make a separate request for each meeting in which they seek to participate remotely. The Chairperson and the District Manager shall prioritize handling such requests in the order received.

If the remote participation request is approved, the member must publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.

The member shall participate through both audio and visual technology.

All votes taken during a teleconferenced meeting shall be by rollcall.

For telephonic and other remote or virtual regular Board meetings, meeting materials that are not posted to the District's website before the meeting should not be shown to the Board of Directors during the meeting.

If the Administration Committee recommends approval of this policy, staff will include it in the forthcoming Board Policy Manual update for 2024.