



**NOTICE OF
SPECIAL
ADMINISTRATION COMMITTEE
MEETING
March 8, 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, March 8, 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:

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. DISTRICT PUBLIC MEETING LOCATIONS

Discussion by the Committee on the progress report for the District's public meetings location.

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. OUTREACH

Discussion by the Committee regarding the District's outreach.

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 March 4, 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 24 hours in advance of the special 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 March 4, 2022.

Holly B. Hossack, District Secretary

MEMO

TO: BOARD OF DIRECTORS
FROM: DISTRICT MANAGER
SUBJECT: PUBLIC MEETING LOCATIONS
DATE: OCTOBER 21, 2021

RECOMMENDATION:

It is recommended that the Board of Directors review this memo, discuss possible hybrid public meeting locations, and give direction to staff.

BACKGROUND:

Recent statewide legislation Assembly Bill (AB) 361 amended the Brown Act and thereby changed how local agencies such as the District may continue to conduct remote meetings during a declared state of emergency such as COVID-19 through January 1, 2024.

At the October 7, 2021, Board of Directors meeting, the Board adopted Resolution No 4 (21-22), proclaiming an ongoing state of local emergency and authorizing remote meetings during the covid-19 pandemic (attachment A).

The District has been investigating hybrid meetings to conduct Board and Committee meetings in person and remotely (i.e., by Zoom, GoTo Meeting). The District has received many inquiries and requests to continue live online interactive meetings. It is also believed that online meetings will reduce in-person attendance reducing the amount of space needed for routine meetings.

To hold hybrid meetings, a location, video equipment, and high-speed internet are necessary.

In the past, the District used the Operations Building and rented larger facilities when needed. In addition, Community TV (CTV) has broadcasted over Zoon. Stationary video equipment and large monitors need to be installed permanently at the intended facility for hybrid meetings.

Staff reached out to several possible facility options in the Valley (attachment B).

None of the facilities liked the idea of permanently mounting and leaving equipment at their facilities or the number of monthly meetings.

The District owns the Johnson Building located in Boulder Creek. There is space available that could be easily be converted into a meeting room. Video equipment is estimated at \$5000 to \$7000 depending on needs, and it is estimated another \$8000 for lighting, paint, etc., bringing the cost to an estimated total of \$15,000. By having a District-owned facility, staff can use the space for online training and be available at any time with no need for staff to set up and take down equipment.

At the October 12, 2021, Administration Committee meeting this subject was reviewed and the Committee's strong recommendation to the Board is to move forward with hybrid meetings and the installation of equipment to the Johnson Building.

At this time, staff recommends that the Board direct moving forward with preparing the Johnson Building for hybrid in-person meetings. Staff estimates the building could be ready for use by the middle of January 2022.

**SAN LORENZO VALLEY WATER DISTRICT
RESOLUTION NO. 4 (21-22)**

**SUBJECT: A RESOLUTION OF THE SAN LORENZO VALLEY WATER DISTRICT
PROCLAIMING AN ONGOING STATE OF LOCAL EMERGENCY AND
AUTHORIZING REMOTE MEETINGS DURING THE COVID-19 PANDEMIC**

WHEREAS, the San Lorenzo Valley Water District ("District") is committed to preserving public access and participation in meetings of the Board of Directors ("Board"), including meetings held during a proclaimed state of emergency; and

WHEREAS, all meetings of the District's legislative bodies including the Board and the District's standing committees are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, on March 4, 2020, the Governor declared a statewide emergency based on the COVID-19 pandemic, and the Governor's declaration of a state of emergency continues in effect; and

WHEREAS, state and local officials such as the California Department of Public Health, Cal/OSHA and Santa Cruz County Public Health continue to recommend social distancing measures; in particular, County Public Health recommends the use of face coverings indoors and moving activities and meetings outdoors to the greatest extent possible; and

WHEREAS, the Board of Directors does hereby find that the COVID-19 pandemic continues to imperil the health and safety of individuals, especially where individuals from multiple households gather indoors under circumstances and risks of exposure to COVID-19 cannot adequately be controlled through adherence to Cal/OSHA regulations and public health guidance, and accordingly the District desires to continue its proclamation of a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of the District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District, as follows:

1. The Board hereby proclaims that a local emergency continues to exist throughout the District, and Board and Committee meetings are likely to involve gathering individuals from multiple households indoors under circumstances where risks of exposure to COVID-19 cannot adequately be controlled through adherence to Cal/OSHA regulations and public health guidance; and

2. The Board hereby ratifies the Governor's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

3. The District Manager, District staff, and all legislative bodies of the District (including the Board and all standing Committees) are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public remote meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

4. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from adoption of this Resolution, or such time the Board of Directors ratifies or re-adopts this Resolution (or a subsequent resolution) in accordance with Government Code section 54953(e)(3) to extend the time during which the

legislative bodies of the District may continue to conduct remote meetings without compliance with paragraph (3) of subdivision (b) of section 54953.

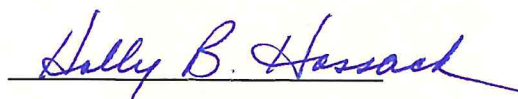
PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 7th day of October 2021, by the following vote of the members thereof:

AYES: G. Mahood, L. Henry, J. Ackemann, B. Fultz, M. Smolley

NOES:

ABSENT:

ABSTAIN:



Holly B. Hossack,
District Secretary



TO: Board of Directors,
San Lorenzo Valley Water District

FROM: Gina R. Nicholls, District Counsel

DATE: October 7, 2021

RE: New Brown Act Requirements for Remote Meetings Under AB 361
502665-0001

SUMMARY:

Recent statewide legislation Assembly Bill (AB) 361 amended the Brown Act and thereby changed the manner in which local agencies such as the District may continue to conduct remote meetings during a declared state of emergency such as COVID-19, through January 1, 2024. Governor's Executive Order N-15-21 eliminates conflicts with prior Executive Orders and provides clarity that AB 361 will govern the ability to conduct remote meetings after October 1, 2021.

RECOMMENDATION:

By motion of the Board of Directors, adopt the attached resolution allowing the District to continue conducting remote meetings pursuant to AB 361.

BACKGROUND:

In order for the District to continue conducting remote meetings (i.e., by Zoom, GoTo Meeting, or other video/teleconference platform) of the Board and Committees in compliance with the Brown Act, the Board must make appropriate findings consistent with AB 361. The specific findings required by AB 361 are as follows:

- a) A proclaimed state of emergency is in effect;
- b) State or local officials have imposed or recommended measures to promote social distancing; and
- c) As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The attached resolution contains the necessary findings. If adopted, the resolution would apply to all Board and Committee meetings of the District for 30 days. The Board would need to reconsider and re-adopt the resolution every 30 days for it to continue in effect.

In the absence of such a resolution, after October 1, 2021 all District meetings subject to the Brown Act would need to comply with standard teleconference requirements as they existed “pre-pandemic”. “Pre-pandemic” requirements for remote meetings include: (1) a quorum of the Board or Committee must be physically present at designated meeting location(s) within the agency’s jurisdiction; and (2) in order for any Board or Committee member to participate in the meeting from a remote location:

- a) each remote location shall be identified in the posted meeting agenda;
- b) a copy of the meeting agenda must be posted for the requisite time period (usually 72 hours in advance) at each remote location; and
- c) each remote location shall be accessible to the public.

Please find below the rental information for several possible spaces for Committee and Board meetings. All of these facilities would require an investment of approx. \$7000 in equipment to be installed for hybrid (virtual/in-person) meetings. All prices are for non-profit agencies.

None of the locations I spoke with were very receptive to permanent equipment going into their facilities for hybrid meeting facilitation.

Highlands Park Senior Center

This facility is currently closed but is scheduled to reopen in November 2021. Committee meetings would have to be scheduled around classes and services provided by the facility but currently not available. This facility is ADA compliant. We have used this space in the past and it has WiFi available but it is unknown if it will comply with advanced connectivity needed for hybrid meetings.

Pricing:	<u>8 Hour Rental</u>	<u>4 Hour Rental</u>	<u>Hourly Rental</u>
Entire Facility	\$475	\$235	
Auditorium	\$400	\$150	\$50
Multi-Use Room	\$100	\$50	\$20
Deposit/Cleaning	\$346	\$298	\$12/hour + \$250

Felton Community Hall

This facility has several scheduled activities and meetings scheduled both during the day and evenings that we would have to schedule around. They require that that the floors be swept and mopped after each use. This facility is ADA compliant. We have used this space in the past and it has WiFi available but it is unknown if it will comply with advanced connectivity needed for hybrid meetings.

Pricing:	<u>Deposit</u>	<u>8 Hour Rental</u>	<u>4 Hour Rental</u>	<u>Hourly Rental</u>
Auditorium (M-Th)	\$350	\$365	\$220	\$60
Auditorium (F - Su)	\$350	\$440	\$225	\$75
Meeting Room (M-Th)	\$150	\$220	\$125	\$40
Meeting Room (F-Su)	\$150	\$280	\$145	\$40

Quail Hollow SLVUSD

Quail Hollow only rents its fields. They do not allow others to use their boardroom.

The Performing Arts Complex

The Performing Arts Complex (PAC) is a stage and auditorium, not a boardroom. They do have cameras and monitors but they are for in house use and not connected to internet.

Redwood School

SLVUSD suggested that we look at the Redwood School but they are planning a renovation in the next few years and would be unavailable then. Also, the Redwood School is at the very far end of the District and not centrally located.

Oddfellows Hall

The available rooms are too small (and dark). They do not allow the rental of the main hall; it is considered sacred to the organization.

Boulder Creek Library

Closed for remodeling and doesn't have a large enough room.

Felton Library

The Felton Library is not available for after-hours use at this time. There is a possibility that we will be allowed to apply to become a community partner with the Santa Cruz Public Libraries and have access but they do not have a process for that at this time.

Other Locations

In the past we have used various other meetings facilities but they have all been rejected as possible permanent locations due to scheduling, access, location, etc.

- Bear Creek Estates
- Boulder Creek Fire Station
- Spring Lakes Park
- Zayante Fire Station

