



NOTICE OF SPECIAL ADMINISTRATION COMMITTEE MEETING FEBRUARY 1, 2023

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 **Wednesday, February 1, 2023, 1:30 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://meet.goto.com/737118229>

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,,737118229#>

United States: +1 (571) 317-3129
- One-touch: <tel:+15713173129,,737118229#>

Access Code: 737-118-229

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. INTRODUCTIONS

Each member of the committee will introduce themselves.

b. ELECTION OF THE COMMITTEE CHAIR FOR 2023

c. SET DAY AND TIME FOR COMMITTEE 2023 REGULARLY SCHEDULED MEETINGS

d. MULTI-MONTH CALENDAR FOR ADMINISTRATION COMMITTEE

Discussion by the Admin Committee regarding the preparation of a multi-month calendar to look-ahead at least 3 months including an update on current projects previously discussed in committee. (calendar from 2022 attached)

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 January 27, 2023, 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 January 27, 2023.

Holly B. Hossack, District Secretary

San Lorenzo Valley Water District
Administration Committee
Annual Agenda
2022

Meeting 2nd Tuesday of the Month @ 1:00 PM

<p>January</p> <ul style="list-style-type: none"> • Time & Date of meeting • Election of Chair • Agenda for the year 	<p>July</p> <ul style="list-style-type: none"> • Strategic Plan
<p>February</p> <ul style="list-style-type: none"> • Public Outreach 	<p>August</p> <ul style="list-style-type: none"> • Strategic Plan
<p>March</p> <ul style="list-style-type: none"> • Public Outreach • Board Room Facility Facilities Hybrid Meetings 	<p>September</p> <ul style="list-style-type: none"> • On-Boarding- review of current handbook-revisions for the calendar year 2023
<p>April</p> <ul style="list-style-type: none"> • Public Outreach • Surplus Property 	<p>October</p> <ul style="list-style-type: none"> • Public Outreach Review
<p>May</p> <ul style="list-style-type: none"> • Legislation participation • Records retention policy 	<p>November</p>
<p>June</p> <ul style="list-style-type: none"> • Strategic Plan 	<p>December</p>

Notes: Possible Subjects

Review of Grant Writer Position

Agendas and minutes formatting



TO: Administration Committee,
San Lorenzo Valley Water District

FROM: Gina R. Nicholls, District Counsel

DATE: February 1, 2023

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 provisions. In light of direction provided by the Committee, 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 remote or virtual meeting technology including videoconferencing). 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 ~~asto the extent~~ required by Gov. Code section 54953, while allowing for remote/virtual public participation as permitted by law.

All Board and Committee members will be expected to attend hybrid meetings in-person unless arrangements are made in advance to participate telephonically in accordance all the requirements of Gov. Code section 54953(b), such as the following:

- **At least a quorum of the members of the legislative body shall participate from locations within the boundaries of the District.**
- **Agendas shall be posted at all teleconference locations.**
- **Each teleconference location shall be identified in the agenda, and each teleconference location shall be accessible to the public.**
- **All votes taken during a teleconferenced meeting shall be by rollcall.**

The District will continue to provide remote access for hybrid meetings as a convenience for members of the public that may wish to attend meetings via telephonic means and/or videoconference; however, such remote access cannot be guaranteed by the District. Meetings may continue in-person even if remote access is disrupted. Members of the public who wish to ensure their ability to attend meetings and/or give comments will be encouraged to attend meetings in person.

The District will provide remote access for hybrid meetings for use by District staff members and consultants, as approved and/or requested by the District as follows:

- **The District Manager typically will attend all meetings in-person.**
- **The District Secretary shall attend all meetings in person. In-person attendance may be substituted by remote attendance with the prior approval of the District Manager.**
- **The District's management team attendance may be either in-person or remote; however, any management team member who wishes to attend meetings remotely shall obtain pre-approval by the District Manager and shall participate in the meeting by video when speaking during a meeting, including presenting to the legislative body and/or responding to questions. Voice-only participation is permissible only with prior approval of the District Manager.**

Memorandum
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- **The District's general legal counsel shall attend meetings in-person or remotely, as requested by the District Manager in consultation with the Board Chair.**
- **Presenters other than staff, i.e., consultants, may attend any meeting in-person or remotely as requested by the District Manager or other District staff member responsible for coordinating with the particular consultant.**

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 2023.