



NOTICE OF SPECIAL ADMINISTRATION COMMITTEE MEETING

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 Monday, September 17, 2018 at 10:00 am at the Operations Building, 13057 Highway 9, Boulder Creek, California.

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 this committee. 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. Old 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. PUBLICATION OUTREACH QUALIFICATIONS - MILLER MAXFIELD
Discussion by the Committee regarding the of Publication Outreach qualifications- presentation by Bill Maxfield from Miller Maxfield.
 - B. INTERNSHIP PROGRAM
Discussion by the Committee regarding an Internship Program.
 - C. PAY IT FORWARD PROGRAM
Discussion by the Committee regarding the Pay It Forward collaboration with Community Bridges.
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. LEGISLATIVE UPDATE
Discussion by the Committee regarding a legislative update.
 - B. ESTABLISHING THE PERFORMANCE OBJECTIVES AND GOALS FOR THE ACTING DISTRICT MANAGER
Discussion by the Committee regarding the performance objectives and goals for the Acting Dist. Mgr.

5. Written Communication:
 - o Letter from D. Loewen
6. Adjournment

In compliance with the requirements of Title II of the American Disabilities Act of 1990, the San Lorenzo Valley Water District requires that any person in need of any type of special equipment, assistance or accommodation(s) in order to communicate at the District's Public Meeting can contact the District Office at (831) 338-2153 a minimum of 72 hours prior to the scheduled meeting.

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 September 13, 2018, 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 Administration Committee of the San Lorenzo Valley Water District in compliance with California Government Code Section 54956.

Executed at Boulder Creek, California, on September 13, 2018.

Holly B. Hossack, District Secretary,
San Lorenzo Valley Water District

Administration Committee
San Lorenzo Valley Water District

September 8, 2018

Request for two Admin Committee agenda items of immediate concern,
for discussion and action, recommendation to the board:

- Brown Act training
- Committee Guidelines and Handbook of Briefs

Dear Director Bruce, Director Baughman, and Mr. Fultz,

I've been a witness to multiple district circumstances over the past two years, where either a board member's or committee public citizen member's lack of training and knowledge of the Brown Act have caused undue distress to themselves and others. I'm concerned with the negative effect this has on district business.

I've also seen a rise in misplaced application of the Brown Act and/or Conflict of Interest as "threats" used, I believe, as a means of control and delay, either inadvertently or with intent. I believe much of this has been a reaction to Mr. Holloway, upon whose protests being validated, thereby triggered a frustrated district "shotgun" indirect response aimed towards other parties.

I would like the district to consider resolving and breaking this cycle, by simply instituting immediate, appropriate comprehensive Brown Act training, via a **committee recommendation to the board**. In addition, I'd like to see a regular training schedule written into the Board Manual and other policies of governance. It would seem beneficial to hold these as public workshop sessions separate of a regular board meeting, and require that all participants, elected and public, on the Board and Committees attend.

I recommend training sourced from a water agency or foundation focused on special districts, like California Rural Water Association <https://calruralwater.org/>, California Special District Association <https://www.csda.net/home>, Association of California Water Agencies <https://www.acwa.com/> or Institute for Local Government www.ca-ilg.org.

I have also seen undue distress caused to committee members, board and public, for not being adequately **briefed on purpose and duties of the standing committee** assigned to. I would like to see each committee member upon joining receive a brief or background on past, recent, or current agenda topics; a manual of the Brown Act and training as above; Rules of Order for conducting meetings; defined committee duties; outline of procedures, whether in the Board Manual or committee's own rules; Roles of chair and vice chair; written standardized direction to staff of appropriate minutes; how to make recommendations to bring to the board or document advisories to staff. Hopefully providing the above will stave off those who feel overwhelmed and frustrated, in the past even leading to resignations of qualified citizens who have much to offer the district.

I believe all of these troubling conditions can be fixed by appropriate action and response of this Admin Committee, with a clear outline and recommendation to bring to the board for consideration and approval.

To stop further distress and possibly more resignations, encourage public participation and support a more harmonious district culture, which is my hope and goal for the good of everyone In our district, I request this Committee agendize Brown Act training as an immediate, critical recommendation, to bring to the board for action at the earliest Special Meeting date, to be instituted at the soonest availability of a qualified resource.

Thank you,

Debra Loewen, SLVWD Customer