



# MARINA COAST WATER DISTRICT

11 RESERVATION ROAD, MARINA, CA 93933-2099

Home Page: [www.mcwd.org](http://www.mcwd.org)

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## DIRECTORS

THOMAS P. MOORE  
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JAN SHRINER  
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HERBERT CORTEZ  
PETER LE  
MATT ZEFFERMAN

## Board of Directors Community Outreach Committee Meeting

Marina Coast Water District  
May 12, 2020 at 6:30 p.m.

Due to Governor Newsom's Executive Order N-29-20 and recommendations on protocols to contain the spread of COVID-19, staff and Committee members will be attending the May 12, 2020 meeting remotely from various locations and the meeting will be held via Zoom conference. There will be NO physical location of the meeting.

To join the webinar:

<https://us02web.zoom.us/j/86105252405?pwd=ODZ6Rkg0VEdONEVrY3pLejdhYitqdz09>

Password: mcwd0512

To join via phone: 1-669-900-9128

Webinar ID: 861 0525 2405

Password: 656781

### Committee Members

Herbert Cortez

Matt Zefferman

### **Agenda**

*This meeting has been noticed according to the Brown Act rules. The Committee will receive information on, discuss and consider making recommendations to the MCWD Board on the items contained in this agenda.*

1. Call to Order
2. Public Comment on any item Not on the Agenda *Anyone wishing to address the Committee on matters not appearing on the Agenda may do so at this time. Please limit your comment to four minutes. The public may comment on any other item(s) listed on the Agenda at the time the item(s) is considered by the Committee.*
3. Approve the Draft Minutes for the February 11, 2020 Meeting
4. Discuss District Outreach Strategy Concerning COVID-19
5. Discuss District Outreach Strategy Concerning Upcoming Election
6. Update on the Board Procedures Manual
7. Update on Water Conservation Committee

8. Identify Agenda Items for the Next Committee Meeting

9. Committee Member Comments

10. Adjournment

*Next Meeting: June 9, 2020 at 6:30 p.m., 11 Reservation Road, Marina*

Draft Minutes  
Community Outreach Committee Meeting

February 11, 2020

1. Call to Order:

The February 11, 2020 meeting was called to order at 6:50 p.m. by Director Cortez. In attendance were:

- Committee members: Director Cortez and Director Zefferman
- Staff: Keith Van Der Maaten and Paula Riso
- Public members: None

2. Public Comments on Any Item Not on the Agenda:

There was no public comment.

3. Approve the Draft Minutes of the January 22, 2020 Meeting:

On motion by Director Cortez, seconded by Director Zefferman, the minutes were unanimously approved.

4. Receive an Update on the Public Education and Outreach Efforts:

Mr. Van Der Maaten gave an update on the status of Public Education and Outreach Efforts:

- 2019 Year in Review Report – the revised draft 2019 Year in Review will be brought to the Board on February 25th.

5. Discuss Modifications to the Board Procedures Manual:

Mr. Van Der Maaten commented that in reviewing the Board Procedures Manual (BPM), he saw that there were really three categories that things fit in. He listed them as 1) Code of Conduct; 2) Procedural, e.g. how to vote in the President and Vice President; and, 3) reference material, e.g. laws and other outside guidance material. Mr. Van Der Maaten went over the items he thought belonged in the Code of Conduct, and the ones he thought belonged in the BPM. The Commission agreed that they wanted everything in one document with separate sections for the Code of Conduct and the Procedures, with the Reference section as an appendix. There was discussion on how to review the document annually for any changes. Mr. Van Der Maaten said he would prepare a document according to the comments received and provide it at the next meeting for discussion.

6. Identify Agenda Items for the Next Committee Meeting:

The same items will be discussed and updated. The next meeting is scheduled for March 10th at 6:30 p.m.

7. Committee Member Comments:

No comments were made.

8. Adjournment:

Meeting adjourned at 7:31 p.m.