

Minutes  
Community Outreach Committee Meeting

September 8, 2020

1. Call to Order:

The September 8, 2020 meeting was called to order at 3:35 p.m. by Director Cortez. In attendance via Zoom teleconference were:

- Committee members: Director Cortez and Director Zefferman
- Staff: Keith Van Der Maaten, Kelly Cadiente, 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 August 6, 2020 Meeting:

Director Zefferman made a motion to approve the minutes of August 6, 2020. Director Cortez seconded the motion. The minutes were approved by a vote of 2-Ayes (Cortez, Zefferman), 0-Noes, and 0-Absent.

4. Discuss the Board Procedures Manual:

Mr. Van Der Maaten explained that he hadn't worked on the Board Procedures Manual (BPM) since last meeting but when he is able to work on it, he will add stronger language to the Social Media Policy; add language to the Code of Conduct to dissuade Board members from making litigation comments; and, add to the procedures for agenda item requests. Director Cortez suggested having legal counsel look at it one more time. Mr. Van Der Maaten said he will bring the final changes to the next Committee meeting and then it can go to the Board.

5. Discuss COVID Billing Message:

Mr. Van Der Maaten commented that there was discussion about putting a message on the bills when there was more information on the Customer Assistance Program, but that staff is still looking into the program and doesn't have any new information. Director Cortez stated that since the COVID Fiscal Impact information provided at the last Board meeting showed that accounts weren't affecting the District as negatively as assumed, he was fine with having a monthly update at each Board meeting and holding off on the bill message unless things change.

6. Discuss District's 60<sup>th</sup> Anniversary:

Mr. Van Der Maaten stated that before COVID began, the District had planned on moving into the FORA office and celebrating the 60<sup>th</sup> anniversary with an open house at the new office during Fall of 2020. He added that things have been delayed and it is now looking like possibly Spring 2021 when the District will be able to hold the celebration and Open House. Mr. Van Der Maaten said that staff is working on ways to make the current FORA offices work for staff and Board meetings.

Item 6 (continued):

Director Zefferman suggested having some of the new equipment the District recently purchased, e.g. Vactor truck, at the Celebration for people to see.

Director Cortez said he would like the Board to send a message to the employees, before the end of the year, thanking them for their hard work in bringing the District to where it is today. Mr. Van Der Maaten said he would bring a Proclamation to the Board in November.

7. Identify Agenda Items for the Next Committee Meeting:

The Committee members asked for the Board Procedures Manual to return as well as adding a standing item to review any Press Release and Public Outreach efforts by the District.

8. Committee Member Comments:

Director Zefferman commented that his family was growing with the anticipated arrival of a new baby at Christmas time. Everyone congratulated Director Zefferman on the exciting news.

9. Adjournment:

Meeting adjourned at 4:03 p.m.