



MARINA COAST WATER DISTRICT

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Board of Directors
Community Outreach Committee Meeting
Marina Coast Water District
September 8, 2020 at 3:30 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 August 6, 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/82164279498?pwd=a2wzVG54R2lFOWFqMkFEVE16dlVUQT09>

Password: 273663

To join via phone: 1-669-900-6833

Webinar ID: 821 6427 9498

Password: 273663

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 August 6, 2020 Meeting
4. Discuss the Board Procedures Manual
5. Discuss COVID Billing Message
6. Discuss District's 60th Anniversary
7. Identify Agenda Items for the Next Committee Meeting
8. Committee Member Comments
9. Adjournment - *Next Meeting: October 13, 2020*

Draft Minutes
Community Outreach Committee Meeting

August 6, 2020

1. Call to Order:

The August 6, 2020 meeting was called to order at 6:36 p.m. by Director Cortez. In attendance via Zoom teleconference 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 July 14, 2020 Meeting:

Director Cortez made a motion to approve the minutes of July 14, 2020. Director Zefferman seconded the motion. The minutes were approved by a vote of 2-Ayes (Cortez, Zefferman), 0-Noes, and 0-Absent.

4. Discuss Possible Name Change for the District:

Director Zefferman said he requested this item because he felt it was a good time to do this now that the Annexation was complete, and the District would be moving into the new offices in the near future. Mr. Van Der Maaten shared a list of names staff had come up with. He added that he didn't know how difficult it was to change a name and what the process entailed. Director Zefferman asked that this be brought back when there was more information available.

5. Discuss the Board Procedures Manual:

Mr. Van Der Maaten shared his proposed revisions to the Board Procedures Manual (BPM). He explained how he separated the BPM into sections including: 1) a Code of Conduct Section that includes conduct expected of each Board member; 2) a Board Policy and Procedures Section that describes the roles and duties of the Board and legal counsel; and, 3) a Board Reference Section that references some important laws, rules, staff processes, and/or other information that is created and updated separate from the Board Manual that may be useful to Board members as they become oriented with the District's authority, mission, and operations. There was discussion on strengthening the language in the Social Media Policy and adding language to the Code of Conduct to dissuade Board members from making litigation comments, e.g. comments on closed session litigation items or comments encouraging litigation against the District. The Committee agreed to add to the procedures for agenda item requests that the Executive Committee would get a periodical update on requested items, their status, and decide when to add them to an agenda.

6. Identify Agenda Items for the Next Committee Meeting:

The Committee members asked for the Board Procedures Manual to return as well as a COVID message for the billing cycles and discussion on the District's 60th anniversary. The next meeting is scheduled for September 8th.

7. 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.

8. Adjournment:

Meeting adjourned at 7:40 p.m.