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Governance Committee Meeting
August 5, 2022 9:00 am
Virtual meeting via Zoom

Present:

Managers: David Ziegler, President
             Larry Koch, Vice President

Staff: Terry Jeffery, District Administrator
             Louis Smith, Attorney, Smith Partners
             Amy Bakkum, Office Administrator

1. Call to Order

The regular governance meeting was called to order by President Ziegler at 9:00 am. The meeting was held via Zoom.

2. Roll call- attendance

Managers Ziegler and Koch were present. Manager Koch was calling into the meeting via telephone only. Attorney Smith, Administrator Jeffery, and Staff Bakkum were also present.

5. Approval of the agenda

A draft agenda provided by Manager Koch was shared onscreen. President Ziegler moved to approve the agenda as provided. Manager Koch seconded the motion. Motion passed 2-0.

6. Reading and approval of minutes

President Ziegler offered changes to the minutes of the July 15th governance meeting. He recommended that the "agenda" referenced in the minutes should be modified to "draft agenda". He also noted that the deadline for permits be amended to the Monday or Tuesday before the draft agenda setting meeting, and not the Monday or Tuesday before the regular board meeting as written in the draft minutes. President Ziegler then moved to approve the July 15 meeting minutes as amended. Manager Koch seconded the motion. Motion passed 2-0.

7. Old Business

7.1 Requests for Comments on Governance Manual

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Administrator Jeffery updated the committee that so far, he has only received comments from one CAC member but that he has reminded the CAC and staff for comments. Manager Koch asked Administrator Jeffery if he could provide the link for the comments folder. Administrator Jeffery confirmed he would set that up and also provide a link to President Ziegler.

7.2 Board of Managers Meeting- Agenda

Administrator Jeffery stated that Chairman Aller of the CAC has expressed his desire to attend the draft agenda setting meeting that is currently set for Thursday morning before the board meeting. He continued that this is the meeting whereby items from the managers will be due if they want them on the agenda. Manager Koch confirmed this and stated that the next step would be to include the recommended procedure in the next draft of the governance manual. President Ziegler understood this to be a motion and asked Administrator Jeffery to take note of this as one of the committee's suggested changes. Manager Koch agreed and said if there was a motion he would second it. Motion to include written procedure of draft agenda setting in governance manual passed 2-0.

7.3 Website- Status

Administrator Jeffery commented that the new website is coming along nicely and that he would like Staff Forbes to present the new website as either an item on the September regular meeting or at the September work session. He imagines the new website will be ready to roll out shortly thereafter. Manager Koch asked for a printout of what's being proposed before the website goes live. Administrator Jeffery noted he would speak with Staff Forbes and see what can be done to make something available. He commented that he is excited for the new website as it is more user-friendly.

7.4 OneDrive folders- Status

Administrator Jeffery stated that when he shares the governance manual comments, the managers will see the OneDrive folders. Manager Koch asked for clarification as to whether Sharepoint or OneDrive will be ultimately utilized. Administrator Jeffery clarified that it would Sharepoint as that is easier and can allow for public access. He said that the website will act as a repository for all adopted policies, procedures, records, information about committee members, etc. He clarified again that it would be Sharepoint.

7.5 Location of and catalogue of District policies

Administrator Jeffery noted that he has been searching through OneDrive and Sharepoint to locate any policies that exist, either adopted or in draft form. At the moment, he is mass migrating them with no rhyme or reason but he will continue to

create a listing. Then, he said, it will be up to he governance committee what to do if they want to run through them one by one as to their status. Manager Koch commented that he believes Administrator Jeffery is taking the right approach in first collecting everything and then speaking with the governance committee, Attorney Smith, and others to sort through and determine whether the managers should take some action. That way, the public and staff know where our policies are and how they're used. Administrator Jeffery noted he would put those into the Sharepoint folder as well for the committee to read.

8. New Business

President Ziegler commented that the meeting format wherein Manager Koch called in without being on video worked out fine. He said that at board meetings perhaps it's not acceptable but that for committee meetings he doesn't believe there's any statute that says its not acceptable. Attorney Smith noted that the open meeting does not make any distinction between board meetings and committee meetings. However, he continued, we are in pandemic conditions which allow us to operate electronically. Once we're no longer under pandemic conditions and operating under interactive technology, there will be both a hear and see requirement along with others.

Manager Koch stated that he believes there are new tweaks to the interactive meeting rules about the number of meetings one can participate in remotely and asked Attorney Smith to advise us at a later meeting about what we may have to do in the future and how to incorporate that into the governance manual. Attorney Smith answered in the affirmative.

9. Member Report

Neither member had anything to report under the Member Report.

10. Adjournment/Continuance

Manager Koch moved to adjourn the meeting and President Ziegler seconded. Motion to adjourn the meeting passed 2-0. Meeting adjourned at 9:23 am.