

Administrative Committee

Summary Notes

Meeting Date:	July 8, 2015	Start Time:	3:00 p.m.
Directors Present:	Dick Quigley Angela Ramirez Holmes Sandy Figuers	Staff Present:	Jill Duerig

Director Quigley called the meeting to order at 3:07 p.m.

1. Public Comment on Items Not on the Agenda

None.

2. Proposed One-Year Trial Program to Increase Transparency of Board Meetings

Jill Duerig briefly outlined the staff proposal and discussions with Bert Michalczyk, Dublin San Ramon Service District's General Manager, concerning DSRSD's pilot program over the last couple years. She introduced Nicole Genzale, DSRSD's Executive Services Supervisor, and noted that she was in attendance to answer any questions.

Director Ramirez Holmes said that she'd talked to Sue Stephenson of DSRSD who does not like DSRSD's current system. She asked Ms. Genzale if she agreed with that assessment. Ms. Genzale responded that while there's always room for improvement, the current system was a perfect, inexpensive first step. She said that the current system consisted of a Logitech wide-focus webcam, a laptop (both of which DSRSD already had) and a \$50 software investment.

Director Quigley asked about costs of the current system as compared to community benefits. Ms. Genzale responded that they were receiving about 20 hits per board meeting but given the exceptionally low cost of set-up, the current system is definitely providing good value. She added that the current system also helped DSRSD achieve a California Special Districts Association (CSDA) transparency certificate (<http://www.sdlf.org/#!transparency/cl0u>).

Director Quigley asked about DSRSD staff time. Ms. Genzale said that it probably takes less than a half hour per meeting, which is more than saved by producing shorter minutes. There was some discussion about how long it takes Zone 7 staff to produce the current detailed minutes and an estimate of about 60 hours was provided.

Director Quigley asked if DSRSD had explored Channel 30 as an option. Ms. Genzale responded that DSRSD is currently looking into it. Director Ramirez Holmes added that Ms. Stephenson shared a 2012 quote she had received from TV 30 for DSRSD of only \$400/meeting

Director Figuers asked if there was an alternate method for the public to obtain videos if they have older hardware or are unfamiliar with YouTube. Ms. Genzale responded that it would always be possible to burn a CD but that no such requests had been made. Director Quigley added that that was a good question; even webinars can challenge older hardware and software.

Director Ramirez Holmes made a proposal to keep minutes as they are since adding one method of accessibility shouldn't be balanced by reducing another. She also proposed keeping regular board meetings at 7 p.m. unless Closed Session is first and Open Session still were to begin at 7 p.m. She also proposed seriously looking at the TV 30 option since community television is a worthwhile endeavor that should be supported by local public agencies. Finally, she proposed Zone 7 pursuing a CSDA transparency certificate.

Director Quigley said that he could agree not to change or shorten the minutes. He added that all video-recording and televising options should be considered; in fact, he has asked CSDA to conduct a survey of special districts to determine which agencies take various approaches. He then stated that Livermore Area Recreation and Parks District uses TV 30 to broadcast its meetings.

Director Ramirez Holmes said that once an Agency starts broadcasting meetings, it is unlikely to stop. She said that TV 30 has professionals and using them might save Zone 7 staff time which would more than compensate for the small amount of money that they requested in their 2012 bid to DSRSD. She added that, if DSRSD heads in that direction, Zone 7 will be the only public agency in the Valley that does not televise its board meetings using TV 30.

Director Quigley said that he really supports pursuing a CSDA transparency certificate. He agrees that it would be hard to step back from video recording once started.

Ms. Duerig asked the committee if it would be okay to bring to the full board in August to allow staff to do more research as discussed. Both Director Ramirez Holmes and Director Quigley responded that it was better to do things right and allow time for more complete research to be completed.

Director Figuers said that he agrees with Director Ramirez Holmes on most counts except that he feels that minutes could be much shorter, especially if TV 30 indexed the recordings. He noted that minutes keep getting longer and that older minutes were often just a couple pages long.

Director Quigley asked for comments from the public. Leonard Olive, City of Pleasanton, said that he feels that any of these steps would be a wonderful move and that it would quickly become evident to everyone that the move had been a good decision.

Director Figuers added that the future is streaming, remote participation and public meetings that resemble webinars.

Director Quigley adjourned the meeting at 3:50 p.m.

3. Verbal Reports

None.

4. Adjournment

Director Quigley adjourned the meeting at approximately 3:50 p.m.