

## Isla Vista Community Services District

### Formation Committee Minutes

**March 15, 2017**

**Present: Robert Geis, Spencer Brandt, George Thurlow**

I. Call to Order and election of Chair

A motion was made and seconded to elect Robert Geis as chair of the committee. Approved unanimously.

**MOTION: to nominate Director Bob Geis as chair of the Formation Committee.**

**Moved by: Brandt, Seconded by: Thurlow**

**MOTION PASSES 2 – 0 – 1 BY ROLE CALL VOTE:**

**AYES: Brandt, Thurlow**

**NOES: 0**

**ABSTAIN: 0**

II. Geis opened discussion of whether the committee should be a formal Brown Act committee or an ad hoc committee, that would sunset out of existence in a year or so. He noted that noticing requirements and communication restraints under the Brown Act would hamper the ability of the committee to discuss items of importance to the District. Matter was tabled for further discussion with the full Board.

III. Geis offered language that would serve as the mission of the committee. The language was approved unanimously.

**MISSION: Establish administrative services for the district in accordance with statutes that guide district operations.**

IV. Committee discussed idea of an online presence for the District. Brandt circulated article entitled "Everything You Need to Know About Online Compliance." He discussed the various requirements for public agencies web sites, including access issues for special populations. He said a web site needs to be a priority of the District and that it could be built without hiring consultants. He also said it could be done quickly. He noted that it should include: Agendas and minutes for both the full Board and its committees; Notices of meetings; a calendar of upcoming meetings; financial reports; possible videos of board meetings; and contact information for directors. Thurlow indicated the District needed to be careful in the use of volunteers to do work that could later be construed as "free labor" in violation of California Labor laws. Geis said the full board needed agreement on the web site

construction and content. Jonathan Abboud indicated that the IVCDC could contract with the District for a token fee to build and host the District web site. A motion was made and seconded to recommend to the full Board to ask the IVCDC to create a web site that included the above listed content. The motion passed unanimously.

The committee concluded that it should not attempt at this time to create social media sites. A motion to recommend this action to the Board was unanimously passed. A motion was unanimously passed to recommend to the full Board that all Board members create a unique email address for their Board business and that these addresses be circulated to the public and that the public be encouraged to contact Board members about District business. It was also concluded that the official point of contact for the Board should be the Board president.

**MOTION: to recommend that the Board ask the IVCDC to create a website that would include agenda, minutes, contact information and profiles of each director, a calander of meetings, video and audio recordings of meetings and committee meetings.**

**Moved by: Thurlow; Seconded by: Brandt**

**MOTION PASSED UNANIMOUSLYLY BY VOICE VOTE, 3 – 0 – 0.**

**MOTION: to recommend to the board that each board member create an email address specifically for district business through Gmail or some other email platform.**

**Moved by: Brandt; Seconded by: Thurlow**

**MOTION PASSED UNANIMOUSLYLY BY VOICE VOTE, 3 – 0 – 0.**

- V. Geis discussed potential office spaces for the District. He indicated he had spoken with Third District Supervisor Joan Hartmann about the use of the Third District office in the Clinic building. He spoke with other county representatives and there is some concern that the space could not be allocated for \$1 a year in rent but might have to have market rents due to the fact it was part of the Redevelopment Agency funding. Pageen Soutar said the office has not been used in some time and that it should be used as a community space. She suggested it be shared among the Third District, the CSD and other community groups. Geis said the District needs a mailing address.

**MOTION: to recommend to the Board to direct Geis to continue discussions with the county regarding the Third District office space.**

**Moved by: Thurlow, Seconded by: Brandt**

**MOTION PASSED UNANIMOUSLY BY VOICE VOTE, 3 – 0 – 0.**

- VI. Brandt brought up the issue of legal counsel for the District. He indicated he had spoken with former County Counsel Shane Stark about issues involving the district. He said Stark is interested in being engaged in the process but did not want to provide pro bono services to the District. He suggested the District contact the head of the Santa Barbara Women Lawyers' group and to possibly come up with a Request for Proposals for pro bono assistance.

**MOTION: to recommend that the board explore the possibility of putting out an RFP for a pro-bono attorney that has government experience.**

**Moved by: Thurlow, Seconded: Brandt**

**MOTION PASSED UNANIMOUSLY BY VOICE VOTE, 3 – 0 – 0.**

- VII. Geis shared with the Committee a four page work list of potential committee work for the rest of the calendar year. He again raised issue that if the Formation Committee is a Brown Act Committee it will be difficult to calendar all of the work. The Committee agreed without a vote to send the work list to the full Board and discuss how the full Board would want the Committee to work on the list and prioritize the items on the list. Geis suggested that the Board direct the Formation Committee to agendaize the work list at every Committee meeting. Pageen Soutar during public comment strongly urged that the Committee remain a Brown Act committee. Thurlow suggested the Board might want to consider forming an Executive Committee of the officers to coordinate Committee work.

**The Committee took no action on this item.**

NEXT MEETING DATE: MARCH 22, 2017 AT 3:00 PM.

- VIII. The meeting was then adjourned.