

MAYORS' & COUNCILMEMBERS' ASSOCIATION OF SONOMA COUNTY

Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, Windsor

BOARD MEETING

Thursday, August 11, 2022

6:00 PM

In response to the coronavirus cases in the County and continuing concerns of the Governor of California and the County Public Health Officer about potential community spread of the virus resulting from prolonged indoor gatherings, the Mayors' and Councilmembers' Association of Sonoma County has suspended conducting in-person meetings to minimize the spread of the COVID-19 virus pursuant to the provisions of the Brown Act as amended by AB 361 (2021).

The Mayors' and Councilmembers' Association of Sonoma County will be conducting the meeting via Zoom.

Members of the public can participate in the meeting by visiting [zoom.us](https://us02web.zoom.us/j/82820586544?pwd=N2J3b3dSMjk3RFdUc2M3ODY2QlJlQT09) or using the following link: <https://us02web.zoom.us/j/82820586544?pwd=N2J3b3dSMjk3RFdUc2M3ODY2QlJlQT09> or by dialing +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 436 2866 or +1 301 715 8592 or +1 312 626 6799 and entering the **Webinar ID: 828 2058 6544** and **Passcode: 439279**

BOARD MEETING AGENDA

- 1. **Call to Order**
Chair Mark Landman (City of Cotati)

- 2. **Roll Call**

Cloverdale		Petaluma		Sebastopol	
Cotati		Rohnert Park		Sonoma	
Healdsburg		Santa Rosa		Windsor	

- 3. **Virtual Meeting**
 - It is recommended that the SCMCA Board of Directors adopt a motion authorizing the continuation of virtual meetings during a declared state of emergency pursuant to government code 54953 (AB 361).

- 4. **Approval of Minutes**
 - **Regular Meeting June 9, 2022**

- 5. **Public Comment**

If members of the public would like to provide public comment, we encourage you to submit them via email to the Host City, City of Cotati, by 3:00 p.m. on the day of the meeting: kepatterson@cotaticity.org. Members of the public can also provide public comment by raising their hand or dialing *9 during the public comment period on the zoom platform.

- 6. **Business Items**

- a) Selection of Fiscal Agent for the Sonoma County Mayors and Councilmembers Association, for the purposes of contracting with the Association Clerk. (City Manager Damien O’Bid, Cotati & City Manager Jeff Kay, Healdsburg)

7. **Adjournment**

The next Board of Directors Meeting will be held on October 13, 2022.

Upcoming 2022 Meetings:

October 13, 2022 City of Sebastopol

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Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public review the Friday prior to the regularly scheduled meeting on the City’s website at http://www.cotaticity.org/city_hall/city_council/mayors_councilmembers_association or by email upon request at kepatterson@cotaticity.org . Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Association regarding any item on this agenda, after the agenda has been distributed, will be made available for review. Contact number: (707) 665-3622. In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Cotati City Clerk’s office at (707) 665-3622. Notification 72-hours prior to the meeting will enable the Association to make reasonable arrangements to ensure accessibility to this meeting.

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MAYORS' & COUNCILMEMBERS' ASSOCIATION OF SONOMA COUNTY

Cloverdale, Cotati, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, Windsor

BOARD MEETING MINUTES

Thursday June 9, 2022

6:00pm

THIS MEETING WAS NOT PHYSICALLY OPEN TO THE PUBLIC

In response to the coronavirus cases in the County and continuing concerns of the Governor of California and the County Public Health Officer about potential community spread of the virus resulting from prolonged indoor gatherings, the Mayors' and Councilmembers' Association of Sonoma County has suspended conducting in-person meetings to minimize the spread of the COVID-19 virus pursuant to the provisions of the Brown Act as amended by AB 361 (2021).

The Mayors' and Councilmembers' Association of Sonoma County conducted the meeting via Zoom.

BOARD MEETING AGENDA

1. Call to Order

Chair Landman called the meeting to order at 6:00pm

2. Roll Call

Present:

City of Cotati

City of Healdsburg

City of Petaluma

City of Rohnert Park

City of Santa Rosa

City of Sebastopol

Absent:

City of Sonoma

Town of Windsor

3. Announcement(s)

- It is recommended that the SCMCA Board of Directors adopt a motion authorizing the continuation of virtual meetings during a declared state of emergency pursuant to government code 54953 (AB 361).

City of Petaluma moved to approve the virtual meeting format (AB 361). City of Healdsburg seconded the motion. The motion passed by a unanimous vote, with City of Sonoma and Town of Windsor absent.

4. Approval of Minutes

- Regular Board Meeting April 14th 2022

City of Healdsburg moved to approve the regular Mayors' & Councilmembers' Board Meeting minutes of April 14, 2022. City of Petaluma seconded the motion. The motion passed by a unanimous vote, with City of Sonoma and Town of Windsor absent.

5. Public Comment

No public comment

6. Business Items

- a) Update on Mayor's and Councilmember's Bylaws Subcommittee activities.** (City Manager Damien O'Bid, Cotati & City Manager Jeff Kay, Healdsburg)
Report by City Manager Damien O'Bid, Cotati & City Manager Jeff Kay, Healdsburg. The Bylaws Subcommittee has completed the agreement to hire a Clerk for the association, which will be voted on at the General Membership meeting immediately following the Board Meeting on June 9, 2022.

7. Adjournment

Chair Landman adjourned the meeting at 6:12pm.

Upcoming 2022 Meetings:

August 11, 2022 City of Sonoma
October 13, 2022 City of Sebastopol

Title

Selection of the Fiscal Agent for the Sonoma County Mayors and Councilmembers Association, for the purposes of contracting with the Association Clerk.

Recommendation

It is recommended that the Board of Directors of the Mayors and Council Members Association adopt a motion to appoint the City of Sebastopol as the Fiscal Agent.

Background

Historically, the focus of the Sonoma County Mayors and Councilmembers Association (MCA) has been the exchange of ideas among fellow elected officials - both by informational presentations and by providing an opportunity to network with peers. The MCA Board of Directors (Board) also makes appointments to select regional bodies, as well as serving as the City Selection Committee for Sonoma County, as required under Government Code §50270. The MCA Board and General Membership meetings are held every two months (except December), per the current by-laws. The MCA also has a Legislative Committee, which our Cal Cities representative (Nancy Hall Bennett) hosts on behalf of the MCA.

By 2019, it had become clear that the speed, volume, and types of issues confronting Sonoma County cities required better coordination to address issues of common interest. Additionally, the rotational system to manage the various MCA functions is time consuming, inefficient and lacks continuity. Therefore, on September 16, 2019, the Board met and developed an outline of the recommended changes to the MCA. In addition, the Board Chair appointed, and the Board approved, an ad hoc subcommittee of the following elected officials tasked with updating the by-laws to implement the recommended changes:

- Tom Schwedhelm (City of Santa Rosa)
- Teresa Barrett (Petaluma)
- Melanie Bagby (Cloverdale)
- Neysa Hinton (Sebastopol)

However, after an initial meeting to develop a purpose statement, work paused as the region grappled with multiple emergencies, including wildfires and COVID-19. On November 18, 2021, the MCA Board re-appointed the ad hoc subcommittee to continue their work, with staff assistance from Jeff Kay (Healdsburg) and Damien O'Bid (Cotati). In early 2022, the ad hoc subcommittee began work on the updated by-laws to implement the intent of the MCA Board.

At the June 9, 2022 MCA General Membership meeting, the proposed part-time Association Clerk was approved, including the estimated budget for future assessment of member cities. In order to hire the contract Association Clerk, including related expenses and billing of member cities, it was proposed that a city would act as the Fiscal Agent. In recognition of the services provided by the Fiscal Agent city, the MCA General Membership also approved a 50% reduction in dues assessment for the Fiscal Agent city.

Analysis/Discussion

The part-time Association Clerk is intended to be an independent contractor who would contract with one of the MCA cities that volunteers to serve as the Fiscal Agent. The Fiscal Agent would be responsible for contracting with the part-time Association Clerk, as well as related expenses and billings of MCA cities.

A call was put out several times for any city that would like to act as the Fiscal Agent. At the June 9, 2022 MCA General Membership meeting, Sebastopol volunteered to act as the Fiscal Agent. At this time, no other cities have asked to be considered as the Fiscal Agent.

Financial Considerations

The MCA General Membership has already approved the Association Clerk and the related budget. The proposed action of selecting the Fiscal Agent will not incur any new expenses not already approved. The hiring of a part-time contract Association Clerk is expected to save significant City staff time by avoiding the need to support many of the MCA administrative functions that are currently supported by the Chair, Program or Host cities..

Environmental Issues

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.