

Midcoast Community Council

An elected Municipal Advisory Council to the San Mateo County Board of Supervisors

Serving 12,000 coastal residents

Post Office Box 248, Moss Beach, CA 94038-0248

<http://mcc.sanmateo.org>

Bill Kehoe . Laura Stein . Lisa Ketcham . Bob Kline . Len Erickson . Dan Haggerty . David Vespremi

Approved Minutes:

MCC Retreat continuation January 18, 2012, Granada Sanitary District offices

Call to Order. 6:08 PM

Present: All councilmembers

Public: Leonard Woren, Gael Erickson

1. Community Forum – no comment

2. Council Roles and Responsibilities

Council voted 7-0 to adopt Councilmember Roles & Responsibilities (beyond those defined in Bylaws):

All Councilmembers:

- Come to meetings on time & prepared for informed discussion
- Listen attentively, speak respectfully, one person at a time, recognized by Chair.
- Participate in group discussion & decision making.
- Keep discussion to the issues, not personalities or other's motives.

Chair – special responsibilities

- Represents the group in the community, held to a high standard of decorum.
- Ensures that agendas are set.
- Coordinates activities of the council and its committees to avoid duplication of effort and to facilitate timely results.
- As meeting facilitator, focuses on process, and strives to be last to speak during discussion and debate.
- Provides a supportive environment for process, content and group members.

3. Meeting Logistics and Agendas

Council voted 7-0 to adopt the following Meeting and Agenda-Setting Procedures:

Regular meeting end-time goal: 9:30 PM. Hard cut-off: 10:00 PM

Agenda-setting

- Prioritize and plan ahead to meet our long-term goals
- Deadline for publishing agenda – hard cutoff should not be longer than 72 hrs
- Add item to standard agenda format: “Approval of Agenda”, after public comment and before consent agenda, for reordering and any clarification questions.
- Agenda item sponsor should supply the following:
 - Title of Agenda Item – clear, concise description of item to be discussed
 - Project timeline or upcoming deadline
 - Desired Outcome
 - Name of person doing presentation (correct spelling/title)
 - Time allotted for this issue, including public comment
 - Names & contact info of other informed parties or individuals with opposing views, the Sponsor wants to invite

- Supporting documents: for website (72 hrs in advance of meeting) & one print copy for public meeting binder
- Will A/V equipment be required?
- Format for agenda items: add total time for item and “desired outcome”

4. Communications

Council voted 7-0 to adopt the following Communications Procedures:

a. General tone – Always respectful, emphasizing the positive where possible.

b. Letter writing

- Efficient process for letter writing:
 - Vote on list of points and designate to individual or committee, followed by email preview opportunity to object before sending; or
 - Item sponsor submit draft letter in agenda packet.
- Preferred style for effectiveness: clear/concise, of length that will actually be read by busy people. To ensure clarity & accuracy in final copy, have second person proof read.
- Submitting letters via email: Limit email to short standard sentence such as: “Attached please find...”
- Only council-approved letters when quorum is present shall be sent out on council letterhead.

c. Reports to council by members and committees

- Written vs. oral: Written reports provide opportunity to review before meeting, aid in understanding, and help secretary with minutes.
- Desired style: clear, concise, objective

d. Email

- Avoid Brown Act violations (non-public or serial meetings via email)
- Minimize number of group emails – think before you “reply-all”. Limit to agenda setting, one-way information without discussion.

e. Individual councilmember communications on public matters

- When speaking as an individual, on public matters, always preface remarks with standard disclaimer, such as: I am a member of the Midcoast Community Council, but I am speaking/writing now as an individual. This includes communication with the Supervisor and staff on matters involving the MCC when councilmembers are speaking their own interests or opinions.
- Speaking as an individual, one is still seen as a councilmember. Protect the image of the council.
- Dissenting opinions: Councilmember voicing dissenting opinion should make standard disclaimer that he/she is not speaking for the council.

f. Media contacts

- Need process to ensure effectiveness, accuracy (proof reading), transparency – to be determined later.

g. Attendance at other meetings affecting the Midcoast

- Define councilmember role when representing the MCC at formal meetings, such as Devil’s Slide Task Force. Do they speak as individual, or carry a mandate from the MCC? Needs further discussion.
- Going forward, what should the relationship be between MCC and Midcoast Parks/Rec Committee (MPRC)? Needs further discussion, but OK to reach out to MPRC for more collaboration with MCC.

5 & 6. Committees & Key Projects

Council voted 7-0 to adopted the following Committee Creation Policies:

- All committees must be formally approved and recognized by the MCC.
- A request to form a committee needs to be placed on the agenda.
- The purpose of the group is to be clearly defined indicating specifically what the committee will accomplish.
- Desired outcome will be described as well as the estimated length of time anticipated for the group to accomplish its purpose.
- Committees will be required to create a simple agenda noting items for discussion with desired outcomes and time frames.
- Actions the group want to take, i.e. Contact County staff for “x”, send a letter, set up meetings, etc. would require full Council approval.
- Committee reports/minutes are required for all meetings and are to be posted to the MCC website as well as reported at MCC meetings.
- Previously formed committees will need to follow the same process to be formally approved by the MCC.
- Chairs of committees shall be councilmembers.

Council initial identification of proposed committees:

- Community Meeting(s) on Hwy 1 Mobility Study (Len, Laura, David)
- Website (Len, Bill, Leonard?)
- PCT audio improvement (Bob, Len, Dan)
- Planning App Early Referrals (Lisa, David)

Council initial identification of other areas of interest & possible committees:

- Environmental Quality (Lisa, Laura)
- LCP (David, Bill, Lisa)
- Airport (David)
- Parks (Len, Bill, Lisa)
- Recreation (Len, Bill)
- Community Outreach (Dan, Laura, Bob)
- Climate Action Plan (Lisa)
- Princeton/Harbor (Lisa, Bill, Laura)
- Code & Traffic enforcement, emergency vehicle access
- Green Building Program
- Transportation
- Planning & Zoning
- Public Works

7 & 8. Wrap-up & Future Agendas – not done

9. Adjournment – 10:00 PM