



City of St. Helena
Ad Hoc Water/Wastewater Exploratory
Committee
Regular Meeting
City Hall Executive Conference Room, 1088
College Avenue, St. Helena
Wednesday, January 10, 2024 @ 3:00 PM

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes. Members of the public and other parties are welcome to email their comments to publiccomment@cityofstheleena.org.

Page

1. CALL TO ORDER
2. ROLL CALL
Chair: Paul Dohring, Mayor
Vice Chair: Lester Hardy, Vice Mayor
Members: Arlene Corsetti, Gary Matak and Garry Rose
Staff Liaison: April Mitts, Asst. City Manager
3. PUBLIC FORUM:
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to four minutes. **Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**
4. REPORTS BY STAFF AND COMMITTEE:
Reports by staff and/or committee on items of general interest. ***Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the Committee.***
5. CONSENT CALENDAR:
Members of the Committee or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.

None
6. SCHEDULED MATTERS:
 - 6.1. Discussion and Setting of Future Dates/Times of Meetings
 - 6.2. Review of City Council, Boards, Committees, & Commissions Rules of Procedure for the Conduct of Meetings and Standards of Conduct
[Boards and Commissions City Council Rules of Procedures Presentation](#)

3 - 17

6.3. Review of Water and Wastewater Exploratory Committee Purpose and Objectives

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[City Council Ad hoc Subcommittee Purpose Statement](#)

7. ADJOURNMENT

The next regular Committee meeting is scheduled for TBD at TBD pm, City Hall Main Conference Room, 1088 College Avenue, St. Helena.

This agenda was posted at City Hall, 1088 College Avenue, St. Helena on January 5, 2024.

April Mitts, Asst. City Manager

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 968-2742. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

City Council, Boards,
Committees &
Commissions

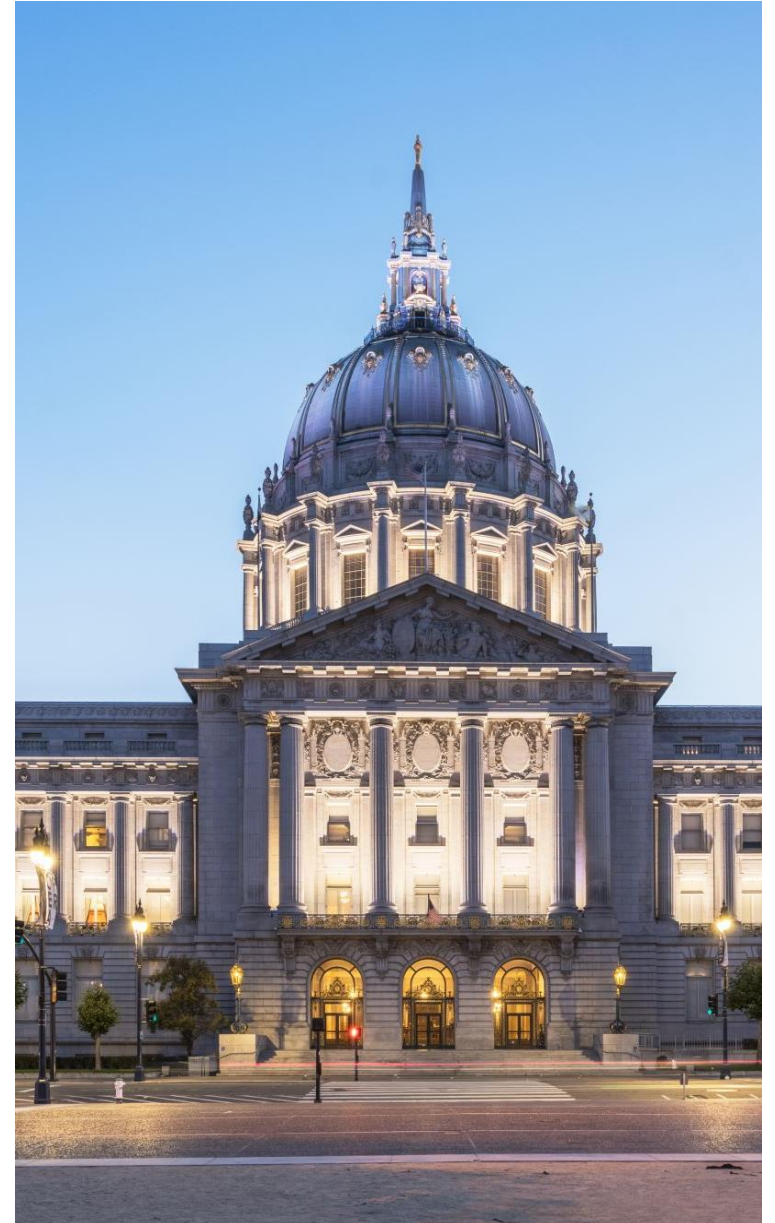
*Rules of Procedure for the
Conduct of Meetings
&
Standards of Conduct*

January 10, 2024

By:

April Mitts, Assistant City Manager

Cindy Tzafoopoulos, City Clerk



Agenda



Objectives



Roles and
Responsibilities



Brown Act
Review



Rules of
Procedure
for the
Conduct of
Meetings



Standards
of Conduct

Objectives



Groundwork for effective
working relationships



Become acquainted with
legal responsibilities



Roles and Responsibilities Advisory Boards

Local government advisory boards, commissions, and committees play a crucial role in the functioning of local government by providing input, expertise, and recommendations on various issues and policies.

- Function under the direction of the City Council on behalf of the City and its residents.
- Appointed by and can be removed by the City Council.
- Council establishes committees by ordinance or resolution defining the role, purpose, and membership.
- Recommended changes in the role or purpose of a committee must be brought to the City Council to clarify how the proposed changes will provide improved or additional benefits.
- Chairperson, or committee designee, report at least once per quarter to report on the committee's activities and projects and provide updates to the Council and community.



Roles and Responsibilities

City Manager



Appointed by the City Council



Responsible for Fulfilling the Council's Vision



Sole Authority over Officers and Employees



Manage the City Organization in the Delivery of Public Services



Support the Elected Officials in their Role



Policy Analysis and Implementation



Designates staff liaison to each committee



Roles and Responsibilities

Staff Liaison

Designated by the City Manager

Assist the committee in understanding City functions and requirements such as:

- State Regulations
- Municipal code
- Brown Act

Ensures the continued flow of information regarding the City's efforts and progress on work that pertains to the committee's topic area.

Collect and file committee records and minutes.



Brown Act

Basic Rule

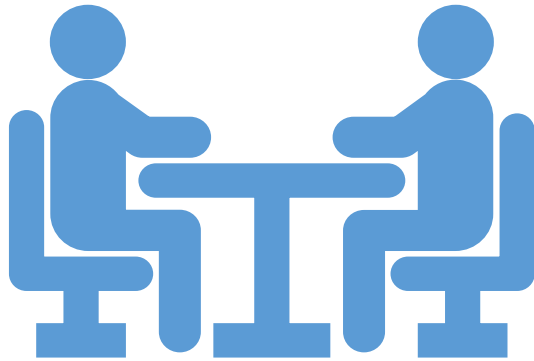


All meetings of the legislative body shall be open and public



All persons shall be permitted to attend any meeting of the legislative body, except as otherwise provided in the Brown Act

Brown Act Meetings

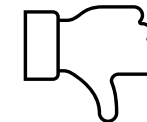
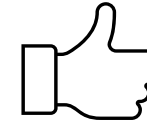


Definition:

Any gathering of a majority of the members of a legislative body at the same time and location to hear, discuss, deliberate or take action upon any item which is within its subject matter jurisdiction.

Types of Meetings:

- Formal
 - Regular Meetings
 - Special Meetings
- Informal
 - Daisy Chain
 - Hub and Spoke
 - Email/Social Media/Technology





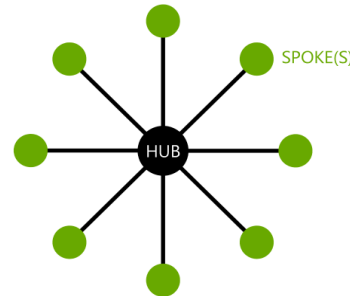
Brown Act

More on Informal Meetings

Daisy Chain: If Member A contacts Member B, and Member B contacts Member C, and so on, until a quorum has been involved, this type of “serial meeting” may result in a violation of the Brown Act.



Hub and spoke: An intermediary - such as a staff member or even a developer or applicant - contacts at least a quorum of the members to develop a collective concurrence on action to be taken by the legislative body.



Use of e-mail or other technology/media by a majority of a legislative body to discuss, deliberate, or take action on items within the body’s jurisdiction violates the Brown Act.





Brown Act

Recommendations for E-mail



Avoid sending e-mails to the whole legislative body.

If necessary, provide information only.
Do not solicit a response.



Be careful replying to e-mails.

Do not communicate your position or make a commitment on a pending matter.
Do not direct a reply to a majority of the legislative body.



Think carefully before sending any e-mail.

Remember, your e-mail can be forwarded by others to a majority of the legislative body.



Rules of Conduct

Rules of Procedure for the Conduct of Meetings

Establishes Procedures Related to Meetings (highlights)

- Time and Place of Regular Meetings
- Setting and Posting of Agenda
- Placing Items on the Agenda
 - Member Request for Items
- Order of the Agenda
- Public Testimony and Comments
- Discussion at Meetings





Rules of Conduct

Standards of Conduct

Ethics

- Act in Public Interest
- Comply with both the Spirit and Letter of the Law and City Policy
- Conduct of Members
- Respect for the Process
- Conduct at Public Meetings
- Decisions Based on Merit
- Communication
- Conflict of Interest
- Gifts and Favors
- Confidential Information
- Use of Public Resources
- Positive Work-Place Environment
- AB 1234 Required Ethics Training





Rules of Conduct

Standards of Conduct

Code of Ethics and Conduct

- Conduct with Each Other in Public Meetings
- Conduct with the Public in Public Meetings
- Conduct with City Staff
- Conduct with Boards, Committees, and Commissions
- Conduct with Each Other and the Public in Private Encounters

Enforcement of Sanctions

- Acknowledgement of Code of Ethics and Conduct
- Ethics Training for Local Officials
- Behavior and Conduct
- Council Authority

St. Helena City Council

The City of St. Helena Council is comprised of five Members elected at-large every Even years. Council Members serve four (4) year, alternating terms, and the Mayor serves a two year term. The Council is responsible for reviewing and establishing public policies responsive to the community.

The City of St. Helena is a General Law City and operates a Council-City Manager style of government. The City is governed by the California Constitution and laws enacted by the State legislature. All legislative power is held by the City Council which consists of the Mayor and four Councilmembers. While all Councilmembers are responsible for the City, the Mayor has the additional responsibility of presiding over City Council meetings, signing official resolutions, and presiding over ceremonies and events.

Meet your City Council: Check out the Biographies of the [Mayor and Council Members](#)

The City Council meets the second and fourth Tuesdays of each month at 6:00 pm in the Vintage Hall at St. Helena High School Campus, at 465 Main Street. The public is invited to attend all Council Meetings. Meetings are also streamed on YouTube Channel 28 and are replayed the Friday after the meeting at 9:00 a.m.

View all meetings and agendas: [Click here](#)

- **City Council Goals (Established May 2023):** [Click here](#)
- **City Council Rules, Procedures and Standards of Conduct:** [Click here](#)
- **City of St. Helena Vision and Mission Statement:** [Click here](#)
- **City Council Adopted Policies:** [Click here](#)
- **Open and Public: A guide to the Brown Act:** [Click here](#)
- **City Council Intergovernmental and Internal Assignments:** [Click here](#)

Additional Information

Questions

- Cindy Tzaopoulos, City Clerk
 - 707-312-1257
 - ctzaopoulos@cityofsthelena.org

Documents

- Cityofsthelena.org/bc-citycouncil

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Questions?





St. Helena City Council Ad Hoc Subcommittee

Dated 10-12-23

WATER AND WASTEWATER EXPLORATORY COMMITTEE (WWE COMMITTEE)

Purpose. The Water and Wastewater Enterprises Exploratory Committee (WWE Committee) will identify issues for which qualified volunteers can best support the Water and Wastewater Enterprises.

Background. Community members have expressed interest in a permanent Water and Wastewater Commission to the City Council.

On September 24, 2023, a recommendation was brought before the City Council to establish a WWE Committee which will be comprised of the Mayor, Councilmember Hardy, and residents for the purpose stated above.

Schedule/Meetings. The first Subcommittee meeting is anticipated to take place in December 2023. Subsequent meetings will be determined at the first meeting, likely 1 – 2 times per month.

Community Participation. The City will seek community applicants in accordance with the *City Council Rules of Procedure for the Conduct of Council Meetings*. Applications will be accepted through November 17, 2023. Applicants will be invited to interview at a Special Meeting to be held on November 28, 2023, and applicants will be appointed at the regularly scheduled meeting that same evening.

Subcommittee Composition. Minimum of five with a maximum of seven members (including the Mayor and Councilmember) with the Mayor serving as the Chair and Councilmember Hardy serving as Vice-Chair.

Objectives: Recommendation to City Council on how to best organize an advisory body for this purpose no later than June 30, 2024.

Timeline: It is anticipated that this exploratory subcommittee will operate for approximately 6 months and will conclude no later than June 30, 2024.

City Council: Mayor Dohring and Councilmember Hardy.

Staff: Assistant City Manager, April Mitts.