



**LOS VAQUEROS RESERVOIR JOINT POWERS AUTHORITY
COMMUNICATIONS AND OUTREACH COMMITTEE
AGENDA**

Regular Meeting
April 27, 2022 – 10:00 a.m.

SPECIAL NOTICE OF TELECONFERENCE ACCESSIBILITY

Pursuant to the provisions of Government Code Section 54953(e), as amended by Assembly Bill 361, any Committee Member and any member of the public who desires to participate in the open session items of this meeting may do so by accessing the Zoom link below without otherwise complying with the Brown Act's teleconference requirements.

Please click the link below to join the meeting/webinar:

<https://lagerlof.zoom.us/j/89115317296?pwd=cDExQ014OWp2M0JjYSs2VVVyS3VrQT09>

Meeting/Webinar ID: 891 1531 7296

Passcode: 896733

One tap mobile:

1-669-900-6833 891-1531-7296# *896733# or

1-253-215-8782 891-1531-7296# *896733#

Any member of the public wishing to make any comments to the Committee may do so by accessing the above-referenced link where they may select the option to join via webcam or teleconference. Members of the public may also submit written comments to the Interim Clerk by 4:00 p.m. on the day prior to the meeting for the Interim Clerk to read into the record (subject to three-minute limitation). The meeting Chair will acknowledge such individual(s) at the appropriate time in the meeting prior to making their comment. Members of the public will be disconnected from the meeting prior to any Closed Session, if applicable.

NOTE: To comply with the Americans with Disabilities Act, if you need special assistance to participate in this Committee meeting, please contact the Authority's Interim Clerk at rperea@lagerlof.com by 4:00 p.m. on April 26, 2022 to inform the Authority of your needs and to determine if accommodation is feasible. Each item on the Agenda shall be deemed to include any appropriate motion, resolution, or ordinance, to take action on any item. Materials related to items on this Agenda are available for public review at: www.losvaquerosjpa.com/board-meetings.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL OF COMMITTEE MEMBERS

Angela Ramirez Holmes – Chair, Zone 7 Water Agency
Ernesto Avila – Contra Costa Water District
Ricardo Ortega – Grassland Water District

PUBLIC COMMENT ON NON-AGENDA ITEMS

Any member of the public wishing to address the Communications and Outreach Committee regarding items not on the Agenda should do so at this time. The Committee welcomes your comments and requests that speakers present their remarks within established time limits and on issues that directly affect the Authority or are within the jurisdiction of the Authority.

DISCUSSION ITEMS (may include action to recommend forwarding items to Board of Directors for adoption or approval)

- 1.1 Overview of Communications and Outreach Activities**
- 1.2 Draft Social Media Policy**
- 1.3 Records Retention Policy Approach**
- 1.4 Scheduling of Future Committee Meetings**

FUTURE AGENDA ITEMS

ADJOURNMENT

ITEM 1.1: OVERVIEW OF COMMUNICATIONS AND OUTREACH ACTIVITIES

RESPONSIBLE/LEAD STAFF MEMBER:

Marguerite Patil, Interim Administrator

DISCUSSION:

A comprehensive Public Involvement Program Plan (PI Plan) was developed during earlier stages of the Phase 2 Los Vaqueros Reservoir Expansion Project (LVE Project). The PI Plan described PI Program Objectives and key PI activities, including the preparation of accurate, easy-to-understand, timely information on Project activities and work products. The PI Plan included a thorough analysis of Project stakeholders including local, state and federal agencies, environmental and natural resource organizations, landowners, business and labor organizations, media, and elected officials. The PI Plan also established various PI methods, products and activities and development of the PI Plan led to the creation of the initial Project website, fact sheets, a speakers' bureau, and a customer and stakeholder feedback group. The PI activities have evolved over time to adapt to and align with Project needs, and the long-term practice of maintaining open and transparent communications to all Project stakeholders has continued to benefit the Project.

This item is to allow the Committee members to have a general discussion regarding the nature of the activities the Committee will undertake, which will then be incorporated into the Committee's Charter.

ALTERNATIVES:

The Committee could defer discussion of this item to a later date.

FISCAL ANALYSIS:

None

ENVIRONMENTAL REQUIREMENTS:

Not applicable

EXHIBITS/ATTACHMENTS:

None

ITEM 1.2: DRAFT SOCIAL MEDIA POLICY

RESPONSIBLE/LEAD STAFF MEMBER:

James Ciampa, Interim General Counsel

DISCUSSION:

An important part of the Committee's activities will involve use of the Authority's website and various social media platforms. Attached to this staff report is a draft Social Media Policy for the Committee's review and comments to address the use of these public-facing platforms by both Authority representatives and members of the public.

ALTERNATIVES:

The draft Social Media Policy is presented for discussion purposes and any revisions or other conceptual changes desired by the Committee can be incorporated into a revised draft.

FISCAL ANALYSIS:

Not applicable

ENVIRONMENTAL REQUIREMENTS:

Not applicable

EXHIBITS/ATTACHMENTS:

Draft Social Media Policy

RESOLUTION NO. ___-22-___

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE LOS VAQUEROS RESERVOIR JOINT POWERS AUTHORITY
ADOPTING SOCIAL MEDIA POLICY**

WHEREAS, it is an important principle of the Los Vaqueros Reservoir Joint Powers Authority (the “Authority”) that it is transparent in its dealings with local, state and federal agencies, other stakeholders and members of the public, and that it provides timely information to such persons and entities; and

WHEREAS, the Authority intends to use its website and various social media platforms in connection with its communication and outreach efforts; and

WHEREAS, it is prudent to have in place guidelines to govern the Authority’s use of its website and such social media platforms to ensure the Authority’s messaging is accurate and the rights of the public are protected,

NOW THEREFORE, the Board of Directors of the Los Vaqueros Reservoir Joint Powers Authority hereby adopts the following Social Media Policy.

**LOS VAQUEROS RESERVOIR JOINT POWERS AUTHORITY
DRAFT POLICY REGARDING AUTHORITY SOCIAL MEDIA**

The Los Vaqueros Reservoir Joint Powers Authority (the “Authority”) may utilize various social media channels (e.g., Facebook, Twitter, Instagram, LinkedIn, and YouTube) as a communications tool to provide Authority Members, community members, stakeholders, and water industry and regional partners with information pertaining to, but not limited to, the Authority’s activities and status updates concerning the Phase 2 Los Vaqueros Reservoir Expansion Project (the “Project”).

The Authority will not post, comment, share, or message any material that is related to political campaigns or stances that are not directly related to the Project and related water issues nor will it post, comment, share or message any personal information of its Board of Directors, staff and contractors.

The Authority’s official pages are strictly limited to those found at the Project website (www.losvaquerosjpa.com) and the social media channels directly accessed by the links located on the Project website. Any other page not officially claimed by the Authority and with the aforementioned titles are unaffiliated with the Authority.

The Authority’s social media pages are not intended to address questions or concerns regarding the Project or to provide feedback regarding any Project-related or civic issue. Messages, comments, requests for public records, and any other form of communication directed to the Authority that are received through the Project website “Contact Us” message portal,

email, regular mail or phone will be responded to in a timely manner and directed to the appropriate Authority contact or representative.

The following policy applies to all current and future Authority social media pages including, but not limited to: Twitter, Facebook, YouTube, LinkedIn, and Instagram. The Authority will not edit comments for grammar or spelling but reserves the right to moderate any and all comments and messages, based on the following criteria:

1. Posts containing profanity, hate speech, violence, and offensive or inappropriate language will be deleted.
2. Personal attacks on other users, community members, the Authority's Board of Directors, and staff are prohibited and will be deleted.
3. Posts supporting illegal activity or copyright/trademark infringement will be deleted.
4. Posts that are commercial in nature, fundraising solicitations, and other spam or subject matter that is far off-topic may be hidden from public view and under the review of the Interim Administrator or Executive Director may be deleted.
5. Posts that make statements that are not truthful or considered harmful may be hidden from public view and under the review of the Interim Administrator or Executive Director may be deleted.
6. Posts that contain personal or private information will be deleted to ensure privacy.

The Authority encourages participation by members of the public on its social media channels. However, these pages constitute a limited public use forum. Content on these sites must remain relevant to Authority and the Project. Commentary not related to the Authority or the Project or inappropriate for its audience (including offensive language, personal attacks, attempts to sell a product or service, copyright infringement, or violation of local, state, or federal law) may be removed in order to protect the security of the Authority and Project and the privacy of Authority Directors, staff and contractors. Additionally, any technical disruption, intervention, or "hacking" of the Authority's social media sites will not be allowed and will be subject to criminal investigation.

The Authority reserves the right to remove any post, comment, or message and the right to revoke a user's privilege to post, comment, and share to its website or other pages. Postings and messages are welcome at any time, but in general, the Authority will post and respond to comments during regular Authority business hours, Monday through Friday 8 a.m. to 5 p.m.

Comments posted by others on the Authority's social media pages do not reflect the opinions of the Authority, its Board of Directors, or its staff or contractors. Personal pages and postings of the Authority's Board of Directors and employees do not reflect the opinions of the Authority.

This posting policy is subject to change at the discretion of the Authority.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Los Vaqueros Reservoir Joint Powers Authority this ___ day of _____, 2022, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Angela Ramirez Holmes, Chair

ATTEST:

Ellen Wehr, Secretary

ITEM 1.3 RECORDS RETENTION POLICY APPROACH

RESPONSIBLE/LEAD STAFF MEMBER:

James Ciampa, Interim General Counsel

DISCUSSION:

Local agencies typically adopt a Records Retention Policy and schedule that sets forth periods for which various categories of documents are retained and after which such records may be destroyed. It is appropriate for the Authority to have its own Records Retention Policy. However, the Authority is in a unique situation with Contra Costa Water District (“CCWD”), as the Interim Administrator, holding most of the Authority’s records.

This item is intended to provide direction for staff as to how the Committee desires to approach development of the Authority’s Records Retention Policy – perhaps by incorporating CCWD’s policy or by developing a separate policy.

ALTERNATIVES:

Committee discretion

FISCAL ANALYSIS:

No fiscal impact at this time.

ENVIRONMENTAL REQUIREMENTS:

Not applicable

EXHIBITS/ATTACHMENTS:

None

ITEM 1.4 SCHEDULING FUTURE COMMITTEE MEETINGS

RESPONSIBLE/LEAD STAFF MEMBER:

Marguerite Patil, Interim Administrator

DISCUSSION:

It is recommended that the Committee discuss the establishment of regular Committee meeting dates and times to reduce the administrative burden for scheduling meetings and support more effective planning for future meetings. In addition, the Committee will need to discuss the proposed location of future Committee meetings once in-person meetings can proceed. As with the Authority Board meetings, the Brown Act requires the Committee meetings occur within the Authority's geographic jurisdiction.

ALTERNATIVES:

The Committee could defer discussion of this item to a later date.

FISCAL ANALYSIS:

Not applicable

ENVIRONMENTAL REQUIREMENTS:

Not applicable

EXHIBITS/ATTACHMENTS:

None