



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

Regular Meeting  
June 22, 2022 – 10:00 a.m.

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**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/85618955578?pwd=NzdZZDBua3JiT3h6eWgzRDVJOWx2Zz09>**

**Passcode: 274615**

**Or Telephone:**

**US: +1-669-900-6833**

**Webinar ID: 856 1895 5578**

**Passcode: 274615**

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](mailto:rperea@lagerlof.com) by 4:00 p.m. on June 21, 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](http://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**

**1.1 April 27, 2022 Communications and Outreach Committee Meeting Summary**

**1.2 Revised Draft Social Media Policy**

**1.3 Draft Records Retention Policy**

**1.4 Draft Communications and Outreach Committee Charter**

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**ITEM 1.1: APRIL 27, 2022 COMMUNICATIONS AND OUTREACH COMMITTEE MEETING SUMMARY**

**RESPONSIBLE/LEAD STAFF MEMBER:**

James Ciampa, Interim General Counsel

**DISCUSSION:**

Attached for the Committee's information is the summary prepared for the April 27, 2022 Communications and Outreach Committee meeting.

**ALTERNATIVES:**

Any suggested revisions to the attached summary will be considered.

**FISCAL ANALYSIS:**

Not applicable.

**ENVIRONMENTAL REQUIREMENTS:**

Not applicable.

**EXHIBITS/ATTACHMENTS:**

Summary from April 27, 2022 Communications and Outreach Committee meeting



## SUMMARY OF REGULAR MEETING OF Communications and Outreach Committee

April 27, 2022 – 10:00 a.m.

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Present at the meeting were Chair, Angela Ramirez Holmes, and Committee members Ernesto Avila and Ricardo Ortega.

**Overview of Communications and Outreach Activities:** Interim Administrator Patil provided a summary of the Public Involvement Program Plan (PI Plan) Contra Costa Water District (CCWD) 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 and work products.

Committee members discussed the nature of the activities the Committee will undertake, which will then be incorporated into the Committee's Charter. Ms. Patil provided additional information in answer to questions posed by members of the Committee. Based on the discussion, Ms. Patil advised that she would prepare a presentation on the PI Plan and a draft of the annual plan which will include historical versus current practice with a focus on goals to be included in the Committee Charter. A phased plan was suggested pending the appointment of the Executive Director.

The Committee discussed possible goals for the Committee and agreed on the following goals, which will be included in the Committee Charter:

1. Provide accurate, timely and easy-to-understand information on Project activities;
2. Maintain open and transparent communications with stakeholders;
3. Ensure the Authority's accessibility standards for information are met;
4. Support the annual Communications and Outreach Plan to ensure it is consistent with the Authority's goals and objectives; and
5. Seek input from stakeholders, other agencies and the public.

Discussion followed regarding the content of the introductory paragraph to the Charter. Staff was asked to begin work on the Committee Charter.

**Draft Social Media Policy:** Interim General Counsel Ciampa advised that an important part of the Committee's activities will be use of the Authority's website and various social media

platforms. He reviewed the draft Social Media Policy that was included in the meeting materials. The Committee discussed the Policy content and suggested additions and changes to the Policy. In particular, the Committee members requested clarification concerning to whom the policy applied and how to handle any breach of the policy. The Chair suggested incorporating the Authority's Decorum Policy and adding a provision on ethics compliance. It was the consensus of the Committee to bring a revised draft of the policy back for discussion at the next Committee meeting.

**Records Retention Policy Approach:** Interim General Counsel Ciampa advised that local agencies typically adopt a Records Retention Policy and Schedule that sets forth periods for which various categories of documents must be retained and after which such records may be destroyed. He stated the Authority should have its own Records Retention Policy and Schedule. However, the Authority is in a unique situation with CCWD being the Interim Administrator, holding most of the records pertaining to the Project. He also stated it would be prudent to have the Authority's Records Retention Policy be consistent with CCWD's records retention periods.

Discussion followed 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. It was the consensus of the Committee to adopt relevant portions of CCWD's policy and establish separate e-mail and website retention periods for the Authority. Staff will bring back a draft Records Retention Policy and Schedule at the next Committee meeting.

**Scheduling of Future Committee Meetings:** Interim Administrator Patil stated the Committee should establish a regular Committee meeting schedule to support more effective planning for future meetings. In addition, the Committee discussed the proposed location of future Committee meetings once in-person meetings can proceed. After discussion, it was the consensus of the Committee to meet on the fourth Wednesday of every other month at 10:00 a.m. Subsequent meetings are scheduled for: June 22, 2022, August 24, 2022 and October 26, 2022. Interim General Counsel Ciampa will send out meeting invites for those future meetings.

**Future Agenda Items:** Interim Administrator Patil mentioned the following upcoming items: (1) Updates to fact sheets and website; and (2) website accessibility and statement of compliance relative to ADA requirements.

The meeting adjourned at 11:13 a.m.

*James D. Ciampa*

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James D. Ciampa  
Interim General Counsel

**ITEM 1.2: REVISED 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 the revised draft Social Media Policy for the Committee's further review and comment, which incorporates redlined revisions as discussed at the April 27 Committee meeting.

**ALTERNATIVES:**

The revised 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:**

Revised 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  
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 of the public, 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”). This Policy is intended to establish guidelines to govern the Authority’s use of its website and those social media platforms to ensure the Authority’s messaging is accurate and the rights of the public are protected. This Policy applies to the Authority and its representatives in their use of social media on the Authority’s behalf and to any other persons or entities who use a social media platform affiliated with the Authority as described below.

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. All postings shall be subject to the Authority’s Policy regarding Decorum During Board of Directors’ Meetings and Establishing Rules of Conduct for Directors (Resolution No. 3-2022-03), which is incorporated herein in full by this reference. In utilizing any Authority social media platforms, Directors and Alternate Directors must comply with all applicable laws and regulations applicable to their service as members of the Authority’s Board of Directors, including, without limitation, the Political Reform Act and Fair Political Practices Commission regulations, Government Code Section 1090 and the Brown Act.

The Authority's official pages are strictly limited to those found at the Project website ([www.losvaquerosjpa.com](http://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 provide information address questions or concerns regarding the Project, but may not be consistently monitored with respect to requests for responsive information, 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 should be delivered through that are received through the Project website "Contact Us" message portal, email, or regular mail. Such messages, comments, requests or other communications or phone will be responded to in a timely manner. Members of the public should visit the Project's website for further detailed information regarding the Authority and the Project. ~~and directed to the appropriate Authority contact or representative.~~

This e-following p 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 including 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, 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. 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.

~~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 p~~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     DRAFT RECORDS RETENTION POLICY**

**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. Based on the discussion at the April 27 Committee meeting, we have prepared the attached resolution that would establish the Records Retention Policy for the Authority and would incorporate a summary schedule based on the general categories set forth in Contra Costa Water District's Records Retention Schedule. More information on that summary schedule will be provided at the Committee meeting. That summary schedule would be accessible through the Authority's website. In addition, we have added specific provisions to the resolution that addresses electronic and e-mail records.

**ALTERNATIVES:**

Committee discretion

**FISCAL ANALYSIS:**

No fiscal impact at this time.

**ENVIRONMENTAL REQUIREMENTS:**

Not applicable

**EXHIBITS/ATTACHMENTS:**

Draft Records Retention Policy

**RESOLUTION NO.   -22-**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE**  
**LOS VAQUEROS RESERVOIR JOINT POWERS AUTHORITY**  
**ESTABLISHING RECORDS RETENTION POLICY**

**WHEREAS**, the Los Vaqueros Reservoir Joint Powers Authority (the “Authority”) is committed to transparency in preserving and managing its records, but doing so in an efficient and cost effective manner; and

**WHEREAS**, Contra Costa Water District (“CCWD”) currently serves as the Authority’s Interim Administrator and has been the lead agency for Phase 2 of the Los Vaqueros Reservoir Expansion Project (the “Project”) and stores and manages the Authority’s and Project’s records; and

**WHEREAS**, CCWD has an established a Records Retention Schedule that efficiently and cost effectively manages the storage, retention and destruction of CCWD’s and the Project’s records in accordance with industry best practices and in compliance with applicable law; and

**WHEREAS**, the Authority’s Directors find and determine that implementing certain portions of CCWD’s established Records Retention Schedule through a summary schedule will allow the Authority to most efficiently and cost effectively store, retain and destroy the Authority’s records in accordance with industry best practices and in compliance with applicable law,

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LOS VAQUEROS RESERVOIR JOINT POWERS AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Adoption of Summary of Relevant Portions of CCWD Records Retention Schedule. The Authority hereby adopts the general practices set forth in CCWD’s Records Retention Schedule, as summarized in the schedule attached as Exhibit A to this Resolution, which shall be housed on the Authority’s website and revised from time to time upon approval of the Board of Directors to reflect the Authority’s ongoing operations and administration.

Section 3. Electronic Records and E-Mail Correspondence. Notwithstanding Section 2, above, the following provisions shall apply to the Authority’s electronic records and e-mail correspondence:

**Electronic Records and Email Correspondence** – Electronic records will be retained as if they were paper documents (such electronic records include e-mails and text messages received on any communication device the Authority may provide for Authority business). Therefore, any electronic files that can be categorized into one of the document types on the applicable Records Retention

Schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep email correspondence, the message should be printed in hard copy and kept in an appropriate file or moved to an electronic archive file folder. In an effort to maintain and purge dated correspondence, the email server has an internal electronic retention timer for messages sent and received. All email correspondence will be deleted and purged from the server following at least two years of retention. However, any records attached to email correspondence must be retained in accordance with the applicable Records Retention Schedule category for that attached document. Notwithstanding the foregoing, e-mail correspondence the Authority or its staff receives that does not pertain to the Authority's business (for example, unsolicited advertisements) may be deleted immediately. Any e-mails, text messages or other electronic messages that any Authority Director, Alternative Director or staff member receives on his or her personal electronic devices or personal e-mail accounts, which are not provided by the Authority and do not relate to Authority's business, are not Authority records and therefore are not subject to retention under this Policy.

Section 4. Direction to Administrator and Staff. This Resolution shall take effect immediately and the Authority's Interim Administrator, Executive Director (once engaged) and other Authority staff are hereby directed to immediately take any and all actions necessary to implement this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Los Vaqueros Reservoir Joint Powers Authority this \_\_\_\_ day of \_\_\_\_\_, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Angela Ramirez Holmes, Chair

ATTEST:

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Ellen Wehr, Secretary

**EXHIBIT A**

[TO BE DISTRIBUTED AT COMMITTEE MEETING]

**ITEM 1.4     DRAFT COMMUNICATIONS AND OUTREACH COMMITTEE  
CHARTER**

**RESPONSIBLE/LEAD STAFF MEMBER:**

James Ciampa, Interim General Counsel

**DISCUSSION:**

Section 4.3 of the Authority's Bylaws states that after each committee is formed, it is to develop a charter that sets forth the subject matter areas and scope of activities for that committee and, in conjunction with the Administrator or Executive Director, to develop an annual work plan for the committee. Section 4.3 further provides that committee charters are to be provided to and approved by the Board of Directors.

Based on the discussions from the April 27 Committee meeting regarding the Committee's proposed activities, attached for the Committee's review and further discussion is a draft Communications and Outreach Committee Charter.

**ALTERNATIVES:**

The Committee could recommend revisions to the draft Charter or defer action on this item to a later date.

**FISCAL ANALYSIS:**

None

**ENVIRONMENTAL REQUIREMENTS:**

Not applicable

**EXHIBITS/ATTACHMENTS:**

Draft Communications and Outreach Committee Charter

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## **LOS VAQUEROS RESERVOIR JOINT POWERS AUTHORITY COMMUNICATIONS AND OUTREACH COMMITTEE CHARTER**

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### **INTRODUCTION AND PURPOSE**

The Communications and Outreach Committee will assist the Authority's Board of Directors by acting as a conduit for the Authority's communications and outreach efforts to other governmental entities, Project stakeholders and members of the public. The Communications and Outreach Committee will collaborate with Authority staff in developing an effective communications plan to ensure delivery of accurate and timely information and messaging concerning the Project.

### **STRUCTURE AND ORGANIZATION**

The Communications and Outreach Committee will be served by a minimum of three members appointed by the Chair of the Authority's Board of Directors.

### **MEETINGS AND OPERATIONS**

The Communications and Outreach Committee will establish a regular meeting schedule to accommodate the availability of its members. Meetings will be held in accordance with the Brown Act (Government Code Sections 54950 et seq.). The Communications and Outreach Committee will prepare summaries of items discussed at its meetings and report activities, discussions and recommendations to the Board of Directors.

### **COMMITTEE GOALS**

1. Provide accurate, timely and easy-to-understand information on Project activities;
2. Maintain open and transparent communications with stakeholders;
3. Ensure the Authority's accessibility standards for information are met;
4. Support the annual Communications and Outreach Plan to ensure it is consistent with the Authority's goals and objectives; and
5. Seek input from stakeholders, other agencies and the public.

### **SCOPE OF WORK AND RESPONSIBILITIES**

The Communications and Outreach Committee shall have the following responsibilities, and any other responsibilities reasonably related to its purpose or assigned by the Chair of the Board of Directors:

- Take necessary actions to achieve the Committee Goals specified above.

- Collaborate with Authority staff in developing the annual Communications and Outreach Plan.
- Review policies adopted by the Board of Directors regarding communications and outreach issues on a periodic basis to determine appropriate or necessary revisions.
- Provide input on other issues determined by the Board of Directors or Chair of the Communications and Outreach Committee.
- Annually review this Charter and make appropriate recommendations to the Board of Directors for any necessary revisions.

**CHARTER APPROVAL AND ADOPTION**

This Charter represents the framework for the conduct of the Communications and Outreach Committee. As recommended by the Communications and Outreach Committee, this charter shall be reviewed, considered and adopted by the Authority’s Board of Directors and reviewed from time to time by the Committee and Board.

**ADOPTED** by the Board of Directors of the Los Vaqueros Reservoir Joint Powers Authority on \_\_\_\_\_, 2022.

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Angela Ramirez Holmes, Chair

ATTEST:

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Ellen Wehr, Secretary