

Highgrove Municipal Advisory Council Meeting Minutes

October 30, 2019 6:30 pm

Highgrove Library: 530 Center St. Riverside, CA 92507

I. Call to order

Land Use Policy Advisor Wendell Bugtai called to order the regular meeting of the Highgrove Municipal Advisory Council (MAC) at 6:30 pm on 10/30/19 at the Highgrove Library.

II. Introduction of new MAC Members

Board members were asked to introduce themselves. They are:

Jeff Girod

Kathryn Grimble

Jennifer Grob

Rachelle Roman

Cristina Tejada

And alternate members:

Shannon M. Mead

Ismael Tejada

III. Expectations/Agenda Process

Bugtai briefly explained the role of the Highgrove MAC. The Highgrove MAC is advisory to Supervisor Karen Spiegel and meets quarterly on the last Wednesday of the scheduled month.

IV. Selecting Chair, Vice Chair and Secretary

Cristina Tejada was elected Chair, Rachelle Roman as Vice Chair and Jeff Girod as Secretary. Roles of each position were explained. Tejada will be responsible for conducting MAC meetings. Roman will conduct meetings when Tejada is unavailable. Girod is responsible for documenting the proceedings of each MAC meeting and providing a written account that will be shared via Supervisor Spiegel's website.

V. Brown Act Training for board members

Deputy County Counsel Sarah Moore conducted a workshop on how to run a MAC meeting, council policies, rules of order, responsibilities and the Brown Act. Key points included:

- a) A majority of MAC members may not consult outside of a noticed meeting.
- b) Meetings include any communication among a majority to hear, discuss, or deliberate on public business (e-mail, telephone calls, serial meetings, etc.)
- c) Legislative Body includes committees, commissions, and advisory boards (except ad hoc committees of less than a quorum).
- d) Attendance of quorum at other events is not a violation as long as no business of the MAC is discussed.
- e) Appearances matter. When in doubt, disclose.
- f) Assume all information is public or will become public.
- g) Don't discuss county business with fellow decision-makers outside noticed public meetings or legally permitted closed meetings.

VI. Public Comments

- a) Barney Barnett stated that he has been a resident of Highgrove since 1947 and served 25 years on the previous version of the MAC. Barnett said he was concerned that his newspaper, the Highgrove Happenings, had not been notified of the meeting time and location. Bugtai said that he would notify Barnett of future meetings and would share the information via the NextDoor app and possibly Facebook.
- b) Monica Moore also expressed concern about lack of communication regarding meeting times and location. She also suggested that the community be surveyed so that future meetings can address its concerns.
- c) The concern was shared that all current MAC members and alternates are residents of the new housing community Spring Mountain Ranch and do not represent the interests of other residents. Bugtai explained that there were a limited amount of applications from other residents within Highgrove.

VII. Adjournment

MAC President Tejada adjourned the meeting at approximately 8 pm.

Next meeting is scheduled for 6:30 pm on January 29, 2020 at the Highgrove Library.

Minutes submitted by:

A handwritten signature in black ink, appearing to read "Jeff Girod". The signature is written in a cursive style with a large initial "J" and "G".

Jeff Girod, Secretary

Minutes approved by Highgrove Municipal Advisory Council on Jan. 29, 2020