



## Lower Russian River Municipal Advisory Council

In accordance with Executive Order AB361 regarding the Brown Act for public meetings during the public health emergency, the River MAC meeting will be held virtually. The meeting will be on Zoom and on Facebook live, links below. After the event, videos are available both on Facebook and on YouTube. YouTube Channel can be found under Sonoma County 5<sup>th</sup> District.

Please click the link below to join the webinar:

<https://sonomacounty.zoom.us/j/99144834291?pwd=RII3Qm1iM0M1aZvVGNhOU9JYkQ1dz09>

Passcode: 460814

Or One tap mobile :

US: +16699009128,,99144834291# or +16694449171,,99144834291#

### Agenda

August 18th, 2022

5:30 – 7:30 pm

The Lower Russian River Municipal Advisory Council welcomes you to its meeting. Your interest and participation are encouraged and appreciated. Questions and comments may be entered in the zoom Q&A.

**Call to Order**

Clerk

**Pledge of Allegiance**

Chair

**Roll Call**

Chair

**Approval of Agenda**

Chair Pip Marquez de la Plata

**Statement of Conflict of Interest:** This is the time for the Chair, Vice Chair and Councilmembers to indicate any statements of conflict of interest for any item listed on this agenda.

**Correspondence**

**Consent Calendar**

**Council Member Comment:** on Matters not listed on the Agenda:

Comments are restricted to matters within the Board's jurisdiction. Please be brief and limit spoken comments to one minute.

**Public Comment:** on Matters not listed on the Agenda:

Comments are restricted to matters within the Board's jurisdiction. Please be brief and limit spoken comments to two minutes.

### Regular Calendar Items

- Supervisor Lynda Hopkins
  - Vacation Rental Update
- Pavement Preservation Program Overview and Update
- Create Roads AdHoc to develop mechanism and process to submit Roads for consideration in the Pavement Preservation Program

- Approval of Amendment to term limit bylaws change.  
The current bylaws state: "Section 2. Terms. A membership is a two-year period. The River MAC members may be reappointed. Members may serve a maximum of two terms (five year in total for those whose initial term was three years)."  
Because many of our smaller communities find it difficult to meet this requirement, Supervisor Hopkins and your MAC Chairs suggest that this be updated to "Section 2. Terms. A membership term is a two-year period. The River MAC members may be reappointed."

#### **Committee/Staff/Council member reports**

- AdHoc Reports (limited to 5 minutes each)
- Staff Report on ongoing issues

#### Documents related to open session agendas:

Any writings or documents provided to a majority of the Lower Russian River Municipal Advisory Council regarding any item on this agenda after the posting of this agenda and not otherwise exempt from disclosure will be made available for public review at 575 Administration Drive, Room 100-A, Santa Rosa, CA, during normal business hours.

#### Disability Accommodations:

The Lower Russian River Municipal Advisory Council will make reasonable accommodations for persons having special needs due to disabilities. Please contact the Fifth District Field Representative at 707-565-2866 during regular business hours at least 48 hours prior to the meeting to ensure necessary accommodations are made.

#### River MAC

Please visit the Lower Russian River MAC pages on the County website for agendas, including meeting location and time: [SonomaCounty.ca.gov/lrrmac](http://SonomaCounty.ca.gov/lrrmac).



# LOWER RUSSIAN RIVER MUNICIPAL ADVISORY COUNCIL

## BYLAWS

Approved by the Sonoma County Board of Supervisors on September 25, 2018

Modified on November 13, 2018

Modified on June 18, 2020

### ARTICLE I - NAME

The name of this Municipal Advisory Council shall be the Lower Russian River Municipal Advisory Council ("River MAC").

### ARTICLE II - AUTHORITY AND PURPOSE

**Section 1.** In order to facilitate community engagement, the River MAC will make recommendations to the Board of Supervisors and other County decision makers on Advisory Topics such as:

- a. Land Use and Event Permit Applications as referred by Permit Sonoma, District Supervisor, or the Chair of the River MAC Land Use Committee
- b. General Plan Amendments or Lower Russian River Plan development as referred by Permit Sonoma
- c. Prioritization of Transportation and Transit Improvements when requested by the District Supervisor
- d. Health and Human Safety-Net Services when requested by the District Supervisor
- e. Additional Community Topics Requested by the District Supervisor or by the River MAC members.

**Section 2.** The duties of the River MAC shall include:

- a. Hold regular open and public meetings;
- b. Study and analyze the Advisory Topics;
- c. Keep the District Supervisor informed of any issues related to Advisory Topics within the community;
- d. Provide advisory recommendations on the Advisory Topics and annual reports to the Board;
- e. Comply with Sonoma County Municipal Advisory Council Policies and Procedures.

### ARTICLE III – MEMBERSHIP

**Section 1.** Membership. The membership of the River MAC shall be nine members.

Requirements for membership include: members must reside within the boundaries of the Municipal Advisory Council, and be at least 18 years of age. There are no requirements for property ownership or citizenship. The District Supervisor will select members based on the following criteria:

- a. The Fifth District Supervisor and staff have identified sub-areas within the Lower Russian River MAC Boundaries as below. These sub areas may be re-visited should cause arise to do so.
- b. The River MAC will have the following representation:

Forestville: 2 Representatives, 1 Alternate

Hacienda: 1 Representative, 1 Alternate

Rio Nido: 1 Representative, 1 Alternate

Guerneville: 2 Representatives, 1 Alternate

Monte Rio/Villa Grande: 1 Representative, 1 Alternate

Cazadero and Duncans Mills: 1 Representative, 1 Alternate

Pocket Canyon: 1 Representative, 1 Alternate

- c. The Fifth District Supervisor will lead the community in an exercise to elect representatives and

alternates to serve on the MAC using the identified sub-areas as a framework for the composition of the MAC. The election process is conducted by the District Supervisor and staff of Lower Russian River MAC members.

d. The District Supervisor shall submit elected applicants to the Board of Supervisors for appointment. Appointments shall be posted in accordance with the Maddy Act (Government Code section 54970 *et seq.*).

**Section 2.** Terms. A membership term is a two-year period. The River MAC members may be reappointed. Members may serve a maximum of two terms (five years in total for those whose initial term was three years).

**Section 3.** The Board of Supervisors shall classify the initial members into two classes. Class A shall consist of five members; Class B shall consist of four members. Class A shall have an initial membership term of two years. Class B shall have an initial membership term of three years. Thereafter, each member's term shall be two years. The District Supervisor shall determine which members shall serve the initial three-year term.

**Section 4.** Attendance. Members are expected to attend all meetings of the River MAC. Absence from two consecutive or three cumulative absences from the River MAC meetings in a twelve-month period may result in removal.

**Section 5.** Removal. The District Supervisor may, in his or her discretion, recommend removal of a member to the Board of Supervisors. A majority vote by the Board is necessary to remove a member.

**Section 6.** Vacancies. A vacancy shall exist when a member dies, or submits a written resignation to the District Supervisor, or has been removed as set forth in Section 6. When a vacancy occurs, the District Supervisor will fill the vacancy consistent with membership criteria and submit recommendations to the Board of Supervisors for appointment.

## **ARTICLE IV- MEETINGS**

**Section 1.** Brown Act. All meetings of the River MAC and, its committees and subcommittees, shall comply with the Brown Act (Government Code section 54950 *et seq.*).

**Section 2.** Regular Meetings. Regular meetings of the River MAC shall be held regularly at an established date, time and place open to the public. Notice of the meeting time and place should be given to the public and the MAC members at least seventy-two (72) hours before the meeting.

**Section 3.** Special Meetings. The Chair may call and preside over special meetings. The Chair may call a special meeting by providing notice of the time, place, and agenda to each member and the public at least (twenty-four) 24 hours before the special meeting. Only items on the agenda of the special meeting may be considered at said special meeting.

**Section 4.** Quorum. A quorum of the River MAC must be present at any regular or special meeting in order for a decision to be made on any matter. A quorum is defined as a majority of Lower Russian River MAC members or voting alternates.

**Section 5.** Voting. While the River MAC will strive for consensus, every official action taken by the River MAC shall be adopted by a quorum vote. An alternate of the Lower Russian River MAC may vote under the following circumstances:

1) If a member of the MAC is absent from a meeting and the alternate replaces the Lower Russian River MAC member for the full meeting;

2) If a member of the MAC recuses themselves from an item the alternate may replace the Lower Russian River MAC member for the full meeting. If an alternate is sitting for a Lower Russian River MAC member and the agenda includes items continued from a prior meeting, the alternate must state on the record that she/he has reviewed the relevant materials for the items on the agenda, including the minutes (if available) from the prior meeting.

**Section 6.** Abstention. When any member abstains from participation in any matter before the River MAC because of a conflict of interest, that member shall not be counted as present for purposes of determining whether or not there is a quorum. An alternate may fill the Lower Russian River MAC member's seat as outlined in sections four and five.

**Section 7.** Secretary/District Staff Liaison. Administrative support for the Lower Russian River MAC shall be provided by staff identified by the District Supervisor, a voluntary agreement, contract, or other means. District

**Section 8.** Notice. The Lower Russian River MAC meetings will be open and public, with notice of the time and place given to the public and the River MAC members at least seventy-two (72) hours before the time of regular meetings and at least twenty-four (24) hours before special meetings.

**Section 9.** Public Comment. At each Lower Russian River MAC meeting, members of the public will be given the opportunity to directly address the items on the agenda before being voted on, and on Advisory Topics within the jurisdiction of the River MAC.

## **ARTICLE V – ADMINISTRATIVE ROLES**

**Section 1.** The River MAC shall have a Chair and Vice Chair. The District Supervisor shall appoint the first Chair and Vice Chair. After that, the Lower Russian River MAC will elect the Chair and Vice Chair annually. The Chair and Vice Chair will serve for one (1) calendar year, or until replaced by the District Supervisor.

**Section 2.** Chair. The Chair shall preside at all meetings of the Lower Russian River MAC and call for special meetings. The Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

**Section 3.** Vice Chair. In the Chair's absence, the Vice Chair shall assume the Chair's responsibilities. The Vice Chair shall carry out the duties listed in the Sonoma County Municipal Advisory Council Policies and Procedures.

## **ARTICLE VI - COMMITTEES AND SUBCOMMITTEES**

**Section 1:** The Lower Russian River MAC may establish single-purpose committees or subcommittees, consisting solely of less than a quorum of MAC members on an as-needed basis by a quorum vote. All committees and subcommittees shall have a life of one year, with the possibility of extension by the MAC after review. The committees and subcommittees may conduct research, meet with members of the community and develop recommendations to bring back to the MAC in an open and public meeting. If the committees and subcommittees continue for a longer term, they will become standing committees and must comply with the open and public meeting requirements of the Brown Act. Alternate non-voting council members may serve on committees which shall not exceed more than four (4) members.

## **ARTICLE VII – CONTRACTS**

**Section 1.** The Lower Russian River MAC and/or members thereof shall not have the power or authority to bind the County of Sonoma by any contract or agreement.

## **ARTICLE VIII – MANDATE FOR COMMUNITY ENGAGEMENT**

**Section 1.** Community engagement is paramount to the success of the Lower Russian River MAC. Lower Russian River MAC members have approved a Communications Plan that guides community engagement and outreach. It is recommended that the Communications Plan be reviewed and updated as necessary when the number of new council members equal to or more than a quorum.

**Section 2.** The Communications Plan includes guidelines for outreach and engagement for Council members.

## **ARTICLE IX - CONFLICT OF INTEREST/GRIEVANCES**

**Section 1.** Conflict of Interest. The Lower Russian River MAC members will not involve themselves in official Lower Russian River MAC activities that could materially benefit them personally, their business interests, or the interests of organizations that they represent. In a conflict of interest, the member will abstain from voting, and the abstention will be recorded in the minutes.

**Section 2.** Members and staff will comply with State of California laws regarding conflict of interest for publicly appointed bodies, including the Political Reform Act. The Lower Russian River MAC will implement the procedure for resolving conflicts of interest in the Sonoma County Municipal Advisory Council Recommended Policies and Procedures.

## **ARTICLE X – AMENDMENTS**

**Section 1.** A recommendation to the Board of Supervisors to amend these bylaws may be made at any regular meeting of the River MAC by a quorum vote of Lower Russian River MAC. The amendment will not be effective until and unless it is approved by majority vote of the Board of Supervisors.

## **ARTICLE XI – MINUTES**

**Section 1.** There shall be minutes of the Lower Russian River MAC meeting proceedings. The Lower Russian River MAC administrative staff shall be responsible for minutes and will be responsible for the sending of minutes to all Lower Russian River MAC members, the District Supervisor, and members of the public who request them. A record of minutes will be maintained by the Lower Russian River MAC secretary.

## **ARTICLE XII – RECORDS**

**Section 1.** Records of all Lower Russian River MAC agendas, minutes, meeting materials, records of action, annual reports, and external communications from at least the prior two years shall be maintained by the Lower Russian River MAC Secretary and retained at a location designated by the District Supervisor. These records shall be available for public inspection and copying as required by the Public Records Act (Government Code section 6250 *et seq.*).

## **ARTICLE XIII - PARLIAMENTARY AUTHORITY**

Except as otherwise provided by law, these bylaws, or rules adopted by the Board of Supervisors, Rosenberg's Rules of Order shall be the parliamentary authority of the Lower Russian River MAC.

#### **ARTICLE XIV – LEGAL COMPLIANCE**

The Lower Russian River MAC shall comply with the legal requirements of the County of Sonoma, the State of California, and with federal funding sources. Nothing in these bylaws shall be interpreted to be inconsistent with the ordinances of the Sonoma County Board of Supervisors.

#### **ARTICLE XV - EFFECTIVE DATE**

These bylaws and future amendments thereto, unless otherwise specified, shall become effective upon adoption by the Sonoma County Board of Supervisors.

Approved by the Sonoma County Board of Supervisors on September 25, 2018.

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James Gore, Chair, Sonoma County Board of Supervisors