

DEVELOPMENT SERVICES DEPARTMENT

COUNTY OF EL DORADO

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TO: Plant and Wildlife Technical Advisory Committee (PAWTAC)

FROM: Monique Wilber, Sr. Planner

DATE: May 12, 2009

RE: Consensus and informal minutes of PAWTAC meeting attendees of May 12, 2009 meeting

Five members of PAWTAC were in attendance, one staff member attended, and two guests were present.

Members were updated on the status of the INRMP RFP. It is on the Procurement and Contracts webpage (go to the EDC home page, choose Departments, choose Procurement, choose Invitation to Bid, and scroll to the bottom). The last day for consultant questions is May 29, and the closing date to bid is June 11.

Members discussed changing from the current informal discussion format to a formal committee format with voting and minutes. The Board made clear that they want consensus recommendations coming from the committee (and it is appropriate to have a minority/dissenting opinion report). Members were in consensus that this would be beneficial, however, more members needed to be in attendance to vote on this matter.

Attending members were in consensus that the discussion of changing formats should be the focus of the next meeting to be held at 9:00 a.m. on Tuesday, June 9, 2009. Discussion items could include the following:

1. What are the important rules that the committee should follow? Such as:
 - a. What constitutes a quorum? Members present suggested 50% of membership plus one member;
 - b. Formalizing majority/minority reports for Board recommendations. Members suggested that majority/minority reports be prepared and then reviewed at the following meeting; and
 - c. How detailed should the minutes be? Members suggested that a bullet summary of items discussed as well as action items would be appropriate.

2. Appoint a Chair and a Vice-Chair. Members suggested that an annual rotation was appropriate.
3. Appoint a recording Secretary. Members recommended that a staff member take notes as lead agency in order to maintain County records, rather than having a PAWTAC member act as Secretary. Staff stated that a staff member is being reassigned; the County does not have a replacement staff member due to budgetary cutbacks and the remaining staff member is facilitating the group, which makes note taking difficult.
4. Meeting Schedule –
 - a. Should PAWTAC keep meeting monthly or take another look at meeting frequency when consultant comes on board?
 - b. Should the meeting date and time remain the same? Tuesdays are difficult for staff and some members due to the Board meeting – and the PAWTAC members that could only meet on Tuesdays have not been coming to meetings.
 - c. Should there be a mandatory RSVP? Staff occasionally receives regrets from attendees, but it could be frustrating (especially for members that are traveling a distance) for members to come, and then not have a quorum present.
5. Brown Act – remember that agendas must be publicly posted 72 hours in advance. Members desire to have County Counsel come and give a talk about the Brown Act, what is allowed and what isn't, and regarding the legal difference between an advisory committee and a commission.
6. Will PAWTAC and ISAC members be allowed to view consultant proposals received? Or will a couple of PAWTAC and ISAC members be invited to be part of the evaluation committee? Members suggested it would be appropriate for both PAWTAC and ISAC to make their committee recommendations on consultants to the Board. (Action item for staff – follow up with Principal Planner and Director regarding the Evaluation Committee)

Staff will send a reminder email for the next meeting to encourage more PAWTAC members to attend in order to obtain a quorum present.

Staff member Monique Wilber will be available until the end of May, due to her reassignment to the State; June 1st and beyond, PAWTAC members should contact Peter Maurer regarding PAWTAC or the INRMP.

Next meeting to be held at 9:00 a.m. on Tuesday, June 9, 2009.