

**CITY OF HUNTINGTON BEACH
HISTORIC RESOURCES BOARD**

MEETING MINUTES

Wednesday, November 7, 2012, 5:00 P.M.

City Hall, Room B-7, 2000 Main St., Huntington Beach, CA 92648

I. Call to Order/Roll Call – Alvarez, Haynes, Schey, Watkins, Santiago; Staff Liaison: Ricky Ramos; Guests: Connie Boardman, Michael Vigliotta.

II. Approval of Minutes – Minutes approved as amended to correct Lorie Payne to Laurie Frymire. DW (1) GA (2)

III. Public Comments – None

IV. Welcome and Introduction – Chair Haynes, welcomed and opened the meeting.

V. Review of Brown Act and Email Policy – Michael Vigliotta presented review of Brown Act noting numerous specific items including the strict adherence to agenda during meetings, future agenda items must be specified at a preceding meeting, no “serial meetings” may ensue (defined as communications outside of a published meeting such as chain email communications), no “collective concurrence” may occur among members outside of a published meeting. He also explained the necessity of avoiding “spoke & hub” or “daisy chain” communications in which various members respond to emails creating a de facto meeting outside a published meeting. Additional information included in Materials Distributed. Councilwoman Boardman reported that no email protocol exists. She has written one which was approved by City Attorney McGrath. See Materials Distributed.

VI. Oral Communication and Presentations – Design Review Board: Schey reported on DRB action – not of historic nature.

VII. Administrative – Taping meetings. Tabled until next meeting BH (1) GA (2); Ramos noted upcoming ethics training sessions.

VIII. Current Issues –

1. Draft Historic Context and Survey Report – Ramos reported that additional work addressing HRB concerns in process; expects staff to receive product in approximately two weeks.
2. Wintersburg Japanese Church – Santiago has reviewed the draft EIR prepared by the city and its consultant; stated it was extremely thorough but still has issues that required HRB comments.
3. Main Street Library – Schey reported that draft presentation is complete; Santiago to assist in selection of photos to display at presentation since none are labeled.
4. Triangle Park Sign – Gloria Alvarez will continue to monitor and participate in relevant meetings as needed.
5. Oral History Project – Schey reported willingness to proceed including training interviewers if potential subjects are identified. Watkins to acquire equipment as previously approved.
6. Walking Tour Filming – Haynes explained that she continues to work to schedule meeting with producer of film.
7. Historic Signs – Schey will present her PowerPoint presentation at the next meeting.

VIII. Materials Distributed – *Open & Public IV: A Guide to the Ralph M. Brown Act*, 2nd ed. League of California Cities: “Summary of Key Brown Act Provisions”, 7 pp, presented by Vigliotta: Untitled email protocol 1pp, prepared by Boardman.

IX. Items to be Agendized – Powerpoint presentation on signage BH(1) DW(2)

X. Next Meeting/Adjournment – January 16, 2013