

SANTA MARGARITA AREA ADVISORY COUNCIL

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Dinner Meeting Agenda

**7 PM, Wednesday, September 4, 2013
Santa Margarita Community Hall
22501 I Street, Santa Margarita, CA 93453**

- 1. Call to order – 7:00pm (1 min)**
- 2. Pledge of Allegiance – 7:01pm (2 min)**
- 3. Approval of the minutes from the previous meeting 7:03pm (5 min)**
- 4. Approval of the agenda – 7:08pm (2 min)**
- 5. Meeting Structure – 7:010pm (5 min)**
 - a. Audio/Video Recorders
 - b. SMAAC meeting procedure for project review
 - c. Rules for presenting testimony
 - d. Agenda item requests – submit requests no later than ten days prior to meeting. Requests to be submitted through representatives to Chairman. Late requests must be submitted in writing and may be included in the agenda at the Chairman's discretion.
- 6. Open comment – 7:15pm (10 min)**
 - a. Public announcements and comments regarding items not on the agenda
 - b. Council announcements and comments regarding items not on the agenda
- 7. Public Safety – 7:25pm (5 min)**
 - a. Cal Fire / County Fire Department
 - b. Sheriff's Department
 - c. Highway Patrol
 - d. Other Agencies
- 8. CSA 23 Update – 7:30pm (5 min)**
- 9. Treasurer's Report – 7:35pm (6 min)**
 - a. Change of Signer's Form
 - b. Bank Statement
 - c. Invoices
- 10. New Business – 7:38pm (42 min)**
 - a. None
- 11. Unfinished Business – 8:20pm (0 min)**
 - a. None
- 12. 5th District Supervisor's Report – 8:20pm (5 min)**
- 13. Chairman's report – 8:25pm (5 min)**
 - a. Vacancies
- 14. Adjournment – 8:29pm (1 min)**
 - a. Next Meeting – October 2, 2013 at 7:00pm

SMAAC Meeting Procedure for Project Review

1. The Chair will open the discussion by first asking county staff to present any information or reports on the specific project. When the staff presentation is concluded, the Council will have an opportunity to ask questions.
2. The applicant and/or agent will then be given an opportunity to make a presentation, after which, the Council will again have an opportunity to ask questions.
3. Any committees tasked with reviewing the project will give presentations, reports and recommendations and respond to questions from the Council.
4. The general public will have an opportunity to comment on the project in accordance with the guidelines set forth below. After public comment has been closed, the Chair will invite staff and the applicant to respond to the public testimony.
5. Finally, the Council will further discuss the project and take any action deemed appropriate.

Rules for Presenting Testimony

1. Members of the public who wish to present testimony should conduct themselves with dignity and be courteous and respectful to all parties involved.
2. When speaking before the Council, please identify yourself for the record.
3. Address your testimony to the Chair. Conversations, debate, or discussions between or among the speaker and the audience, the applicant/agent, the staff or members of the public are not permitted.
4. Keep your testimony brief and to the point. Address the proposal and not the individuals involved. If absolutely necessary, refer to individuals by title only. For example: the Chair, the staff member, the applicant, the previous speaker, etc.
5. Public testimony will be limited, at the discretion of the Chair, generally to three minutes per individual. And please, no audience reaction (applause or otherwise) during or after the testimony.
6. Written testimony (letters or e-mail) is acceptable. Please submit testimony at least five calendar days prior to the SMAAC meeting to your area representative. The area representative may read your testimony on your behalf during the meeting.