



**NEW BUSINESS**

**ITEM 8.H.**

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF JANUARY 14, 2020  
AGENDA ITEM NO. 8.H.**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: APPROVE ATTENDANCE AND REIMBURSEMENT FOR  
DIRECTOR EXPENSES INCURRED FOR PARTICIPATION IN  
THE ACWA SPRING CONFERENCE**

**PREPARED BY:** Kelly Molloy, Board Assistant *KM*

**APPROVED BY:** Steven Palmer, PE, General Manager *SP*

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**BACKGROUND**

In the past, Directors have participated in conferences offered by the Association of California Water Agencies (ACWA) to connect and stay current with the water industry. Program offerings include Statewide Issue Forums, Town Hall discussions, Region Programs, and sessions covering a wide range of topics including groundwater management, water rates issues, crisis communications, affordable drinking water issues, municipal finance, and more.

**DISCUSSION**

The 2020 ACWA Spring Conference is scheduled for May 5-8, in Monterey.

In accordance with Board adopted District policy, conference attendance and travel by Directors is paid on a reimbursement basis. Directors must pay for their own conference registration fees, hotels, travel, and meals, then request reimbursement after attending the conference and reporting back to the full Board. Cash advances or use of District credit cards for these purposes is not permitted.

If Directors Souza and Saunders attend, as the GDPUD representatives to ACWA/JPIA, they may have scheduled meetings to attend requiring an extra night stay.

The General Manager is attending in order to fulfill his duties as an ACWA Region 3 Board member. The GDPUD Board needs to provide direction on which Directors will attend the ACWA conference.

**FISCAL IMPACT**

The expenditure for participation in the ACWA Spring Conference was included in the FY 2019-20 budget, and a budget amendment is not required. Based on estimates from 2019, registration for this conference should be approximately \$750 per attendee, and hotel rooms range from \$230 to \$250 per night, plus tax and fees. Some meals are provided, and others are not. Staff estimates approximately \$5400 for two directors and the General Manager to

attend. A cost estimate spreadsheet is included as Attachment 2. At this time, the ACWA Spring Conference Brochure is not available.

**CEQA ASSESSMENT**

This is not a CEQA Project.

**RECOMMENDED ACTION**

Approve attendance by Directors at the ACWA Spring Conference in Monterey and approve reimbursements for conference and travel-related expenses incurred by their participation.

**ALTERNATIVES**

(a) Request substantive changes to the Resolution for staff to implement; (b) Reject the Resolution.

**ATTACHMENTS**

1. Cost Estimate Spreadsheet
2. Resolution



**NEW BUSINESS**

**ITEM 8.H.**

**Attachment 1**

**ACWA SPRING CONFERENCE**  
**Monterey, California**  
**May 5-8, 2020**  
**Estimated Cost to Attend**

<b>Steve Palmer, General Manager</b>		
<u>Registration</u>		\$ 725.00
<u>Hotel (TBD) (\$189/night + 12% tax + \$2 tourism fee + \$16 parking)</u>		
Wednesday	\$ 229.68	
Thursday	<u>\$ 229.68</u>	
		\$ 459.36
<u>Meals (Breakfast = \$7, Lunch Reimbursable = \$11, Dinner Reimbursable = \$23)</u>		
Wednesday - Dinner	\$ 23.00	
Thursday - N/A	\$ -	
Friday - Lunch	<u>\$ 7.00</u>	
		\$ 30.00
<u>Mileage (244 miles x 2 at \$0.58)</u>		\$ 283.04
<b>Total Estimate for Steve Palmer</b>		<b>\$ 1,497.40</b>

<b>Two Directors*</b>		
<u>Registration</u>		\$ 1,450.00
<u>Hotel (TBD) (\$189/night + 12% tax + \$2 tourism fee + \$16 parking)</u>		
Tuesday	\$ 459.36	
Wednesday	\$ 459.36	
Thursday	<u>\$ 459.36</u>	
		\$ 1,378.08
Wednesday - Dinner	\$ 46.00	
Thursday - N/A	\$ -	
Friday - Lunch	<u>\$ 14.00</u>	
		\$ 60.00
<u>Mileage (488 miles round trip at \$0.58) x 2 vehicles</u>		\$ 566.08
<b>Total Estimate for two Directors</b>		<b>\$ 3,454.16</b>

<b>Total for General Manager and two Directors:</b>	<b>\$ 4,951.56</b>
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\* There will be one additional night's lodging,  
plus additional meals due to JPIA meetings. Estimated additional cost: \$ 293.68

<b>Total including JPIA Mtgs and related expenses:</b>	<b>\$ 5,245.24</b>
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*Please note: This estimate is for planning purposes only, and not an actual budget. Actual costs will vary depending upon which hotel is selected, number of nights and meals claimed, type of transportation, and possibility of car pooling.*



# CALENDAR

May 05 - May 08  
Monterey, CA

HOME / EVENTS / CONFERENCES / 2020 SPRING CONFERENCE & EXHIBITION

ACWA conferences are the premier destination for water industry professionals to learn and connect. Program offerings include Statewide Issue Forums, Town Hall discussions, Region Programs and sessions covering a wide range of topics including groundwater management, water rates issues, crisis communications, affordable drinking water issues, municipal finance, and more.

Specific details about this conference will be made available in the future. Please check

[back for updates](#)



**NEW BUSINESS**

**ITEM 8.H.**

**Attachment 2**

**RESOLUTION NO. 2020-XX**  
**OF THE BOARD OF DIRECTORS OF THE**  
**GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT**  
**AUTHORIZING REIMBURSEMENT OF CONFERENCE AND TRAVEL-RELATED**  
**EXPENSES RELATED TO PARTICIPATION BY DIRECTORS IN THE 2020 ACWA**  
**SPRING CONFERENCE**

**WHEREAS**, the 2020 Spring conference of the Association of California Water Agencies (ACWA) is scheduled for May 5-8, 2020 in Monterey, California; and

**WHEREAS**, Directors of the Georgetown Divide Public Utility District have participated in conferences offered by ACWA to connect and stay current with the water industry; and

**WHEREAS**, the offerings include Statewide Issue Forums, Town Hall discussions, Region Programs and sessions covering a wide range of topics including groundwater management, water rates issues, crisis communications, affordable drinking water issues, municipal finance; and

**WHEREAS**, in accordance with Board-adopted District policy, expenses for conference attendance and travel by Directors are paid on a reimbursement basis with conference attendees providing a report to the Board of Directors on conference activities; and

**WHEREAS**, the following Directors have indicated a desire to attend the 2020 ACWA Spring Conference;

\_\_\_\_\_ ;and

**WHEREAS**, the expenditure for participation in the ACWA Spring Conference was included in the FY 2019-20 Operating Budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT** reimbursement for conference and travel-related expenses for participation by Director

\_\_\_\_\_ In the 2020 ACWA Spring Conference are approved.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 14<sup>th</sup> day of January 2020, by the following vote:

AYES:

NOES:



ABSENT/ABSTAIN:

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President, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

*Attest:*

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Steven Palmer, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

### **CERTIFICATION**

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2020-XX duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 14th day of January 2020.

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Steven Palmer, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT



**NEW BUSINESS**

**ITEM 8.J.**

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF JANUARY 14, 2020  
AGENDA ITEM NO. 8.J.**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: CONSIDER DRAFT REVISED POLICY 5020 - BOARD MEETING AGENDA**

**PREPARED BY:** Steven Palmer, PE, General Manager

**APPROVED BY:** Steven Palmer, PE, General Manager

A handwritten signature in blue ink, appearing to be "S. Palmer", is written over the "APPROVED BY" line.

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**BACKGROUND**

This item was first presented to the Board at the August 13, 2019 Board meeting. The Staff Report and attachments from that Board meeting are included as Attachment 1.

Revising this policy is consistent with Board Goal F – Board Leadership, Objective F-2 Update and Adopt Board Policies.

**DISCUSSION**

At the August 13, 2019 Board meeting, the Board provided direction that the General Manager prepare a draft policy that specifies that Directors shall be allowed five (5) minutes each for reports, announcements, or comments on their activities related to the business of the District.

The General Manager reviewed the Board policy manual and drafted a revised existing Board Policy 5020 – Board Meeting Agenda, instead of creating a separate policy. The draft policy is included as Attachment 2, with changes in red font; deletions are show with ~~strikethrough~~, and additions are underlined.

Other revisions are also presented in the Draft Revised Policy in order to 1. Provide a detailed process for placing items on the agenda, and 2. Outline the standard agenda items.

The General Manager obtained policies related to the above items from the following agencies and included them as Attachments 3 and 4:

- El Dorado Irrigation District (EID)
- Nevada Irrigation District (NID)
- Placer County Water Agency (PCWA)
- El Dorado County (County)
- Alameda County Water District (ACWD)

- Marina Coast Water District (MCWD)

Lastly, the California Special District Association (CSDA) model policy for the Board Meeting Agenda is included as Attachment 5.

#### PLACING ITEMS ON THE AGENDA

A summary of the CSDA model, District policy, and other agency policies are presented below. The relevant sections of the other agency policies are included in Attachment 3.

The CSDA model policy provides the following guidance regarding development of the Board agendas:

- *“The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act. Any Director may contact the General Manager and request any item to be placed on the agenda no later than 5:00 P.M. on the day that is 48 hours prior to the closing of the agenda for the next meeting date.”*
- A detailed process for members of the public to place items on the agenda.

The District's current policy is consistent with the CSDA model policy. The District's current policy provides the following guidance regarding development of the Board agendas:

- *“The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act (California Government Code Section 54950). Any Director may contact the General Manager and request any item to be placed on the agenda no later than Twelve (12) days prior to the next meeting date.”*
- A detailed process for members of the public to place items on the agenda.

EID Board Policies and Administrative Regulations regarding agenda items state *“Agenda items and requests for appearances shall be in writing and shall specifically set forth both the matter to be discussed and the action requested of the Board, along with copies of said request and documentary information or supporting material.”* (AR 12084). Staff could not locate any more specific information regarding establishing the agenda in this policy.

NID policy is substantially the same as the District policy and states, *“The General Manager, in consultation with the Board President, shall prepare an agenda meeting the requirements of the Ralph M. Brown Act for each regular and special meeting of the*

*Board of Directors. Absent approval of the General Manager, the agenda will be “closed” to the addition of new items at 12:00 PM on the Wednesday preceding the regular meeting of the Board of Directors. Any Director may request that the General Manager place an item on the agenda no later than 5:00 PM on the Tuesday prior to the closing of the Agenda.”* The NID policy also provides a detailed process for public items to be added to the agenda.

PCWA Rules, Regulations, and Procedures for the Board of Directors Section 2.6(a) states that *“The General Manager and the Clerk shall prepare and agenda for each meeting.”* Section 2.6(b) further states that *“The General Manager and the Clerk may establish reasonable rules and regulations relating to agenda preparation and for the time for submission of written information to be included in an agenda packet.”* Staff could not locate any more specific information regarding establishing the agenda in this policy.

El Dorado County Governance Handbook regarding placing items on the agenda states (page 17);

- *“The Clerk of the Board of Supervisors prepares an agenda for each meeting in collaboration with the Board Chair, Chief Administrative Officer, and County Counsel.”*
- *“Board Members may submit items to be added to a given agenda at any time, provided the item(s) are submitted in a timely fashion to be compliant with the Brown Act. (Emphasis on 72 hour requirement for agenda publication)”*
- The County Handbook does not address a mechanism for the public to add items to the agenda.

ACWD Board Rules and Code of Conduct state:

- *“A Board Member may request that an item be considered on a future agenda and, with the support of another Board Member, the item will be added to a future agenda.” (8.1)*
- *“The General Manager is responsible for preparing the agenda for all regular and special meetings of the Board in consultation with the President. The President may modify the order in which items are presented, but may not direct that any item be deleted from the agenda as submitted by the General Manager.” (8.2.1)*
- *“A Board Member may request that an item be referred to a Board Committee for development and discussion or to be placed on a future Board agenda. With the concurrence of at least one Board Member, the General Manager will place the item on a future Board agenda.” (9.10.3)*

MCWD Board of Directors Procedure Manual states:

- *“The General Manager shall submit the draft Board agenda to the Board President and Vice President for review and approval before posting such agenda. Either the Board President or Vice President can add any items to the final Board agenda. No item on the final Board agenda can be deleted without the approval of both the Board President and Vice President. If there is not consensus on the items, the President shall have the final say. Emergency matters can be added to the agenda without advanced request or notice. (17.D)”*
- *“Any Board member may place a non-emergency item on the agenda by submitting it, in writing, to the General Manager, at least ten (10) days before the meeting, to provide enough time to include it in the agenda. Such requests shall explain the issue and provide a recommendation for Board action. (17.H)”*

Based on the above, and past practice at the District, the section of District’s Board Policy 5020 dealing with the process for placing items on the agenda has been modified to provide more detail. The changes are shown below and in Attachment 2:

*“Any Director may contact the General Manager and request any item to be placed on the agenda no later than Twelve (12) days prior to the next meeting date.”*

**5020.1.1** *Any Director may contact the General Manager and request any item to be placed on the agenda no later than twelve (12) days prior to the next meeting date. With the approval of the Board President, the item shall be placed on the agenda for Board discussion on whether the item should be scheduled for further consideration and Board action on an upcoming meeting agenda. The Board Member requesting the item shall provide a brief description of the subject to be printed for the agenda packet*

**5020.1.2** *A Director may request verbally during Board Member Requests for Additions to Future Meeting Agendas that an item be considered on a future agenda. Upon agreement by a majority of the Board, the item will be placed on a future agenda for Board discussion on whether the item should be scheduled for further consideration and Board action on an upcoming meeting agenda. The Board Member requesting the item shall provide a brief description of the subject to be printed for the agenda packet.”*

### **AGENDA OUTLINE**

A summary of the CSDA model, District policy, and other agency policies are presented below. The relevant sections of the other agency policies are included in Attachment 4.

CSDA model policies do not include a model agenda outline.

EID Board Policies and Administrative Regulations AR 12082 Order of Business states:

*“The normal order of business for Board meetings shall be as follows.*

1. *Roll Call*
2. *Pledge of Allegiance*
3. *Moment of Silence*
4. *Adopt Agenda*
5. *Public Comment*
6. *General Manager’s Report*
7. *Clerk to Board Communications*
8. *Board of Directors’ Communications*
9. *Approve Consent Calendar*
10. *Action on Items Pulled from Consent Calendar*
11. *Public Hearings*
12. *Workshops*
13. *Information Items*
14. *Director Items*
15. *Action Items*
16. *Closed Session*
17. *Review of Assignments*
18. *Adjournment”*

No other guidance on agenda items is provided in the EID document.

NID Policy 5020.5 identifies the following items and order for their agenda, and provides some detail on the types of items that would be heard under each section:

1. Standing Orders (Call to Order and Pledge)
2. Public Comment on Items Not on the Agenda
3. Consent Agenda (Minutes, Investment Reports, Non-Controversial Items)
4. Special Orders (Hearings)
5. General Orders
6. General Manager’s Report
7. Board of Directors Items/Reports, Informational Correspondence
8. Public Comment on Closed Session
9. Closed Session
10. Adjourn

PCWA Rules, Regulations, and Procedures for the Board of Directors Section 5.1 states that *“the order of business of all regular meetings of the Board shall generally be as follows: Call to Order, Roll Call, Pledge of Allegiance, Recognitions, Public Comment, Reports by Department Heads, Agenda Changes and Review, Consent Calendar, Agreement and Contracts, Water, Power, Administration, Remarks/Reports by Directors, Remarks/Reports by Legal Counsel, Remarks/Reports by General Manager, Closed Session, Report from Closed Session, Adjournment.”* Article 6 goes on to describe some of the topics in more detail.

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El Dorado County Governance Handbook does not include a typical agenda format. However, their agenda for the January 14, 2020 meeting is included in Attachment 4. The County agenda follows this general order: Call to Order, Invocation/Pledge, Adopt Agenda and Consent Calendar, Open Forum (Public Comment), Consent Calendar, Department Matters, Public Hearings, Items to/from Supervisors, Chief Administrative Office Update, Adjournment, Closed Session.

ACWD Board Rules and Code of Conduct Section 9 provides an order of business with very detailed description of agenda sections. Their order of business is: Call to Order, Roll Call, Salute to Flag, Ceremonial Items, Public Comments, Consent Calendar, Action Calendar, Reports, Board Member Comments/Reports/Requests, Closed Session, Adjournment.

MCWD Board of Directors Procedure Manual Section 23 states that the regular order of business shall contain any or all of the following items: Call to Order, Roll Call, Public Comment on Closed Session, Closed Session, Reportable Action from Closed Session, Pledge of Allegiance, Oral Communications from the Public, Special Presentation, Public Hearings Consent Calendar, Action Items, Correspondence Received, Informational Items, Board Member Requests for Future Items, Directors Comments, Adjournment. Detailed guidance on agenda categories is provided in the MCWD document.

Based on the above policies and past practice at the District, the General Manager prepared a new Section 5020.5 to Board Policy 5020. The Draft Revised Policy with this new section is included as Attachment 2 for review, discussion, and Board action.

### **FISCAL IMPACT**

There is no fiscal impact in adopting this policy.

### **CEQA ASSESSMENT**

Not a CEQA Project

### **RECOMMENDED ACTION**

The General Manager recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) review the attached Revised Board Policy 5020 – Board Meeting Agenda. The Board may adopt the attached resolution approving the revised Board Policy.

### **ALTERNATIVES**

The Board may direct Staff to make changes to the draft policy.

### **ATTACHMENTS**

1. August 13, 2019 Staff Report Regarding Policy on Board Reports
2. Draft Revised Board Policy 5020 – Board Meeting Agenda
3. Other Agency Policies Related to Agenda Requests



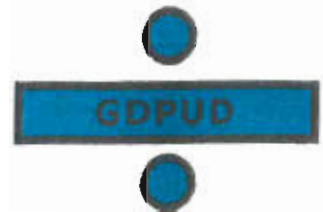
- 
4. Other Agency Policies Related to Agenda Order of Business
  5. CSDA Model Policy
  6. Resolution Adopting Revised Board Policy 5020 – Board Meeting Agenda

**AGENDA ITEM 8.J.**

**Attachment 1**

**August 13, 2019 Board Meeting Staff Report**

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF AUGUST 13, 2019  
AGENDA ITEM NO. 7.F.**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: CONSIDER POLICY REGARDING DIRECTOR REPORTS**

**PREPARED BY:** Steven Palmer, PE, General Manager

**APPROVED BY:** Steven Palmer, PE, General Manager

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**BACKGROUND**

The General Manager has received multiple requests from Directors that want to make PowerPoint presentations at the Board meeting as part of the "Board Reports" informational item.

**DISCUSSION**

There is no Board Policy that informs Directors of the content, format, and length of topics that are to be presented during Board Reports. Historically at the District Board Reports have been limited to Directors providing a brief summary of activities that they attended on behalf of the District since the last meeting, and typically last less than one or two minutes. Occasionally, Board members will request that handouts or written materials be included in the agenda packet to supplement their oral report.

The Directors requesting to make PowerPoint presentations during the Board state that they are trying to comply with Board Policy 4090 (Attachment 1), which states:

*4090.4 Upon returning from seminars, workshops, conferences, etc. where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.*

Since the General Manager has never seen a local elected official make PowerPoint presentations to the rest of the legislative body, the General Manager and staff from consulting legal counsel researched the issue. The General Manager and legal counsel identified the following agencies with policies that provide some relevant guidance to their elected officials:

**Alameda County Water District**

Board Rules and Code of Conduct - "9.10.2 A Board Member may only comment on an item not on the agenda for the following purposes" to allow understanding of what is being proposed, to enable District staff to understand the issue being raised, or to give direction to the General Manager."

El Dorado Irrigation District

Board Policy 12080 – “During “Board of Directors Communications,” Directors may provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also report on community activities of interest.”

City of Fortuna

City Council Policies & Procedures Manual – “5.6.9 Council Reports and Communications. The purpose of this time is to allow Council Members the opportunity to provide a brief update or share information regarding a particular matter. Examples of appropriate communications would be information of general interest received from outside agencies, comments or inquiries received from individuals and reports on meetings attended and other items of community interest. This time is not intended for action items. Council Members shall govern themselves as to the length of their comments. The Mayor has the responsibility to assist Council Members in keeping their comments brief.”

Marina Coast Water District

Board of Directors Procedures Manual - “29. Limitations on Board/Staff Reports. At each regular Board meeting, reports or comments by Board members shall be made under the Director’s Comments and Reports. Reports or comments by staff members shall be made under Staff Reports or Informational Items. Any written report from a Board member shall be placed on the meeting agenda with prior consent of the President. Unless authorized by the President, each director’s reports and comments shall not exceed five (5) minutes. The President, with consensus of the Board, may defer some or all Board reports until after the Board has taken action on any Deferred Consent Calendar Items. This may be done in the interest of facilitating the business of the Board, or as a courtesy to members of the public desiring to participate in Public Hearings or other Action Items which are also on the agenda.”

City of Menlo Park

Council Procedures Manual – “Councilmember Reports: Provides councilmembers an opportunity to introduce matters not currently before the City Council, including brief announcements, to pose questions of staff and make requests for items to be placed on the agenda at a future meeting. Examples of appropriate communications would be information of general interest received from outside agencies, comments or inquiries received from the public, requests to agendaize future items, or announcements of interest to the public.”

Nevada Irrigation District

Board Policy 5020 – “5020.5.7 Board of Directors Items/Reports. Directors may provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also report on community comments and activities of interest”

City of Oakland

Resolution No. 86034 C.M.S - "Rule 9. Announcements by Councilmembers - Each member of the Council shall have the right to make brief announcements via the City operated station, KTOP, or at the appropriate time on the agenda, without a previous motion, upon matters which are Council sponsored or relate to the welfare and condition of the City. He or she shall, at the commencement of his/her announcements, state the subject matter on which he or she desires to speak. Individual announcements shall not exceed two minutes unless additional time is authorized."

"Rule 11. Speaking Time Limit for Councilmembers – No member of the Council shall speak for more than ten (10) minutes on any matter without the consent of the presiding office or a majority of the Council."

Placer County Water Agency

Rules, Regulations and Procedures for the Board of Directors – "Sec. 6.7 Reports and Announcements at Board Meetings – (b) Directors shall be allowed five (5) minutes each for reports, announcements or comments on their activities. Additional time may be extended by the Chair. Each Director who attends meetings or other events at Agency expense shall, at the following Agency meeting, provide a brief report on such meeting or event."

The title page and relevant page(s) from the above listed agencies are included in Attachment 2.

The General Manager is requesting direction on whether the Board would like Staff to prepare a draft policy regarding this issue. The Board also needs to provide direction on which elements to include in the policy; for example, content, format, and length. The draft policy would then be brought back at a future Board meeting for consideration and possible action.

**FISCAL IMPACT**

The fiscal impact results from redirecting Staff to spend time developing a draft policy and and/or policy revisions, and legal costs associated with review of that policy and changes for compliance with applicable laws. The absolute fiscal impact is unknown but likely minimal.

**CEQA ASSESSMENT**

Not a CEQA Project

**RECOMMENDED ACTION**

The General Manager recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) provide direction on whether to develop a draft Board policy and/or policy revisions to provide guidance regarding the agenda item for Director Reports.

**ATTACHMENTS**

1. Board Policy 4090 – Training, Education, and Conferences
2. Relevant Policies From Other Local Agencies

**AGENDA ITEM 7.F.**

**Attachment 1**

**Board Policy 4090 – Training, Education, and Conferences**

**POLICY TITLE:** Training, Education, and Conferences

**POLICY NUMBER:** 4090

**4090.1** Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

**4090.1.1** "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted except for personal reasons, and are not reimbursable expenses.

**4090.2** It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted.

**4090.2.1** The Clerk of the Board is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Clerk of the Board, together with validated receipts in accordance with State law.

**4090.2.2** Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

**4090.2.3** Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Clerk of the Board and by:

**4090.2.3.1** Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates unless there are less expensive accommodations in close proximity available.

**4090.2.3.2** Directors traveling together whenever feasible and economically beneficial. Provided the quorum is not involved.

**4090.2.3.3** Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

**4090.3** A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it

occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

**4090.4** Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.



**AGENDA ITEM 7.F.**

**Attachment 2**

**Relevant Policies From Other Local Agencies**

# ALAMEDA COUNTY WATER DISTRICT

## Board Rules and Code of Conduct

Adopted August 11, 2016 – Board Resolution No. 16-056

Revised January 12, 2017 – Board Resolution No. 17-006

Revised March 8, 2018 – Board Resolution No. 18-017

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- 5.8. Communication in Writing as a Representative of the Board
- 5.9. Corresponding as an Individual Board Member Unrelated to District Business

subsequent to the preparation of the agenda, or for other similar administrative reasons. Any such request by the General Manager is granted unless a majority of the Board objects.

9.7.2.3. Members of the Public

- Upon presentation of the Consent Calendar for approval, any member of the public may comment on an item or items listed on the Consent Calendar.

9.7.3. Approval of Minutes

- 9.7.3.1. Board Members may, but are not required to, vote on minutes of meetings they have not attended, based on their reading and consideration of the written minutes as drafted. The Board has the sole discretion to approve the contents and the format of the minutes.

## 9.8. Action Calendar

- 9.8.1. Items which can reasonably be expected to be considered for action by the Board at the meeting will be included in the Action Calendar by the General Manager. These are normally the business items of the agenda, such as authorization of award of contracts, fiscal **appropriations**, etc., for which formal action by the Board is required.

## 9.9. Reports

- 9.9.1. Items such as technical presentations, drafts of proposed policies, recent occurrences, etc., for which staff or legal counsel may be seeking advice from the Board or are informational matters of significance to the District will be included under Reports, as well as other business items such as Committee Reports, Operational Reports, and General Manager's Reports.

## 9.10. Director's Comments, Reports on Meetings Attended, and Agenda Item Requests

- 9.10.1. Board Members may comment on their District-related activities or to suggest new ideas and concepts to be discussed at a future Board meeting.
- 9.10.2. A Board Member may only comment on an item not on the agenda for the following purposes: to allow understanding of what is being proposed, to enable District staff to understand the issue being raised, or to give direction to the General Manager.
- 9.10.3. A Board Member may request that an item be referred to a Board Committee for development and discussion or to be placed on a future Board agenda. With the concurrence of at least one Board Member, the General Manager will place the item on a future Board agenda.

## BP 12080 Meeting Procedures

Adopted: July 19, 2004  
Updated: December 11, 2006  
Revised: July 14, 2014  
Revised: January 12, 2015

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- A. Except in unusual circumstances, the Board shall, in accordance with *Robert's Rules of Order Newly Revised*, limit itself to the following motions in ascending order of precedence:
- 1A. Main motions (same order of precedence as 1B.)
    - a. Original main motions
    - b. Incidental main motions
  
  - 1B. Motions that bring a question again before the assembly (other than motion to reconsider) (not in order of precedence)
    - a. Take from the table
    - b. Rescind
    - c. Discharge
  
  2. Subsidiary motions (in ascending order of precedence)
    - a. Postpone indefinitely
    - b. Amend
    - c. Refer to committee
    - d. Postpone to a certain time
    - e. Limit or extend limits of debate
    - f. Previous question
    - g. Lay on the table
  
  3. Privileged motions (in ascending order of precedence)
    - a. Call for the orders of the day
    - b. Raise a question of privilege
    - c. Recess
    - d. Adjourn
    - e. Fix the time to which adjourn

4. Incidental motions (not in order of precedence)
  - a. Point of order
  - b. Appeal
  - c. Suspend the rules
  - d. Objection to the consideration of the question
  - e. Division of a question
  - f. Consideration by paragraph or Seriatim
  - g. Request to be excused from a duty
  - h. Requests and inquiry
    - i. Parliamentary inquiry
    - ii. Point of information
    - iii. Request for permission to withdraw or modify a motion
    - iv. Request to read papers

5. Motion to reconsider (subject to Section H. below)

- B. Except as prohibited by the Brown Act, the Board, by motion passing with minimum of four affirmative votes, may suspend or vary the application of these meeting procedures with regard to any proceedings, or to any particular problem before the Board.
- C. Meetings shall be conducted within the guidelines of any regularly adopted agenda.
- D. Three voting members of the Board shall constitute a quorum for the transaction of business. The only action which may be taken at a meeting attended by less than a quorum is to adjourn the meeting.
- E. At each regular meeting of the Board, the minutes of the prior meeting shall be presented for approval.
- F. During "Board of Directors Communications," Directors may provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also report on community activities of interest.
- G. Members of the Board who are unable to attend a meeting shall, if possible, so inform the Clerk to the Board before said meeting, in order to determine a quorum in advance.
- H. Except as otherwise provided by law or District procedures, to constitute "action taken" on any item, the motion must receive at least three affirmative or negative votes.
- I. A motion for previous question may be passed by three affirmative votes.



# CITY OF FORTUNA

## City Council Policies & Procedures Manual

The City of Fortuna's mission is to be worthy of the public trust by providing timely, efficient, well-planned and dependable services to the community.

Prepared by  
The City Clerk's Office  
Linda Jensen, Deputy City Clerk  
Adopted by Resolution 2011- 14 on June 20, 2011



### **5.6.7 City Manager's Report**

The City Manager's Report portion of the meeting agenda provides an opportunity for the City Manager to report on items of interest, status reports on significant projects, updates on events or meetings they participated in, and provide acknowledgement to citizens or individuals.

The City Manager's Report can be presented in Staff Report format or may be done verbally.

### **5.6.8 Future Agenda Items**

Future Agenda Items is a brief list of items to be considered by Council at upcoming Council meetings and serves as an opportunity for Council Members to request items to be placed on a future agenda as described in section 5.5.1 of this document.

### **5.6.9 Council Reports and Communications**

The purpose of this time is to allow Council Members the opportunity to provide a brief update or share information regarding a particular matter.

Examples of appropriate communications would be information of general interest received from outside agencies, comments or inquiries received from individuals and reports on meetings attended and other items of community interest. This time is not intended for action items.

Council Members shall govern themselves as to the length of their comments. The Mayor has the responsibility to assist Council Members in keeping their comments brief.

State law<sup>8</sup> provides that Council can take action only on such matters that have been properly noticed in advance of the meeting, unless special circumstances are found to exist. Formal action or approval on non-agendized items is not allowed.

### **5.6.10 Public Comment (before Closed Session)**

Members of the Public may be heard on any item under the Closed Session. Speakers addressing Council will be limited to three minutes per speaker, or such a time as the presiding officer prescribes. Be advised that, by law, neither the City Council nor the Board is able to discuss, deliberate or take action on issues presented during Closed Session Oral Comments.

### **5.6.11 Closed Sessions (as needed)**

The Brown Act requires all council action to be discussed and taken in open session, except for specified and limited exceptions such as personnel matters, real property negotiations, and pending or threatened litigation.

### **ALL MATTERS DISCUSSED IN CLOSED SESSION ARE CONFIDENTIAL.**

Closed Sessions are held at the end of the regular Council meeting and, if needed, can be continued to the next regular meeting.

A. City Council Members shall consider all written materials and verbal information provided to them on matters that are confidential under State law in complete confidence to insure that the City's position is not compromised. No disclosure or mention of information in these materials shall be made to anyone other than Council Members, the City Attorney or City Manager.

B. If the City Council in closed session has provided direction to the City Manager or City Attorney on proposed terms and conditions for any type of negotiations whether it be related to property acquisition or disposal, a proposed or pending claim or litigation, and/or employee negotiations, all contact with the other party and/or attorney shall be limited to, and made by, the designated City staff representative handling the negotiations, claim or litigation. No Council Member shall have any contact or discussion with the other party or its representative involved with the negotiation, claim or litigation during this time, nor shall any Council Member communicate or disclose any discussion conducted or information received in closed sessions. All public statements, information and press releases shall be handled exclusively by the designated spokesperson.

### **5.6.12 Adjournment**

Adjournment of a meeting is customarily by motion of the City Council or can be accomplished by unanimous consent and the Mayor simply declares the meeting adjourned. A motion to adjourn to another time can be done similarly, but is debatable only as to the time to which the meeting is to be adjourned.

## **5.7 TYPES OF COUNCIL ACTIONS**

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8. California Govt. Code §54950, et seq.

# Marina Coast Water District



# Board of Directors Procedures Manual

**Amended July 5, 2016**

**Administration and Customer Service**

11 Reservation Road, Marina, CA 93933-2099

**Engineering and Operations & Maintenance**

2840 4th Avenue, Marina, CA 93933

**Telephone:** (831)384-6131

**Website:** [www.mcwd.org](http://www.mcwd.org)



## **29. Limitations on Board/Staff Reports**

At each regular Board meeting, reports or comments by Board members shall be made under the Director's Comments and Reports. Reports or comments by staff members shall be made under Staff Reports or Informational Items. Any written report from a Board member shall be placed on the meeting agenda with prior consent of the President. Unless authorized by the President, each director's reports and comments shall not exceed five (5) minutes. The President, with consensus of the Board, may defer some or all Board reports until after the Board has taken action on any Deferred Consent Calendar Items. This may be done in the interest of facilitating the business of the Board, or as a courtesy to members of the public desiring to participate in Public Hearings or other Action Items which are also on the agenda.

## **30. Referrals**

Any matter coming before the Board may, if deemed necessary, be referred by the President, without Board action, to the General Manager, District Legal Counsel, Special Legal Counsel, or to any standing or special committee of the District. The matter shall be reported back to the Board at the next Board meeting by the General Manager, District Legal Counsel, Special Legal Counsel, or to any standing or special committee of the District on the status, responses, recommendations and/or plans to address the matter.

## **31. Conflict of Interest**

A director who has a disqualifying conflict of interest on any matter before the Board shall declare the nature of the conflict and it shall be reflected in the Board minutes. The Director shall not participate in the discussion of that agenda item; shall leave the Board chamber after making the declaration and before any discussion on the matter occurs; and shall not cast a vote on that matter. The minutes shall record a director's absence for any circumstance when a Director is not seated at the dais.

## **32. Minutes of Board and Board Committee Meetings**

The minutes of meetings of the Board and of board committees shall be action minutes that will accurately reflect actions of the Board and the committees and the vote taken on such actions, and shall not be verbatim minutes of all matters discussed and comments made at Board or committee meetings. The minutes shall summarize the concerns and questions expressed by the public during public comment periods.

## **33. Notification of Absences of Directors**

If any member of the Board is unable to attend a meeting, that member shall, if possible, notify the Board President and the General Manager prior to the meeting.

# Procedures Manual Menlo Park City Council

4. **Commission Reports:** Commission reports provide an opportunity for designated members of appointed boards to address the City Council on matters of importance or to update the City Council and community on studies that are underway.
5. **Consent Calendar:** Those items on the City Council agenda that are considered to be of a routine and noncontroversial nature by the City Manager are placed on the "Consent Calendar." These items shall be approved, adopted, accepted, etc., by one motion of the City Council. Typical consent calendar items include the final reading and adoption of ordinances, various resolutions approving agreements, awards of contracts, minor budgetary adjustments, meeting minutes, status reports, and reports of routine city operations.

Councilmembers may request that any item listed under "Consent Calendar" be removed from the Consent Calendar, and the City Council will then take action separately on this item. A member of the public may request that an item listed under "Consent Calendar" be removed and City Council action taken separately on the item; the City Council must concur with such a request. Items that are removed ("pulled") by councilmembers for discussion will typically be heard after other Consent Calendar items are approved unless the majority of the City Council chooses an earlier or later time.

Councilmembers are encouraged to contact the City Manager's office before Noon on the day of a City Council meeting day to provide notification of items to be removed from the Consent Calendar. This practice allows the City Manager to notify staff that may need to be present to respond to removed items. Equally important, it also allows the Manager to inform staff who do not need to be present at the meeting. Unless contacted in advance of the meeting with sufficient time, the presumption is that staff will not be present.

6. **Public Hearing:** In the case of public hearings, once the City Council has voted to close the hearing, no member of the public shall be permitted to address the City Council or the staff from the audience, except at the discretion of the presiding officer (Mayor).
7. **Regular Business Items:** Regular items are shown on the agenda and are normally taken in the order listed.
8. **Informational Items:** Informational items may contain a status update, background report or a preview of a larger item coming before the City Council at a future meeting.
9. **Councilmember Reports:** Provides councilmembers an opportunity to introduce matters not currently before the City Council, including brief announcements, to pose questions of staff and make requests for items to be placed on the agenda at a future meeting. Examples of appropriate communications would be information of general interest received from outside agencies, comments or inquiries received from the public, requests to agendaize future items, or announcements of interest to the public.

State law provides that the City Council can take action only on such matters that have been noticed at least three days (72 hours) in advance of the regular meeting,



or 24 hours in the case of a special meeting, unless special circumstances are found to exist (as mentioned above). Formal action or approval on non-agendized items is not allowed, and such items should be placed on the agenda of the next available regular meeting.

- 10. Written Communications:** The City Council has established a practice of placing written communication between councilmembers requesting items to be agendized and select letters sent by agencies to councilmembers on the meeting agenda so that this correspondence receives wide distribution. If letters or emails from the public are received on the day of or just before a meeting, copies will be placed at the councilmembers' positions on the dais.

## Discussion Rules

To assist the City Council in the orderly discussion of items, rules are followed which represent accepted practices for the management of City Council meetings.

- 1. Obtaining the floor:** A councilmember or staff shall first address the Mayor and gain recognition. Comments and questions should be directed through the chair and limited to the issue before the City Council. Cross-exchange between councilmembers and public should be avoided.
- 2. Questions to staff:** A councilmember shall, after recognition by the Mayor, address questions to the City Manager, City Attorney, department head or designated staff member. Councilmembers with questions on an agenda item should preferably contact staff before the meeting in order to allow staff time to research a response for the meeting.
- 3. Interruptions:**
  - Once recognized, a councilmember is considered to have the floor, and another councilmember may not interrupt the speaker except to make a point of order or point of personal privilege. In such a circumstance, the councilmember holding the floor shall cease speaking until the point of order or privilege is resolved.
  - Upon being recognized by the Mayor, members of the staff shall hold the floor until completion of their remarks or until recognition is withdrawn by the Mayor.
- 4. Discussion:** A councilmember should not speak more than once on a particular subject until every other councilmember has had the opportunity to speak. Councilmembers are encouraged to discuss items during the decision-making process and may ask staff to respond when appropriate. The Mayor normally allows other members to speak first, then will give his/her views and summarize.
- 5. Tabling procedure:** Tabling an item immediately stops discussion and causes a vote to postpone a matter indefinitely or to a time and date certain. A motion to "continue" an agenda item has the same effect, but is generally used when a scheduling problem arises or when insufficient time is available to address the matter thoroughly.
- 6. Right of protest:** A councilmember is not required to state reasons for a dissenting vote.

# Nevada Irrigation District

## POLICY MANUAL

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business at the time fixed unless this rule is suspended by motion adopted by the Board. Board hearings shall be designated Special Orders for the times fixed therefore by the Board of Directors. If a special time on the agenda is needed for the appearance of a person or persons, the Board Secretary shall set the appointment.

**5020.5.5 GENERAL ORDERS:** General Orders include those items of regular District business which have not been referred to a Board committee and which will be presented to the Board with a recommendation or for consideration by the General Manager or District staff.

**5020.5.6 GENERAL MANAGER'S REPORT:** The Manager will provide a report on current activities within the District of interest to the public and the Board. Items to be discussed by the General Manager will be conditions of current water supply and water sales, legislative or regulatory items of interest not yet requiring action, and public affairs activities occurring within the District directly or indirectly involving District operations.

**5020.5.7 BOARD OF DIRECTORS ITEMS/REPORTS:** Directors may provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also report on community comments and activities of interest.

**5020.5.8 INFORMATIONAL CORRESPONDENCE:** Included in this section of the Board's agenda will be memos detailing actions taken pursuant to prior Board authorization, and all other items of correspondence directed to the Board of Directors, including those items which have been or will be directed to a Board committee.

**5020.5.9 PUBLIC COMMENT ON ANY ITEM TO BE CONSIDERED IN CLOSED SESSION**

**5020.5.10 CLOSED SESSION:** Closed Session may be held as set forth in the Government Code.

**5020.5.11 ADJOURN**

**5020.6** Preparing NID Board Agendas

**5020.6.1** The agenda for the regular meetings of the Board of Directors is mailed on or before the Thursday prior to the Board of Directors meetings, which are held on the second and fourth Wednesdays of each month. To allow sufficient time for preparation and assembly of the agenda, all agenda items must be given to the Board Secretary no later than noon on Wednesday preceding the meeting.

**5020.6.2** A copy of the Board of Directors Meeting agenda and Board Committee Meeting agendas will be available for public review at the display cases located in the Board Room Lobby, the Business Center Lobby and at the East Annex on or before the Thursday preceding the meeting. A public review copy of the agenda packet also will be available in the Board Room Lobby on the day of the meeting.

**5020.6.3** All Staff Reports to the Board shall be submitted to the Board Secretary prior to noon Wednesday preceding the meeting, to be placed on the Agenda. Staff Reports shall give a concise description of the subject matter and the specific action requested of the Board.



2016 MAR 14 PM 4:35

**OAKLAND CITY COUNCIL****RESOLUTION NO. 86034 C.M.S.****INTRODUCED BY COUNCIL PRESIDENT LYNETTE GIBSON MCELHANEY AND  
COUNCILMEMBER DAN KALB**

**RESOLUTION (1) AMENDING AND SUPERSEDING THE COUNCIL'S RULES OF PROCEDURE CURRENTLY SET FORTH IN RESOLUTION NOS. 82580 C.M.S., 84758 (CENSURE POLICY AND PROCEDURES) C.M.S. AND 85256 C.M.S (AMENDMENTS TO RULE 25, HIGH STAKES NEGOTIATION POLICY) TO MAKE SUCH CHANGES TO THE RULES OF PROCEDURE AS MAY BE DIRECTED BY THE COUNCIL; AND (2) CONSOLIDATING AND SETTING FORTH THE COUNCIL'S RULES OF PROCEDURE, AS AMENDED, AND THE COUNCIL'S CENSURE POLICY AND PROCEDURES IN THEIR ENTIRETY**

**WHEREAS**, the Council of the City of Oakland hereby declares that the business of the City is to be conducted in an orderly and efficient manner to facilitate sound City Council and public deliberation and decision making; and

**WHEREAS**, the City Council hereby declares that the proper operation of democratic government requires that public officials are bound to observe, in their official acts, the highest standards of performance and to discharge faithfully the duties of their office, regardless of personal considerations. Recognizing that the public's interest must be their primary concern, their conduct in both their official and private affairs should be above reproach; and

**WHEREAS**, the following Rules of Procedure seek to provide for: (1) reasonable time for public input and comment on agenda items at the Committee and City Council meetings; (2) in-depth study of policy proposals, for problem-solving opportunities among staff, Council members and the public and development of policy alternatives at the committee level; (3) more focused (and fewer) City Council agenda items by limiting items to those a Committee has had the opportunity to discuss and as to which a Committee has developed recommendations; and (4) an agenda that is managed more efficiently and effectively and for predictable discussion times for debate regarding agenda items in order to avoid long waits by the public as the Council considers procedural, ceremonial and consent items (as defined herein); and

**WHEREAS**, in recognition of these goals, the City Council desires to establish Rules of Procedure for the Conduct of City Council Meetings and a Code of Ethics; and

**WHEREAS**, City Charter section 210 mandates that the Council provide by resolution for the order of business and the rules of procedure for the conduct of Council meetings; and

- c. By a majority of the Council members present, refer the item to any subject-matter Committee for reconsideration; or
- d. With respect to an item that the Rules Committee referred directly to Council, the Council may take any action subject to the Brown Action and the Sunshine Ordinance.

10. On any agenda item informational report, the City council may receive the report either by oral presentation by staff or as written.

**Rule 8. Protocol at Council Meetings -** Every member of the Council, before speaking, shall address the presiding officer, and no member shall speak except while seated at or standing in the immediate vicinity of, his or her desk. When items on the agenda relate to a specific Council District, the presiding officer shall recognize the Council representative of the District first, and the Councilmember-at-Large secondly, prior to recognizing other Councilmembers.

**Rule 9. Announcements by Councilmembers -** Each member of the Council shall have the right to make brief announcements via the City operated station, KTOP, or at the appropriate time on the agenda, without a previous motion, upon matters which are Council sponsored or relate to the welfare and condition of the City. He or she shall, at the commencement of his/her announcements, state the subject matter on which he or she desires to speak. Individual announcements shall not exceed two minutes unless additional time is authorized.

**Rule 10. Motions -** If any member of the Council makes a motion, such motion shall not be debated, or further discussed or considered, or voted upon, until after a second to such motion is made by a member of the Council.

**Rule 11. Speaking Time Limits for Councilmembers -** No member of the Council shall speak for more than ten (10) minutes on any matter without the consent of the presiding officer or a majority of the Council.

**Rule 12. Speakers' Cards -** The City Clerk shall facilitate the process for public speakers and shall provide the public with information on how to appropriately address the Council. Members of the public wishing to speak must submit their name and the item on the agenda they wish to discuss, if any, to the City Clerk before being recognized by the presiding officer.

Persons wishing to speak must complete a speaker card for each agenda item he/she wishes to speak on. Multiple agenda items cannot be listed on one speaker card.



# PCWA Rules, Regulations and Procedures for the Board of Directors

to record the proceedings with an audio, video recorder, or a still or motion picture camera in the absence of a reasonable finding by the Board that the recording cannot continue without noise, illumination or obstruction of view that constitutes, or would constitute a persistent disruption of the proceedings.

- (b) Any audio or video record of an open and public meeting made for whatever purpose by or at the direction of the Board shall be subject to inspection pursuant to the California Public Records Act, and shall be kept for a minimum of forty five (45) days after the recording.
- (c) Any inspection of a video or audio recording shall be provided without charge on a player made available by the Agency.

## Sec. 6.6 CONSENT CALENDAR

The Consent Calendar consists of items that are routine or customary in the ordinary business of the Agency. No separate discussion of these items shall be held unless a Director, member of the public, or staff requests a specific item be removed from the Consent Calendar for separate action. Any item so removed shall be taken up following the motion to approve the Consent Calendar.

## Sec. 6.7 REPORTS AND ANNOUNCEMENTS AT BOARD MEETINGS

- (a) In accordance with the provisions of Section 54954.2 of the Brown Act, no action or discussion shall be undertaken on any item not appearing on the posted agenda, except that Directors, the General Manager, General Counsel, or Agency staff may make brief reports or announcements or ask questions or may briefly respond to statements made or questions raised at a meeting.
- (b) Directors may request that an item be placed on a future agenda.
- (c) Directors shall be allowed five (5) minutes each for reports, announcements or comments on their activities. Additional time may be extended by the Chair. Each Director who attends meetings or other events at Agency expense shall, at the following Agency meeting, provide a brief report on such meeting or event.

## Sec. 6.8 PUBLIC COMMENTS ON AGENDA ITEMS

Any member of the public may address the Board on any item on the agenda at the time that item is being considered by the Board. Speakers will be limited to five (5) minutes per agenda item as monitored by the Clerk. Additional time may be extended

**AGENDA ITEM 8.J.**

**Attachment 2**

**Draft Revised Board Policy 5020**

**POLICY TITLE: Board Meeting Agenda**

**POLICY NUMBER: 5020**

**5020.1** The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act (California Government Code Section 54950)]. ~~Any Director may contact the General Manager and request any item to be placed on the agenda no later than Twelve (12) days prior to the next meeting date.~~

**5020.1.1** Any Director may contact the General Manager and request any item to be placed on the agenda no later than twelve (12) days prior to the next meeting date. With the approval of the Board President, the item shall be placed on the agenda for Board discussion on whether the item should be scheduled for further consideration and Board action on an upcoming meeting agenda. The Board Member requesting the item shall provide a brief description of the subject to be printed for the agenda packet

**5020.1.2** A Director may request verbally during Board Member Requests for Additions to Future Meeting Agendas that an item be considered on a future agenda. Upon agreement by a majority of the Board, the item will be placed on a future agenda for Board discussion on whether the item should be scheduled for further consideration and Board action on an upcoming meeting agenda. The Board Member requesting the item shall provide a brief description of the subject to be printed for the agenda packet.

**5020.2** Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

**5020.2.1** The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;

**5020.2.2** The General Manager shall confer with the Board President on whether the public request is or is not a "matter directly related to District business." If the matter is determined by both not to be a matter directly related to District business, the public member requesting the agenda item may appeal the decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

**5020.2.3** The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.



**5020.3** This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

**5020.4** At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code 54954.2 and emailed to those who have requested to receive the agenda via email.. If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

**5020.4.1** The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (California Government Code Section 54956).

**5020.5** The District Agenda for Regular meetings shall generally follow the following format. The General Manager, in cooperation with the Board President, may reorganize the template on a case-by-case basis if a variation in the normal order of business is appropriate.

**5020.5.1 CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE**

**5020.5.2 ADOPTION OF AGENDA**

**5020.5.3 PUBLIC FORUM**

Members of the public wishing to address the Board on a matter that is not on the agenda and within the jurisdictional authority of the District may do so during Public Forum. The Board is not permitted to take action on items addressed in Public Forum.

**5020.5.4 PROCLAMATIONS AND PRESENTATIONS**

Proclamations made by the Board, and Presentations provided by outside organizations. Examples of Board Proclamations include recognizing employees for their service, and supporting outreach efforts that align with the District's mission; such as Water Professionals Appreciation Week or other water related events.

**5020.5.5 CONSENT CALENDAR**

The Consent Calendar consists of those items which are routine and non-controversial. Following is a non-exclusive list of items that would typically appear on the Consent Calendar:

- Minutes
- Statement of Cash Balances
- Month-End Cash Disbursement Report

- Acceptance of Routine Projects without Fiscal Impact

The Consent Calendar would be approved by one motion of the Board adopting the Consent Calendar and authorizing the appropriate and necessary actions. Should any member of the Board or public wish to discuss any item appearing thereon, the Board member should request that the item be removed from the Consent Calendar. At the direction of the President, the item will be removed and discussed immediately after the approval of the Consent Calendar, or as soon thereafter as practicable.

#### **5020.5.6 INFORMATIONAL ITEMS**

##### **1. BOARD REPORTS**

Directors shall be allowed five (5) minutes each to provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also use this five (5) minutes to report on community comments and activities of interest. Additional time may be extended by the Board President, or Board Officer that is presiding over the meeting.

##### **2. GENERAL MANAGER'S REPORT**

The General Manager will provide a report on current activities within the District of interest to the public and the Board.

##### **3. OPERATIONS MANAGER'S REPORT**

The Operations Manager will provide a report on maintenance activities occurring during the previous month.

##### **4. FINANCE COMMITTEE REPORT**

The Chair of the Finance Committee will provide an oral report of activity at recent Finance Committee meeting(s).

#### **5020.5.7 NEW BUSINESS**

Items of regular District business which will be presented to the Board with a recommendation or for consideration by the General Manager or District staff

#### **5020.5.8 BOARD MEMBER REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS AND REQUESTS FOR INFORMATION OR RESEARCH TO BE COMPLETED BY STAFF**

Individual Board members may request items to be added to a future agenda item, and may request information or research for Staff to respond at a future time. Requests for future agenda items will be considered as described in Section 5020.1.2

#### **5020.5.9 NEXT MEETING DATE AND ADJOURNMENT**

**AGENDA ITEM 8.J.**

**Attachment 3**

**Other Agency Policies Related to Agenda Requests**



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**AR 12084 Agenda Items**

Approved: December 12, 2006

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Agenda items and requests for appearances shall be in writing and shall specifically set forth both the matter to be discussed and the action requested of the Board, along with copies of said request and documentary information or supporting material.



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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE: Board Meeting Agenda**

**POLICY NUMBER: 5020**

- 5020.1** The General Manager, in consultation with the Board President, shall prepare an agenda meeting the requirements of the Ralph M. Brown Act for each regular and special meeting of the Board of Directors. Absent approval of the General Manager, the agenda will be "closed" to the addition of new items at 12:00 PM on the Wednesday preceding the regular meeting of the Board of Directors. Any Director may request that the General Manager place an item on the agenda no later than 5:00 PM on the Tuesday prior to the closing of the Agenda.
- 5020.2** Any member of the public may request that a matter directly related to District business be considered for placement on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
- 5020.2.1** The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the close of the agenda for the meeting where the item is to be considered. If the General Manager decides the request should be placed on a Board agenda, General Manager may exercise his/her discretion in including the item on the next, or a subsequent meeting, agenda depending on the press of other business before the Board.
- 5020.2.2** The General Manager shall be the sole judge of whether the request is or is not a "matter directly related to District business" in determining whether to place the matter on a meeting agenda. The person requesting the agenda addition may request that the Board of Directors reconsider the General Manager's adverse decision at the next regular meeting of the Board of Directors. Notwithstanding the determination of the General Manager, any Director may request that the item be placed on the agenda of a regularly scheduled Board regular meeting at the earliest feasible date.
- 5020.2.3** No matter which is authorized for consideration by the Board in closed session will be accepted under this policy;
- 5020.2.4** The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020-1



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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Board Meeting Agenda  
**POLICY NUMBER:** 5020

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- 5020.2.2** The General Manager shall be the sole judge of whether the request is or is not a "matter directly related to District business" in determining whether to place the matter on a meeting agenda. The person requesting the agenda addition may request that the Board of Directors reconsider the General Manager's adverse decision at the next regular meeting of the Board of Directors. Notwithstanding the determination of the General Manager, any Director may request that the item be placed on the agenda of a regularly scheduled Board regular meeting at the earliest feasible date.
- 5020.2.3** No matter which is authorized for consideration by the Board in closed session will be accepted under this policy;
- 5020.2.4** The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

**5020.3** This policy does not prevent the Board from taking public comment at regular meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

**5020.4** At least 72 hours prior to the time of all regular meetings, an agenda, which includes all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. The agenda shall also post the agenda on the District's website for public information. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review at the time it is made available to the Board.

**5020.4.1** The agenda for a special meeting shall be posted in the same location at least 24 hours before the meeting.

**5020.5** NID Board Agendas for regular meetings shall be in the following format:

**5020.5.1** **STANDING ORDERS:** Standing orders shall include the Call to Order, the Pledge of Allegiance and any introductions.

**5020.5.2** **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:** Members of the public shall be allowed to address the Board of Directors on items which are of interest to the public and which are within the jurisdiction of the Board, but which are not on the posted agenda; however, no action shall be taken on any item not appearing on the agenda unless otherwise authorized by the Board pursuant to Government Code Section 54954.3. The Board may limit public comment time.

**5020.5.3** **CONSENT AGENDA:** The Consent Agenda consists of those items which are routine and/or should not be discussed; i.e., certain claims. The following items, if presented to the Board, would typically appear on the Consent Agenda:

Minutes

Acceptance of Routine Easements

Statement of Investment Policy

Treasurer's Quarterly Report of Investments

Advanced recommendations from the appropriate Committee

Other routine items of a non controversial nature: Annual Disclosure of Reimbursement to

Employees and Directors and Declaration Regarding Receipt of Honoraria of Gifts

Variances recommended for approval by the Variance Committee

The Consent Agenda would be approved by one motion of the Board adopting the Consent Agenda and authorizing the appropriate and necessary actions. Should any member of the Board or public wish to discuss any item appearing thereon, the Board member should request that the item be removed from the Consent Agenda. At the direction of the President, the item will be removed and discussed immediately after the approval of the Consent Agenda, or as soon thereafter as practicable.

**5020.5.4** **SPECIAL ORDERS:** Special Orders are those items of business which are set for consideration at a specific time during the meeting. Special Orders interrupt pending

5020-2

**5020.3** This policy does not prevent the Board from taking public comment at regular meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

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- Minutes
- Acceptance of Routine Easements
- Statement of Investment Policy
- Treasurer's Quarterly Report of Investments
- Advanced recommendations from the appropriate Committee
- Other routine items of a non controversial nature: Annual Disclosure of Reimbursement to Employees and Directors and Declaration Regarding Receipt of Honoraria of Gifts
- Variations recommended for approval by the Variance Committee

The Consent Agenda would be approved by one motion of the Board adopting the Consent Agenda and authorizing the appropriate and necessary actions. Should any member of the Board or public wish to discuss any item appearing thereon, the Board member should request that the item be removed from the Consent Agenda. At the direction of the President, the item will be removed and discussed immediately after the approval of the Consent Agenda, or as soon thereafter as practicable.

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5020-2

business at the time fixed unless this rule is suspended by motion adopted by the Board. Board hearings shall be designated Special Orders for the times fixed therefore by the Board of Directors. If a special time on the agenda is needed for the appearance of a person or persons, the Board Secretary shall set the appointment.

- 5020.5.5 GENERAL ORDERS:** General Orders include those items of regular District business which have not been referred to a Board committee and which will be presented to the Board with a recommendation or for consideration by the General Manager or District staff.
- 5020.5.6 GENERAL MANAGER'S REPORT:** The Manager will provide a report on current activities within the District of interest to the public and the Board. Items to be discussed by the General Manager will be conditions of current water supply and water sales, legislative or regulatory items of interest not yet requiring action, and public affairs activities occurring within the District directly or indirectly involving District operations.
- 5020.5.7 BOARD OF DIRECTORS ITEMS/REPORTS:** Directors may provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also report on community comments and activities of interest.
- 5020.5.8 INFORMATIONAL CORRESPONDENCE:** Included in this section of the Board's agenda will be memos detailing actions taken pursuant to prior Board authorization, and all other items of correspondence directed to the Board of Directors, including those items which have been or will be directed to a Board committee.
- 5020.5.9 PUBLIC COMMENT ON ANY ITEM TO BE CONSIDERED IN CLOSED SESSION**
- 5020.5.10 CLOSED SESSION:** Closed Session may be held as set forth in the Government Code.
- 5020.5.11 ADJOURN**

**5020.6** Preparing NID Board Agendas

- 5020.6.1** The agenda for the regular meetings of the Board of Directors is mailed on or before the Thursday prior to the Board of Directors meetings, which are held on the second and fourth Wednesdays of each month. To allow sufficient time for preparation and assembly of the agenda, all agenda items must be given to the Board Secretary no later than noon on Wednesday preceding the meeting.
- 5020.6.2** A copy of the Board of Directors Meeting agenda and Board Committee Meeting agendas will be available for public review at the display cases located in the Board Room Lobby, the Business Center Lobby and at the East Annex on or before the Thursday preceding the meeting. A public review copy of the agenda packet also will be available in the Board Room Lobby on the day of the meeting.
- 5020.6.3** All Staff Reports to the Board shall be submitted to the Board Secretary prior to noon Wednesday preceding the meeting, to be placed on the Agenda. Staff Reports shall give a concise description of the subject matter and the specific action requested of the Board.

business at the time fixed unless this rule is suspended by motion adopted by the Board. Board hearings shall be designated Special Orders for the times fixed therefore by the Board of Directors. If a special time on the agenda is needed for the appearance of a person or persons, the Board Secretary shall set the appointment.

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- 5020.6.3** All Staff Reports to the Board shall be submitted to the Board Secretary prior to noon Wednesday preceding the meeting, to be placed on the Agenda. Staff Reports shall give a concise description of the subject matter and the specific action requested of the Board.

- 5020.6.4** When necessary, Department heads are to complete a budget transfer/amendment form and submit it to the Finance Manager for consideration by the Administrative Practices Committee. The Committee's recommendation will be noted on the form and presented with the Staff Report to the Board Secretary prior to noon Wednesday preceding the Board of Directors' meeting.
  
- 5020.6.5** The Agenda may include notices pertaining to District Policies, in effort to promote the District's commitment of providing a safe and violence-free workplace and to minimize disruptions in the Boardroom.

Adopted: October 13, 2010 via Resolution No. 2010-56  
Revised: December 13, 2017 via Resolution No. 2017-34

- 5020.6.4** When necessary, Department heads are to complete a budget transfer/amendment form and submit it to the Finance Manager for consideration by the Administrative Practices Committee. The Committee's recommendation will be noted on the form and presented with the Staff Report to the Board Secretary prior to noon Wednesday preceding the Board of Directors' meeting.
- 5020.6.5** The Agenda may include notices pertaining to District Policies, in effort to promote the District's commitment of providing a safe and violence-free workplace and to minimize disruptions in the Boardroom.

Adopted: October 13, 2010 via Resolution No. 2010-56  
Revised: December 13, 2017 via Resolution No. 2017-34

adjourned meeting to be given in the manner required by the Brown Act.

Sec. 2.6 AGENDA

- (a) The General Manager and the Clerk shall prepare an agenda for each meeting. Written information, when available, shall be provided in an agenda packet to assist the Board in making informed decisions.
- (b) The General Manager and the Clerk may establish reasonable rules and regulations relating to agenda preparation and for the time for submission of written information to be included in an agenda packet.
- (c) Directors or members of the public, once an agenda is posted, may contact the Clerk or General Manager in advance of the meeting to seek clarification or ask questions about an agenda item.

Sec. 2.7 VOTING

- (a) Except as otherwise provided by law, no act of the Board shall be valid and binding unless a majority (3) of all Directors concur therein, as required by Section 7.2 of the PCWA Act.
- (b) Pursuant to Section 54953 of the Brown Act, no action shall be taken by secret ballot.
- (c) All votes taken during a teleconferenced meeting and all votes on resolutions shall be by roll call.
- (d) The Clerk shall record the votes of each Director on each item.

**Article 3. Chair and Vice Chair of the Board**

Sec. 3.1 ELECTION OF CHAIR AND VICE CHAIR

Section 7.2 of the PCWA Act requires that within thirty days after Directors who are elected take office, the Board shall meet and organize as a Board. In accordance with these statutory requirements and a desire of the Board to rotate the Chair and the Vice-Chair annually, the Board shall meet and organize each year at its first meeting in December that is after noon of the first Friday in December, at which time, in accordance with Section 3.2 of this Article, on a motion and vote, it shall elect a Chair, who shall preside at all meetings of the Board, and on a motion and vote it shall elect



**Board Operations**

<b>Topic</b>	<b>Board Meeting Agenda Development</b>
<b>Rationale</b>	<p>Critical to effective discussion and deliberation is clarification of the agenda placement process, appropriate placement of items on the board agenda and sufficient time for gathering information on the issue. The major objective of the agenda process is to allow for open deliberation by the Board of Supervisors on all county matters not to be considered in Closed Session. It is important for the agenda development process to be conducted in an orderly, effective manner to ensure transparency and meeting effectiveness.</p>
<b>Protocol</b>	<p>The Clerk of the Board of Supervisors prepares an agenda for each meeting in collaboration with the Board Chair, Chief Administrative Officer, and County Counsel. The Board of Supervisors' meeting agenda is prepared weekly according to the Board of Supervisors' meeting calendar.</p> <p>An agenda review meeting is typically held on Mondays, 8 days prior to a regular meeting. The Chief Administrative Officer, Board Chair and/or Vice Chair, the Clerk and County Counsel participate in the agenda review meeting. Each Supervisor's Assistant may attend the agenda review meeting at the discretion of the corresponding Supervisor. A draft of each board meeting agenda is discussed at the Agenda Review meeting.</p> <p>The Clerk of the Board publishes the final agenda by close of business the Wednesday before a regular meeting and if necessary, an addendum to that agenda is published by close of business the Friday before the meeting.</p> <p>Board Members may submit items to be added to a given agenda at any time, provided the item(s) are submitted in a timely fashion to be compliant with the Brown Act. (Emphasis on 72 hour requirement for agenda publication)</p> <p>Supervisors are encouraged to contact the Chief Administrative Officer's office with any technical or detailed questions regarding the agenda prior to the board meeting to ensure adequate information is available if necessary.</p>

by unanimous vote of the members present (CA Government Code Section 54956.5).

- 7.4.4. The minutes of the Emergency Board Meeting, a list of the persons notified or attempted to be notified, a copy of the roll call vote, and any actions taken at the Emergency Board Meeting shall be posted for a minimum of ten (10) days in a public place including the District's website as soon after the meeting as possible (CA Government Code Section 54956.5).

### **7.5. Board Workshops**

- 7.5.1. Board Workshops are held periodically as needed and fall under the same Brown Act requirements as Special Board Meetings and are open to the public. Board Workshops are generally used for planning and informational purposes, although action items may be placed on the agenda, and are open to the public.

## **8. Placing Items on a Board Meeting Agenda**

### **8.1. Board Members**

- 8.1.1. A Board Member may request that an item be considered on a future agenda and, with the support of another Board Member, the item will be added to a future agenda.

### **8.2. General Manager**

- 8.2.1. The General Manager is responsible for preparing the agenda for all regular and special meetings of the Board in consultation with the President. The President may modify the order in which items are presented, but may not direct that any item be deleted from the agenda as submitted by the General Manager.
- 8.2.2. Many items on the agenda originate with the General Manager and District staff. The following types of items are typical:
- Matters on which policy direction from the Board is required.
  - Items with over-arching policy implications (e.g., labor negotiations, budgeting, and strategic planning).
  - Actions required by law.
  - Intermediate actions in the overall implementation of a Board approved project or program (e.g., awarding construction contracts, considering an environmental review document).
  - Discretionary decisions for which authority has not been delegated to the General Manager.

subsequent to the preparation of the agenda, or for other similar administrative reasons. Any such request by the General Manager is granted unless a majority of the Board objects.

9.7.2.3. Members of the Public

- Upon presentation of the Consent Calendar for approval, any member of the public may comment on an item or items listed on the Consent Calendar.

9.7.3. Approval of Minutes

- 9.7.3.1. Board Members may, but are not required to, vote on minutes of meetings they have not attended, based on their reading and consideration of the written minutes as drafted. The Board has the sole discretion to approve the contents and the format of the minutes.

## 9.8. Action Calendar

- 9.8.1. Items which can reasonably be expected to be considered for action by the Board at the meeting will be included in the Action Calendar by the General Manager. These are normally the business items of the agenda, such as authorization of award of contracts, fiscal appropriations, etc., for which formal action by the Board is required.

## 9.9. Reports

- 9.9.1. Items such as technical presentations, drafts of proposed policies, recent occurrences, etc., for which staff or legal counsel may be seeking advice from the Board or are informational matters of significance to the District will be included under Reports, as well as other business items such as Committee Reports, Operational Reports, and General Manager's Reports.

## 9.10. Director's Comments, Reports on Meetings Attended, and Agenda Item Requests

- 9.10.1. Board Members may comment on their District-related activities or to suggest new ideas and concepts to be discussed at a future Board meeting.
- 9.10.2. A Board Member may only comment on an item not on the agenda for the following purposes: to allow understanding of what is being proposed, to enable District staff to understand the issue being raised, or to give direction to the General Manager.
- 9.10.3. A Board Member may request that an item be referred to a Board Committee for development and discussion or to be placed on a future Board agenda. With the concurrence of at least one Board Member, the General Manager will place the item on a future Board agenda.



shall report in closed session (if permitted) to the Board at the next Board meeting following any direction given by the Ad Hoc Committee to Legal Counsel and Special Legal Counsels and any other actions taken. See also Section 12.E.

- H. Legal Counsel and Special Legal Counsels shall notify the Board and the General Manager about important events, rulings or decisions made regarding the District's case(s). Legal Counsel and Special Legal Counsel shall endeavor to do so within 72 hours of such events, rulings or decisions.
- I. Legal Counsel and Special Legal Counsels shall email the entire Board and the General Manager, if the General Manager is not subject of the case, copies of all briefs, dockets, applicable court calendars, motions and filings submitted to the Court and all documents and notices received from the Court and opposing parties.
- J. Legal Counsel and Special Legal Counsels shall only perform work that has been authorized by the Board, or by the General Manager pursuant to Water Code Section 30580.

## 17. Conduct of Business

- A. The Board of Directors shall comply with the Ralph M. Brown Act (Brown Act) that requires meetings of the Board of Directors to be open and public.
- B. Regular District Board meetings shall be held at the City of Marina's Council Chambers at 211 Hillcrest Avenue, Marina, CA, unless otherwise specified.
- C. The notice and agenda for each meeting of the Board or committees of the Board shall be posted at the District offices at 11 Reservation Road, Marina, CA, and the City of Marina offices at 211 Hillcrest Avenue, Marina, CA in accordance with the Brown Act.
- D. The General Manager shall submit the draft Board agenda to the Board President and Vice President for review and approval before posting such agenda. Either the Board President or Vice President can add any items to the final Board agenda. No item on the final Board agenda can be deleted without the approval of both the Board President and Vice President. If there is not consensus on the items, the President shall have the final say. Emergency matters can be added to the agenda without advanced request or notice.
- E. The agenda and agenda package for regular board meetings will be distributed to the Board and made available to the public on Wednesday in advance of the Board meeting on Monday or Tuesday if Monday is a holiday. The General Manager shall include all copies of contracts, proposals, agreements, plans, specifications, exhibits, attachments, test results, investigation reports, etc. in the agenda packet for the Board to review and approve.
- F. The General Manager shall request District Legal Counsel and/or Special Legal Counsel to review all proposed contracts, agreements, employment agreements, etc. and approve them before including in the Board agenda package. All staff reports shall contain background information, previous Board actions, adopted goals and objectives, concerned issues, recommendations by staff, funding sources and available fund in the adopted bud-

**AGENDA ITEM 8.J.**

**Attachment 4**

**Other Agency Policies Related to Order of Business**



**AR 12082 Order of Business**

Approved: December 12, 2006  
Revised: November 4, 2010  
Revised: May 15, 2014  
Revised: February 14, 2017  
Revised: April 16, 2018

The normal order of business for Board meetings shall be as follows.

1. Roll Call
2. Pledge of Allegiance
3. Moment of Silence
4. Adopt Agenda
5. Public Comment
6. General Manager’s Report
7. Clerk to Board Communications
8. Board of Directors’ Communications
9. Approve Consent Calendar
10. Action on Items Pulled from Consent Calendar
11. Public Hearings
12. Workshops
13. Information Items
14. Director Items
15. Action Items
16. Closed Session
17. Review of Assignments
18. Adjournment

At the commencement of the meeting, the President of the Board may, at his or her discretion, offer a quote or otherwise make a brief oral statement intended to help facilitate a collaborative tone. The President of the Board may also, at his or her discretion, decide whether or not to ask for a moment of silence under Item 3. If the President requests a moment of silence, he or she may offer a brief dedication of the moment of silence, the purpose of which shall be to honor and offer solidarity to victims of national, state, or regional tragedy; honor the service of past or present members of the armed services; or recognize the passing of individuals who have contributed to the District’s mission.

When the General Manager’s Report includes employee recognition, that portion of the Report shall occur immediately after adoption of the agenda. The President of the Board has the prerogative to alter the order of items 5 through 16 to enhance public participation or meeting efficiency, except that time-specific items shall not be called prior to their noticed time.

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# Nevada Irrigation District

## POLICY MANUAL

**POLICY TITLE:** Board Meeting Agenda

**POLICY NUMBER:** 5020

- 5020.1** The General Manager, in consultation with the Board President, shall prepare an agenda meeting the requirements of the Ralph M. Brown Act for each regular and special meeting of the Board of Directors. Absent approval of the General Manager, the agenda will be "closed" to the addition of new items at 12:00 PM on the Wednesday preceding the regular meeting of the Board of Directors. Any Director may request that the General Manager place an item on the agenda no later than 5:00 PM on the Tuesday prior to the closing of the Agenda.
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- 5020.2.1** The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the close of the agenda for the meeting where the item is to be considered. If the General Manager decides the request should be placed on a Board agenda, General Manager may exercise his/her discretion in including the item on the next, or a subsequent meeting, agenda depending on the press of other business before the Board.
- 5020.2.2** The General Manager shall be the sole judge of whether the request is or is not a "matter directly related to District business" in determining whether to place the matter on a meeting agenda. The person requesting the agenda addition may request that the Board of Directors reconsider the General Manager's adverse decision at the next regular meeting of the Board of Directors. Notwithstanding the determination of the General Manager, any Director may request that the item be placed on the agenda of a regularly scheduled Board regular meeting at the earliest feasible date.
- 5020.2.3** No matter which is authorized for consideration by the Board in closed session will be accepted under this policy;
- 5020.2.4** The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

**5020.3** This policy does not prevent the Board from taking public comment at regular meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

**5020.4** At least 72 hours prior to the time of all regular meetings, an agenda, which includes all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. The agenda shall also post the agenda on the District's website for public information. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review at the time it is made available to the Board.

**5020.4.1** The agenda for a special meeting shall be posted in the same location at least 24 hours before the meeting.

**5020.5** NID Board Agendas for regular meetings shall be in the following format:

**5020.5.1 STANDING ORDERS:** Standing orders shall include the Call to Order, the Pledge of Allegiance and any introductions.

**5020.5.2 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:** Members of the public shall be allowed to address the Board of Directors on items which are of interest to the public and which are within the jurisdiction of the Board, but which are not on the posted agenda; however, no action shall be taken on any item not appearing on the agenda unless otherwise authorized by the Board pursuant to Government Code Section 54954.3. The Board may limit public comment time.

**5020.5.3 CONSENT AGENDA:** The Consent Agenda consists of those items which are routine and/or should not be discussed; i.e., certain claims. The following items, if presented to the Board, would typically appear on the Consent Agenda:

Minutes

Acceptance of Routine Easements

Statement of Investment Policy

Treasurer's Quarterly Report of Investments

Advanced recommendations from the appropriate Committee

Other routine items of a non controversial nature: Annual Disclosure of Reimbursement to

Employees and Directors and Declaration Regarding Receipt of Honoraria of Gifts

Variances recommended for approval by the Variance Committee

The Consent Agenda would be approved by one motion of the Board adopting the Consent Agenda and authorizing the appropriate and necessary actions. Should any member of the Board or public wish to discuss any item appearing thereon, the Board member should request that the item be removed from the Consent Agenda. At the direction of the President, the item will be removed and discussed immediately after the approval of the Consent Agenda, or as soon thereafter as practicable.

**5020.5.4 SPECIAL ORDERS:** Special Orders are those items of business which are set for consideration at a specific time during the meeting. Special Orders interrupt pending



business at the time fixed unless this rule is suspended by motion adopted by the Board. Board hearings shall be designated Special Orders for the times fixed therefore by the Board of Directors. If a special time on the agenda is needed for the appearance of a person or persons, the Board Secretary shall set the appointment.

**5020.5.5 GENERAL ORDERS:** General Orders include those items of regular District business which have not been referred to a Board committee and which will be presented to the Board with a recommendation or for consideration by the General Manager or District staff.

**5020.5.6 GENERAL MANAGER'S REPORT:** The Manager will provide a report on current activities within the District of interest to the public and the Board. Items to be discussed by the General Manager will be conditions of current water supply and water sales, legislative or regulatory items of interest not yet requiring action, and public affairs activities occurring within the District directly or indirectly involving District operations.

**5020.5.7 BOARD OF DIRECTORS ITEMS/REPORTS:** Directors may provide brief reports on meetings, conferences, and seminars attended by the Directors of interest to the District and the public. Directors may also report on community comments and activities of interest.

**5020.5.8 INFORMATIONAL CORRESPONDENCE:** Included in this section of the Board's agenda will be memos detailing actions taken pursuant to prior Board authorization, and all other items of correspondence directed to the Board of Directors, including those items which have been or will be directed to a Board committee.

**5020.5.9 PUBLIC COMMENT ON ANY ITEM TO BE CONSIDERED IN CLOSED SESSION**

**5020.5.10 CLOSED SESSION:** Closed Session may be held as set forth in the Government Code.

**5020.5.11 ADJOURN**

**5020.6 Preparing NID Board Agendas**

**5020.6.1** The agenda for the regular meetings of the Board of Directors is mailed on or before the Thursday prior to the Board of Directors meetings, which are held on the second and fourth Wednesdays of each month. To allow sufficient time for preparation and assembly of the agenda, all agenda items must be given to the Board Secretary no later than noon on Wednesday preceding the meeting.

**5020.6.2** A copy of the Board of Directors Meeting agenda and Board Committee Meeting agendas will be available for public review at the display cases located in the Board Room Lobby, the Business Center Lobby and at the East Annex on or before the Thursday preceding the meeting. A public review copy of the agenda packet also will be available in the Board Room Lobby on the day of the meeting.

**5020.6.3** All Staff Reports to the Board shall be submitted to the Board Secretary prior to noon Wednesday preceding the meeting, to be placed on the Agenda. Staff Reports shall give a concise description of the subject matter and the specific action requested of the Board.

- 5020.6.4** When necessary, Department heads are to complete a budget transfer/amendment form and submit it to the Finance Manager for consideration by the Administrative Practices Committee. The Committee's recommendation will be noted on the form and presented with the Staff Report to the Board Secretary prior to noon Wednesday preceding the Board of Directors' meeting.
- 5020.6.5** The Agenda may include notices pertaining to District Policies, in effort to promote the District's commitment of providing a safe and violence-free workplace and to minimize disruptions in the Boardroom.

Adopted: October 13, 2010 via Resolution No. 2010-56  
Revised: December 13, 2017 via Resolution No. 2017-34

committee shall set forth the duties and responsibilities of the committee, whether the committee is to be composed only of Directors or include non-directors, the number of Directors to be on the committee, and the length of service established for the committee and its members.

Sec. 4.2 APPOINTMENTS TO COMMITTEES AND ALTERNATES

The Chair, after consideration of the desires and prior long-standing service of the individual Directors and subject to the concurrence of the Board, shall appoint the members and alternates of the Committees.

**Article 5. Order Of Business**

Sec 5.1 REGULAR MEETINGS

The order of business of all regular meetings of the Board shall generally be as follows:

CALL TO ORDER  
ROLL CALL  
PLEDGE OF ALLEGIANCE  
ANNOUNCEMENTS, INTRODUCTIONS, AND RECOGNITIONS  
PUBLIC COMMENT  
REPORTS BY DEPARTMENT HEADS  
AGENDA CHANGES AND REVIEW  
CONSENT CALENDAR  
AGREEMENT AND CONTRACTS  
WATER  
POWER  
ADMINISTRATION  
REMARKS/REPORTS BY DIRECTORS  
REMARKS/REPORTS BY LEGAL COUNSEL  
REMARKS/REPORTS BY GENERAL MANAGER  
CLOSED SESSION  
REPORT FROM CLOSED SESSION  
ADJOURNMENT

Sec 5.2 CHANGES IN ORDER OF BUSINESS

The order of business provided for in Section 5.1 may be changed at any time by the Chair or by the action of a majority of the Directors.

**Article 6. Conduct of Business****Sec. 6.1 BOARD SESSIONS**

The Chair shall preside over all meetings and shall call the meetings to order at the time specified for the meetings. In the absence of the Chair and the Vice-Chair the Clerk to the Board shall call the meeting to order, whereupon a Temporary Chair shall be elected from one of the Directors present. Upon the arrival of the Chair or the Vice-Chair, the Temporary Chair shall relinquish the Chair immediately upon the conclusion of the business then before the Board.

**Sec. 6.2 ROLL CALL**

Before proceeding with the business of the Board, the roll call of the Directors shall be called by the Clerk, and the names of those present shall be entered in the Minutes. At the direction of the Chair the Clerk may conduct a silent roll call.

**Sec. 6.3 PREPARATION OF MINUTES**

- (a) The Minutes of Board meetings, other than closed sessions, shall be kept by the Clerk and shall be printed and kept in a book for that purpose, with a record of each particular type of business transacted set off in paragraphs.
- (b) The Clerk shall make a record of such business as was actually acted upon by a vote of the Directors. The Clerk shall record remarks of Directors, or any other person upon the special request of a Director or the Chair. The Clerk shall record the names and affiliations of members of the public addressing the Board, and the subject of their comments. The Clerk shall also record the subject of a Director's comments given under "Remarks/Reports by Directors".
- (c) Within thirty (30) business days after the meeting, the Minutes shall be listed on the agenda for the next regular Board meeting for approval and copies forwarded to the General Manager and the Agency's General Counsel.

**Sec. 6.4 READING OF MINUTES**

Minutes may be approved without reading at any Board meeting.

**Sec. 6.5 RIGHT TO RECORD PROCEEDINGS**

- (a) Any person attending an open and public meeting of the Board shall have the right



## County of El Dorado

### MEETING AGENDA

#### Board of Supervisors

Board of Supervisors  
Department  
330 Fair Lane, Building A  
Placerville, California  
530-621-5390  
FAX 530-622-3645  
[www.edcgov.us/bos](http://www.edcgov.us/bos)

*Brian K. Veerkamp, Chair, District III*  
*John Hidahl, First Vice Chair, District I*  
*Lori Parlin, Second Vice Chair, District IV*  
*Shiva Frentzen, District II*  
*Sue Novasel, District V*

*Kim Dawson, Clerk of the Board of Supervisors*  
*Don Ashton, Chief Administrative Officer*  
*David Livingston, County Counsel*

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Tuesday, January 14, 2020

9:00 AM

330 Fair Lane  
Placerville, CA

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#### Vision Statement

**Safe, healthy and vibrant communities, respecting our natural resources  
and historical heritage**

**This institution is an equal opportunity provider and employer.**

Live Web Streaming and archiving of most Board of Supervisors meeting videos, all meeting agendas, supplemental materials and meeting minutes are available on the internet at:  
<http://eldorado.legistar.com/Calendar.aspx>

To listen to open session portions of the meeting in real time, dial (530) 621-7603. This specialized dial in number is programmed for listening only and is operable when the audio system inside the meeting room is activated. Please be advised that callers will experience silence anytime the Board is not actively meeting, such as during Closed Session or break periods.

The County of El Dorado is committed to ensuring that persons with disabilities are provided the resources to participate in its public meetings. Please contact the office of the Clerk of the Board if you require accommodation at 530-621-5390 or via email, [edc.cob@edcgov.us](mailto:edc.cob@edcgov.us), preferably no less than 24 hours in advance of the meeting.

The Board of Supervisors is concerned that written information submitted to the Board the day of the Board meeting may not receive the attention it deserves. The Board Clerk cannot guarantee that any FAX, email, or mail received the day of the meeting will be delivered to the Board prior to action on the subject matter.

The Board meets simultaneously as the Board of Supervisors and the Board of Directors of the Air Quality Management District, In-Home Supportive Services, Public Housing Authority, Redevelopment Agency and other Special Districts.

For Purposes of the Brown Act § 54954.2 (a), the numbered items on this Agenda give a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.

Materials related to an item on this Agenda submitted to the Board of Supervisors after distribution of the agenda packet are available for inspection during normal business hours in the public viewing packet located in Building A, 330 Fair Lane, Placerville or in the Board Clerk's Office located at the same address. Such documents are also available on the Board of Supervisors' Meeting Agenda webpage subject to staff's ability to post the documents before the meeting.

#### **PROTOCOLS FOR PUBLIC COMMENT**

Public comment will be received at designated periods as called by the Board Chair.

Except with the consent of the Board, individuals shall be allowed to speak to an item only once.

On December 5, 2017, the Board adopted the following protocol relative to public comment periods. The Board adopted minor revisions to the protocol on February 26, 2019, incorporated herein:

Time for public input will be provided at every Board of Supervisors meeting. Individuals will have three minutes to address the Board. Individuals authorized by organizations will have three minutes to present organizational positions and perspectives and may request additional time, up to five minutes. At the discretion of the Board, time to speak by any individual may be extended.

Public comment on certain agenda items designated and approved by the Board may be treated differently with specific time limits per speaker or a limit on the total amount of time designated for public comment. It is the intent of the Board that quasi-judicial matters have additional flexibility depending upon the nature of the issue. It is the practice of the Board to allocate 20 minutes for public comment during Open Forum and for each agenda item to be discussed. (Note: Unless designated on the agenda, there is no Open Forum period during Special Meetings.)



Individual Board members may ask clarifying questions but will not engage in substantive dialogue with persons providing input to the Board.

If a person providing input to the Board creates a disruption by refusing to follow Board guidelines, the Chair of the Board may take the following actions:

Step 1. Request the person adhere to Board guidelines. If the person refuses, the Chair may turn off the speaker's microphone.

Step 2. If the disruption continues, the Chair may order a recess of the Board meeting.

Step 3. If the disruption continues, the Chair may order the removal of the person from the Board meeting.

**9:00 A.M. - CALL TO ORDER****INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG****ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR**

The Board may make any necessary additions, deletions or corrections to the agenda including moving items to or from the Consent Calendar and adopt the agenda and the Consent Calendar with one single vote. A Board member may request an item be removed from the Consent Calendar for discussion and separate Board action. At the appropriate time as called by the Board Chair, members of the public may make a comment on matters on the Consent Calendar prior to Board action.

**OPEN FORUM**

Open Forum is an opportunity for members of the public to address the Board of Supervisors on subject matter that is not on their meeting agenda and within their jurisdiction. Public comments during Open Forum are limited to three minutes per person. Individuals authorized by organizations will have three minutes to present organizational positions and perspectives and may request additional time, up to five minutes. The total amount of time reserved for Open Forum is 20 Minutes.

**CONSENT CALENDAR**

1. [20-0036](#) Clerk of the Board recommending the Board approve the Minutes from the regular meeting of January 7, 2020.

**GENERAL GOVERNMENT - CONSENT ITEMS**

2. [19-1874](#) Agriculture Department recommending the Board approve and authorize the Chief Administrative Office to sign the annual amendment to the Interlocal Agreement (Attachment C) to increase the University of California Cooperative Extension contribution (Agreement 2941) for Fiscal Years 2019-20 and 2020-21 in the amount of \$22,543 more per year for a total amount remaining on contract of \$551,070 per the Board's recommendation on November 19, 2019 (Legistar item # 19-1601) with no changes to the term.

**FUNDING:** General Fund.

3. [19-1745](#) Chief Administrative Office recommending the Board adopt and authorize the Chair to sign Resolution **227-2019**, joining the California Enterprise Development Authority (CEDA) as an Associate Member, authorizing the County to join the Figtree Property Assessed Clean Energy program, and authorizing CEDA, through Dividend Finance, LLC, to offer their program and to conduct contractual assessment proceedings and levy contractual assessments within the County and authorizing related actions, for both residential and commercial projects.

**FUNDING:** N/A

4. [19-1705](#) Chief Administrative Office, Administration and Finance Division and Department of Transportation, recommending the Board receive and file the Annual Report of Special Taxes for County Service Areas 3 and 9 Zones of Benefit for Fiscal Year 2018/2019, pursuant to Section 50075.3 of California Government Code.

**FUNDING:** County Service Area 3 and 9 Zones of Benefit Special Taxes provide full funding for preparation and filing of this Annual Report.

5. [19-1470](#) Chief Administrative Office, Facilities Division, recommending the Board consider the following:
- 1) Approve and authorize the Chair to sign the Notice of Acceptance with Clark & Sullivan Construction and Broward Builders, Inc. a Joint Venture, Contract 284-C1899, for the Public Safety Facility Project; and
  - 2) Approve and authorize the Facilities Division to release the Payment and Performance Bonds to the Surety after the one-year guarantee period.

**FUNDING:** United States Department of Agriculture Loan.

6. [19-1847](#) Chief Administrative Office, Procurement and Contracts Division, recommending the Board:
- 1) Waive formal bid requirements in accordance with Purchasing Ordinance 3.12.160, Exemptions from competitive process, Section D;
  - 2) Authorize the Purchasing Agent to utilize the Sacramento Area Council of Governments (SACOG) Regional Public Agency Fuel & Lubricants Request for Proposals (RFP) 2018-0029 and Contract No. 1920029 for the provision of commercial cardlock fueling services;
  - 3) Authorize the Purchasing Agent to sign Agreement 4404 with Hunt and Sons, Inc. in an amount not to exceed \$3,000,000, effective January 24, 2020 through January 23, 2023; and
  - 4) Authorize the Purchasing Agent to execute Amendments that do not affect the term or total not to exceed amount of the Agreement.

**FUNDING:** General and Non-General Fund.

7. [20-0020](#) Chief Administrative Office, Procurement and Contracts Division, recommending the Board approve and authorize the Purchasing Agent to sign the First Amendment to Agreement for Services 3683 with Hunt and Sons, Inc. increasing the maximum compensation by \$200,000 for a total not-to-exceed amount of \$1,200,000 for the provision of commercial cardlock fueling services with no change to the term.

**FUNDING:** General and Non-General Fund.

8. [20-0015](#) Chief Administrative Office recommending the Board receive and file special tax reports for County Service Area 3 and County Service Area 7, specific to the County of El Dorado ambulance services for Fiscal Year 2018-2019.

**FUNDING:** N/A

9. [19-1855](#)

Human Resources Department recommending the Board approve retroactive agreement (Fenix 4485) with Kenneth Cater for the term November 26, 2019 through December 25, 2019 in the amount of \$300 for layoff arbitration panel services.

**FUNDING:** General Fund.

**HEALTH AND HUMAN SERVICES - CONSENT ITEMS****10. [19-1531](#)**

Health and Human Services Agency recommending the Board:

- 1) Make findings in accordance with County Ordinance 3.13.030 that it is more economical and feasible to contract with Green Valley Mortuary, Ltd, for services provided under Agreement for Services 4451 because the County has neither the staff nor facilities to perform said services;
- 2) Approve and authorize the Chair to sign Agreement for Services 4451 with Green Valley Mortuary, Ltd, for the provision of mortuary services for indigent persons, with the maximum obligation of \$200,000 for the term of three (3) years that begins February 1, 2020 through December 31, 2023;
- 3) Approve and authorize that upon execution of Agreement for Services 4451, the existing Agreement for Service 824 (432-S1710) shall terminate effective January 31, 2020; and
- 4) Authorize the Purchasing Agent to execute further documents relating to Agreement for Service 4451, including amendments that do not increase the maximum dollar amount or term of the Agreement, and contingent upon approval by County Counsel and Risk Management.

**FUNDING:** A portion of birth and death certificate fees (approximately 6%) and General Fund (approximately 94%).

**11. [19-1461](#)**

Health and Human Services Agency recommending the Board:

- 1) Award RFP 20-918-029 to Sierra Child and Family Services, for the provision of Dialectical Behavior Therapy and First Episode Psychosis Services, on the County's West Slope;
- 2) Approve and authorize the Chair to sign Agreement for Services 4342 with Sierra Child and Family Services, Inc., for the provision of school and community- based therapy to eligible youth in the amount of \$181,072, for the term upon execution through June, 30 2020;
- 3) Make findings in accordance with County Ordinance 3.13.030 that it is more economical and feasible to contract with Sierra Child and Family Services, Inc., for services provided under this Agreement 4342 because the County does not have the necessary staff or facilities to perform the services; and
- 4) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreement for Services 4342, including amendments which do not increase the maximum dollar amount or term of the Agreement, and contingent upon approval by County Counsel and Risk Management.

**FUNDING:** 100% Federal Funding: Fiscal Year 2019-2020 Mental Health Services Block Grant.



**12. [19-1777](#)**

Health and Human Services Agency recommending the Board:

- 1) Approve and authorize the Chair to sign the First Amendment to Agreement for Services 4106 with the Center for Common Concerns, dba HomeBase, for the provision of consulting services regarding strategic and practical technical assistance to the El Dorado Opportunity Knocks Continuum of Care, effective upon execution, with an increase of \$75,000, for a **maximum** compensation of \$127,000 and extending the term by three months, through December 31, 2020; and
- 2) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreement for Services 4106, including amendments which do not increase the maximum dollar amount or term of the Agreement, and contingent upon approval by County Counsel and Risk Management.

**FUNDING:** The increase consists entirely (100%) of State funding from the California Department of Housing and Community Development, No Place Like Home Program, Technical Assistance Grant.

**13. [19-1830](#)**

Health and Human Services Agency recommending the Board:

- 1) Make findings in accordance with County Ordinance 3.13.030 that it is more economical and feasible to contract with On My Own **Independent** Living Services for services provided under Agreement 2653 because the County has neither the staff nor facilities to perform said services and the contractor will provide equipment, materials, facilities, administration and/or support services related to providing work that may not be feasibly provided by the County;
- 2) Approve and authorize the Chair to sign Amendment I to Agreement for Services 2653 with On My Own **Independent** Living Services for the provision of one-to-one skill building training and parenting programs for adults with developmental disabilities, effective upon execution, extending the term one year for a total term from June 14, 2018 through May 31, 2022, and increasing the maximum obligation by \$54,225 for a new **maximum** contractual obligation of \$120,000; and
- 3) Authorize the Purchasing Agent, **or designee**, to execute further documents relating to Agreement for Services 2653, including **amendments** which do not increase the maximum dollar amount or term of the Agreement, and contingent upon approval by County Counsel and Risk Management.

**FUNDING:** Federal, State, & 2011 Realignment.



**LAND USE AND DEVELOPMENT - CONSENT ITEMS**

14. [19-1762](#) Environmental Management Department recommending the Board consider the following:
- 1) Accept payment program award in the amount of \$53,866 through the State of California, Department of Resources Recycling and Recovery, Used Oil Payment Program, Cycle 10, Fiscal Year 2019-20, for the term of July 1, 2019 through June 30, 2021; and
  - 2) Delegate authority to the Environmental Management Department Director, or designee, to execute all payment program related documents, including but not limited to, requests for payments, reports, and all associated documents necessary to secure the payment program funds and implement the program.

**FUNDING:** Non-General Fund / State of California, Department of Resources Recycling and Recovery, Used Oil Payment Program, Cycle 10, Fiscal Year 2019-20 funds.

15. [19-1625](#) Planning and Building Department, Economic Development Division, recommending the Board:
- 1) Approve and authorize the Chief Administrative Officer (CAO) to sign the Greater Sacramento Economic Council (GSEC) Regional Cooperation Policy, a policy between GSEC and the Economic Development Directors Taskforce; and
  - 2) Authorize the CAO to sign future annual GSEC Regional Cooperation Policy documents upon the Board's approval of future funding agreements with GSEC.

**FUNDING:** N/A

**16. [19-1634](#)**

Planning and Building Department, Long Range Planning, Housing, Community and Economic Development Program, recommending the Board:

- 1) Adopt and authorize the Chair to sign Resolution **004-2020** approving a loan approval transfer from CoreCare Foundation to SNO Foundation Trust, a private not-for-profit 501(c)(3) Private Foundation with funding from the Affordable Housing Trust Fund Revolving Predevelopment Loan Program to be used for predevelopment expenses associated with the Diamond Springs Village Apartments, an 81-unit affordable rental housing development in Diamond Springs; and
- 2) Authorize the Director of Planning and Building, or designee, to sign the Loan Agreement, Promissory Note, Deed of Trust, and any related documents on behalf of the County that do not increase the maximum dollar amount or term of the Agreement, contingent upon approval by County Counsel and Risk Management.

**FUNDING:** Affordable Housing Trust Fund Revolving Predevelopment Loan Program within the Housing, Community and Economic Development Program Funds. (100% - Local)

**LAW AND JUSTICE - CONSENT ITEMS**

17. [20-0017](#)

Probation Department (Probation) recommending the Board:

- 1) Approve the addition of law enforcement specific equipment to Probation's Fixed Asset Listing for two (2) vehicles; and
- 2) Approve and authorize the Chair to sign a budget transfer from Probation's Fiscal Year 2019-20 approved Professional Services budget in the amount of \$23,354.31 to Probation's Fixed Asset/Equipment budget.

**FUNDING:** Approved Fiscal Year 2019-20 Budget.

**END CONSENT CALENDAR**

**DEPARTMENT MATTERS (Items in this category may be called at any time)**

18. [19-1774](#) Department of Transportation recommending the Board:
- 1) Make a determination that a complete facility replacement for the maintenance garage located at 1121 Shakori Road, South Lake Tahoe, CA is more economical than a retro-fit; and
  - 2) Provide direction on funding options of approximately \$2,500,000 to complete the project. (Est. Time: 20 Min.)
- FUNDING:** General Fund or Road Fund.
19. [20-0016](#) Human Resources recommending the Board approve and authorize the Chair to sign Resolution **006-2020** to comply with:
- a) The California Public Employees' Retirement System reporting requirements;
  - b) Government Code sections 20636 and 7522.34(a); and
  - c) California Code of Regulations 570.5 by adopting the salary schedule for the 2019 calendar year incorporating all changes previously approved by the Board and made effective in 2019. (Est. Time: 5 Min.)
- FUNDING:** N/A
20. [20-0024](#) Chief Administrative Office recommending the Board consider and adopt Resolution **007-2020** outlining the proposed terms for a new agreement with the City of South Lake Tahoe for future use of the County's approximate 41 acres within the City of South Lake Tahoe, and direct staff to proceed with developing the agreement and lease for property. (Est. Time: 30 Min.)
- FUNDING:** N/A
21. [20-0048](#) Chief Administrative Office recommending the Board receive informational presentations from the listed Departments as part of the preparation for the Fiscal Year 2020-21 Budget development process:
- 1) Probation; and
  - 2) Chief Administrative Office - Cemeteries, Airports, Parks. (Est. Time: 30 Min.)

**10:00 A.M. TIME ALLOCATION**

22. [20-0056](#) Supervisor Veerkamp recommending the Board authorize the Chair to sign a Proclamation in recognition of the retirement of James Whipple, CEO, Marshall Medical Center. (Est. Time: 10 Min.)

**11:00 A.M. TIME ALLOCATION**

23. [19-1757](#) Chief Administrative Office, Facilities Division, recommending the Board consider the following:
- 1) Approve the use of the Design-Build construction project delivery method for the New Placerville Juvenile Hall Facility Project;
  - 2) Authorize the release of a Request for Proposal for Construction Bridging Documents for the Placerville Juvenile Hall; and
  - 3) Authorize the Chief Administrative Officer to submit a request to the United States Department of Justice to repay a portion of the grant funds for the South Lake Tahoe Juvenile Treatment Facility to be directed toward the new Placerville Juvenile Hall Project. (Est. Time: 30 Min.) (Cont. 1/7/20, Item 28)

**FUNDING:** Senate Bill 81 Local Youthful Offender Rehabilitative Financing Program (\$9.6 million) and General Fund (\$5.9 million).

**2:00 P.M. TIME ALLOCATION****24. [19-1826](#)**

HEARING - Planning and Building Department recommending the Board approve and authorize the Chair to sign the following:

- 1) Resolution **005-2020** entitled "Planning and Building Department Fee Schedule and Policies and Procedures," thereby rescinding prior Resolution **186-2019** adopted by the Board on October 22, 2019 (Legistar Item 19-0663), and provide direction to staff on which of the following Appeal Fee options the Board would like to adopt:
  - a) Option A (staff recommendation): set the Appeal fee at \$943 based on the analysis presented in Attachment D and convert the base application to T&M to recover any costs associated with the Appeal beyond the initial \$943 Appeal fee;
  - b) Option B: set the Appeal fee at tiered amounts of \$943 for projects appealed to the Planning Commission and \$3,221 for projects appealed to the Board of Supervisors;
  - c) Option C: set the Appeal fee at \$3,221 (the average cost of an Appeal based on the 2015 fee study);
  - d) Option D: leave the Appeal fee at the current rate of \$239; or
  - e) Option E: set the Appeal fee at an amount deemed appropriate by the Board. (Est. Time: 30 Min.)

**FUNDING:** Fees for Service.



**25. [19-1768](#)**

HEARING - To consider the recommendation of the Planning Commission on the Vineyards at El Dorado Hills project to request a Rezone (Z16-0002), a Planned Development (PD16-0001), a Phased Tentative Subdivision Map (TM16-1528), and a Design Waiver on property identified by Assessor's Parcel Number 126-100-024, consisting of 114.03 acres, in the Rural Region in the El Dorado Hills area, submitted by Omni Financial, LLC; and the Planning Commission recommending the Board take the following actions:

- 1) Adopt Resolution **229-2019** certifying the Environmental Impact Report (Attachment C), subject to California Environmental Quality Act Findings and Statement of Overriding Considerations (Attachment D);
- 2) Adopt the Mitigation Monitoring Reporting Program (Attachment E) detailing the recommended Mitigation Measures in the Environmental Impact Report, in compliance with California Environmental Quality Act Guidelines Section 15097(a);
- 3) Approve Z16-0002 rezoning Assessor's Parcel Number 126-100-024 applying the Planned Development Combining Zone to the existing underlying zoning of Estate Residential, Five-acre resulting in the new zoning of Estate Residential, Five-acre-Planned Development based on the Findings (Attachment G) presented;
- 4) Approve Planned Development PD16-0001 establishing a Development Plan allowing the project to utilize density bonuses by clustering residential parcels and dedicating open space and allowing reduced setbacks of 20 foot front setbacks, 15 foot side setbacks and 30 foot rear setbacks for the project, based on the Findings (Attachment G) and subject to the Conditions of Approval (Attachment H) as presented;
- 5) Approve the Phased Tentative Subdivision Map TM16-1528 consisting of 42 residential lots ranging in size from 43,560 to 46,562 square feet, five open space lots, and one road lot, based on the Findings (Attachment G) and subject to the Mitigation Monitoring Reporting Program (Attachment E) and Conditions of Approval (Attachment H) as presented;
- 6) Approve the Design Waiver to reduce the standard 101C road width easement from 50 feet to 30 feet as the Findings (Attachment G) could be made; and
- 7) Adopt Ordinance **5117** for said Rezone. (Supervisory District 4) (Est. Time: 45 Min.) (Cont. 12/17/19, Item 57)

**FUNDING:** N/A

**Applicant request this matter be Continued to February 25, 2020.**

**ITEMS TO/FROM SUPERVISORS**

**CAO UPDATE**

**ADJOURNMENT**

**CLOSED SESSION**

26. [19-1871](#) **Conference with Legal Counsel - Significant Exposure to Litigation** pursuant to Government Code Section 54956.9(d)(2). Title: Planned Development PD18-0005/Tentative Subdivision Map TM18-1536/Serrano Village J7 (Assessor's Parcel Number 123-040-011), Number of potential cases: (1). (Est. Time: 15 Min.)
27. [20-0068](#) **Pursuant to Government Code Section 54957.6 - Conference with Labor Negotiator:** County Negotiator: Director of Human Resources and/or designee. Employee organizations: Operating Engineers Local No. 3 representing employees in the Trades & Crafts Bargaining Unit and El Dorado County Probation Officers Association (Est. Time: 10 Min.)

On August 19, 2003, the Board adopted the following protocol: It is a requirement that all speakers, County staff and the public, when approaching the podium to make a visual presentation to the Board of Supervisors, must provide the Clerk with the appropriate number of hard copies of the presentation for Board members and the audience.

- Informational items to keep the Board current on a matter or to allow them to discuss the implications of continuing on a previously agreed course of action.
- Items with critical timing.
- Proclamations honoring special events or individuals.
- Items that involve funding that exceed the General Manager's spending authority.

## **9. The Board Meeting Agenda**

### **9.1. Order of Business**

9.1.1. The Order of Business taken up for consideration shall generally be as follows:

- Call to Order
- Roll Call
- Salute to the Flag
- Special Order of Business/Ceremonial Items (if any)
- Public Comments
- Consent Calendar
- Action Calendar
- Reports
- Board Member's Comments, Reports on Meetings Attended, and Agenda Item Requests
- Closed Sessions (if any)
- Adjournment

9.1.2. The President may, if it is in the interest of the District, take any item out of order.

### **9.2. Call to Order**

9.2.1. The President of the Board shall strike the gavel and begin the Board meeting. In the absence of the President, the Vice President shall call the meeting to order. In the absence of both the President and Vice President, but with the presence of a quorum, the most senior Board Member shall call the meeting to order and chair the meeting.

### **9.3. Roll Call, Determining and Maintaining a Quorum**

9.3.1. The Board Secretary calls the roll of the Board Members and records the names of those present and those absent in the minutes of the meeting. If a Board Member enters the meeting late or departs early, these times also are recorded in the

minutes. If a quorum of the Board (three Board Members) is not present, generally no further proceedings or discussions may occur and the Board Secretary announces that the meeting is adjourned for lack of a quorum (CA Government Code Section 57555).

9.3.2. The Board must maintain a quorum throughout the meeting in order to conduct business. However, the meeting may be adjourned with less than a quorum by those Board Members who are present; if no Board Members are present, the Board Secretary will adjourn the meeting.

9.3.3. In the event that two (2) Board Members are present at the noticed Board Meeting, they may meet as a committee of the Board to hear informational items only. In such instances, General Counsel should be consulted.

#### **9.4. Salute to the Flag**

9.4.1. The person calling the meeting to order shall designate who will lead the Board Members, staff, and public in the pledge of allegiance to the flag of the United States of America.

#### **9.5. Special Order of Business/Ceremonial Items**

9.5.1. The General Manager or staff designated by the General Manager will address the Board with matters, such as introducing a new District employee, acknowledging or giving a special award, or recognizing an event, local students, or dignitaries.

#### **9.6. Public Comments for Items Not on the Agenda**

9.6.1. At every Regular Board meeting, members of the public are allowed to address the Board on any item of interest within the subject matter jurisdiction of the Board that is not already included on the posted agenda. Pursuant to CA Government Code Section 54954.2(a), the Board shall not take action or have a discussion on matters which are not on the agenda.

9.6.2. If the speaker refers to any document, writing, record, picture, or other exhibit, a copy will be given to the Board Secretary so that it can be included in the record.

9.6.3. Procedure

9.6.3.1. In the interest of all those who may wish to speak, individual speakers will be generally limited to five (5) minutes per speaker. The President may increase or decrease the time limit for all speakers or and may limit the total time for all speakers (CA Government Code Section 54954.3).

9.6.3.2. The President may request anyone desiring to make public comments to fill out a speaker card with his/her name and address so that the minutes accurately reflect the speaker's identity and affiliation, and so that the



District can contact the speaker if necessary. Members of the public who decline to provide a speaker card shall be allowed to address the Board.

- 9.6.3.3. The President calls speakers to the lectern and asks them to identify themselves, announce their item, and address the Board. Speakers may decline to identify themselves.
- 9.6.3.4. Board Members may ask clarifying questions and request information but cannot take any action on, discuss, or debate the matters presented during the public comment period.

## **9.7. Consent Calendar**

### **9.7.1. General**

- 9.7.1.1. The Consent Calendar shall be prepared prior to every meeting of the Board and shall be incorporated in the agenda circulated to Board Members. The matters to be included in the Consent Calendar are those that are regularly presented to the Board and are routine in nature, such as approval of minutes of recent Regular and Special Board Meetings, ratification of payment of audited demands, approval of water main extension agreements, and other administrative items consistent with prior Board direction and policy. The consent calendar may be acted upon by a single vote.

### **9.7.2. Removing Items from or Adding Items to the Consent Calendar**

#### **9.7.2.1. Board Members**

- If a Board Member has an unanswered question or concern about any of the items listed on the consent calendar, he/she may request that the matter be removed prior to a motion being made and approved. Any such request by a Board Member is automatically granted. When a Board Member wishes to remove an item from the consent calendar for discussion, it is helpful if he/she contacts the General Manager before the Board meeting to explain his/her concern. This enables staff to prepare information that might be needed to further the Board's discussion of the item.
- Prior to action on the consent calendar, a Board Member may move that one or more items on the Action Calendar be added to the Consent Calendar, which shall require a second, and the affirmative vote of a majority of the Board Members.
- Approval of the Consent Calendar shall also require the affirmative vote of a majority of the Board Members.

#### **9.7.2.2. General Manager**

- The General Manager may request that the President remove an item from the consent calendar. Typically this occurs so staff can clarify the record, present new information that came to staff's attention

subsequent to the preparation of the agenda, or for other similar administrative reasons. Any such request by the General Manager is granted unless a majority of the Board objects.

9.7.2.3. Members of the Public

- Upon presentation of the Consent Calendar for approval, any member of the public may comment on an item or items listed on the Consent Calendar.

9.7.3. Approval of Minutes

- 9.7.3.1. Board Members may, but are not required to, vote on minutes of meetings they have not attended, based on their reading and consideration of the written minutes as drafted. The Board has the sole discretion to approve the contents and the format of the minutes.

## 9.8. Action Calendar

- 9.8.1. Items which can reasonably be expected to be considered for action by the Board at the meeting will be included in the Action Calendar by the General Manager. These are normally the business items of the agenda, such as authorization of award of contracts, fiscal appropriations, etc., for which formal action by the Board is required.

## 9.9. Reports

- 9.9.1. Items such as technical presentations, drafts of proposed policies, recent occurrences, etc., for which staff or legal counsel may be seeking advice from the Board or are informational matters of significance to the District will be included under Reports, as well as other business items such as Committee Reports, Operational Reports, and General Manager's Reports.

## 9.10. Director's Comments, Reports on Meetings Attended, and Agenda Item Requests

- 9.10.1. Board Members may comment on their District-related activities or to suggest new ideas and concepts to be discussed at a future Board meeting.
- 9.10.2. A Board Member may only comment on an item not on the agenda for the following purposes: to allow understanding of what is being proposed, to enable District staff to understand the issue being raised, or to give direction to the General Manager.
- 9.10.3. A Board Member may request that an item be referred to a Board Committee for development and discussion or to be placed on a future Board agenda. With the concurrence of at least one Board Member, the General Manager will place the item on a future Board agenda.

**9.11. Closed Sessions (if any)**

- 9.11.1. Closed sessions are typically scheduled at the end of the Board meeting.
- 9.11.2. Upon returning to open session, the Board President (or the acting Chair), Legal Counsel, or the General Manager will make the report at the conclusion of the closed session as required by CA Government Code Section 54957.1.

**9.12. Adjournment**

- 9.12.1. The Board President will adjourn the meeting and announce the time of adjournment for the record. Occasionally, meetings may be adjourned in memory of a loved one or close friend of the District, or in honor of a significant event.

**9.13. Seating Arrangement of the Board**

- 9.13.1. The President is seated to the immediate right of the General Manager, the Vice President is seated to the President's right, and remaining Board Members are seated in alphabetical order by surname from the Vice President's right.

**10. Transacting Business on an Agenda Item****10.1. Introducing an Item**

- 10.1.1. The Board President announces each agenda item, referencing the item number and the nature of the matter.

**10.2. Staff Presentation**

- 10.2.1. The General Manager, or at the General Manager's direction, a staff member, summarizes the item being considered, including background, pertinent facts and details, analyses conducted by staff, and options available for the Board's consideration. On occasion, a consultant may assist the General Manager or staff in presenting an agenda item.

**10.3. Staff Recommendation**

- 10.3.1. The General Manager makes a recommendation on each action item and typically is stated at the conclusion of the presentation. The General Manager often delegates this responsibility to a Department Head.

## 22. Parliamentary Procedure

- A. Rules of Order. The presiding officer shall preserve order and decorum and shall decide on questions of order, subject to appeal to the Board. District Legal Counsel shall advise the President as Parliamentarian. The Board shall use Rosenberg's Rules of Order and this Board procedures manual.
- B. Non-Roll Call Votes. Following any non-roll call vote, the President shall announce the results of the vote, including the vote or abstention of each director present unless the vote is unanimous.
- C. Roll Call Votes. After a motion has been made and duly seconded, any Board member may call for a roll call vote. Additionally, action on all District resolutions and ordinances and items that expend District funds shall be taken by a roll call vote.

## 23. Order of Business

The regular order of business of the Board shall contain any or all of the following items:

- Call to Order
- Roll Call
- Public Comment on Closed Session Items
- Closed Session Items
- Reportable Actions Taken During Closed Session
- Pledge of Allegiance
- Oral Communications from the Public
- Special Presentations
- Public Hearings Consent Calendar
- Action Items
- Correspondence Received by the District, Directors and General Manager
- Informational Items
- Board Member Requests for Future Agenda Items
- Directors Comments
- Adjournment

The regular order of business may be changed by the President subject to the Board determining otherwise.

**AGENDA ITEM 8.J.**

**Attachment 5**

**CSDA Model Policy**



**POLICY TITLE:** Board Meeting Agenda  
**POLICY NUMBER:** 4205

4205.1 Agenda preparation. The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act. Any Director may contact the General Manager and request an item to be placed on the agenda no later than 5:00 P.M. on the day that is 48 hours prior to the closing of the agenda for the next meeting date.

4205.2 Public requests. Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

4205.2.1 The request must be in writing and be submitted to the General Manager [or other responsible managing employee] together with supporting documents and information, if any, at least seven business days prior to the date of the meeting.

4205.2.2 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."

4205.2.3 The General Manager shall determine the timing of when the item will be placed on the agenda.

4205.2.4 The public member requesting the agenda item may appeal the General Manager's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

4205.2.5 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

4205.2.6 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

4205.3 Agenda descriptions. All Board agendas shall include an unambiguous description of each item on the agenda to be discussed, including closed session items. The General Manager shall ensure that the description gives notice to the public of the essential nature of business to be considered.





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4205.4 Agenda posting. Agendas for regular meetings shall be posted 72 hours in advance of the meeting and agendas for special meetings shall be posted 24 hours in advance of the meeting. The posting must occur in a place that is freely accessible to the public and on the District's website. A touch screen electronic kiosk may take the place of the paper posting. On or before January 1, 2019, the internet posting shall occur on the District's primary website homepage through a prominent, direct link to the current agenda. The agenda shall also be accessible in an open format by that date.

4205.5 Agenda packages. When distributing agenda packages and other materials to members of the Board of Directors, those materials should be provided to all members at the same time. Agenda packages, except for closed session materials, should also be made available to the public once distributed to the Board.

4205.6 Public comment.

4205.6.1 For regular meetings the Board shall provide the public with an opportunity to address not only any item on the agenda but any item within the subject matter jurisdiction of the District.

4205.6.2 For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.

4205.6.3 The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment.

4205.6.4 The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.

4205.7 Closed sessions. The Board may conduct a closed session during a noticed meeting for certain matters, as identified on the agenda, where it is necessary to conduct business in private. Major reasons for permissible closed sessions, as authorized by the Brown Act, include real property transactions, labor negotiations, and pending litigation. The Board shall allow public comment on any closed session item before going into closed session.

4205.8 Items not on the agenda. The Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days. The Board may also respond to public comments and make announcements.

**AGENDA ITEM 8.J.**

**Attachment 6**

**Resolution**

**RESOLUTION NO. 2020-  
OF THE BOARD OF DIRECTORS OF THE  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT  
ADOPTING REVISED BOARD POLICY 5020 – BOARD MEETING AGENDA**

**WHEREAS**, at the August 13, 2019 Board meeting, the Board of Directors directed the General Manager to prepare a policy that incorporated guidance on the Board Reports section of the Board agenda; and

**WHEREAS**, Board Policy 5020 – Board Meeting Agenda deals with the Board meeting agenda content and format; and

**WHEREAS**, other modifications were made to Board Policy 5020 in order to provide a detailed process for placing items on the Board meeting agenda and outline a typical agenda format.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT THAT** the Revised Board Policy 5020 Board Meeting Agenda included in Exhibit A is hereby adopted.

**PASSED AND ADOPTED** by the Board of Directors of the Georgetown Divide Public Utility District at a meeting of said Board held on the 14th day of January 2020, by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN:

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President, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

*Attest:*

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Steven Palmer, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

## CERTIFICATION

I hereby certify that the foregoing is a full, true and correct copy of Resolution 2020- duly and regularly adopted by the Board of Directors of the Georgetown Divide Public Utility District, County of El Dorado, State of California, on this 14th day of January 2020.

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Steven Palmer, Clerk and Ex officio  
Secretary, Board of Directors  
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT



**NEW BUSINESS**

**ITEM 8.K.**

**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF JANUARY 14, 2020  
AGENDA ITEM NO. 8.K.**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: CONSIDER DRAFT REVISED POLICY 4040 – DUTIES OF BOARD PRESIDENT**

**PREPARED BY:** Steven Palmer, PE, General Manager

**APPROVED BY:** Steven Palmer, PE, General Manager

A handwritten signature in blue ink, appearing to be "S. Palmer", is written over the name of the General Manager in the "APPROVED BY" line.

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**BACKGROUND**

The General Manager has received multiple requests from Director Cynthia Garcia for the Board to consider changes to Board Policy 4040 – Duties of Board President.

Attachment 1 is the current Board Policy 4040, and Attachment 2 are the changes that Director Garcia has requested in writing.

Revising this policy is consistent with Board Goal F – Board Leadership, Objective F-2 Update and Adopt Board Policies.

**DISCUSSION**

The General Manager obtained policies related to the role of the Board President from the following agencies and included them as Attachment 3:

- El Dorado Irrigation District (EID)
- Nevada Irrigation District (NID)
- Placer County Water Agency (PCWA)
- El Dorado County (County)
- Alameda County Water District (ACWD)
- Marina Coast Water District (MCWD)

Lastly, the California Special District Association (CSDA) model policy for the Duties of Board President is included as Attachment 4.



### **ANALYSIS**

1. The CSDA model policy allows the President to make and second motions, while the District policy does not.
2. The CSDA model policy states that the President shall “protect the speaker who has the floor from disturbance or interference,” while the District policy does not.
3. The CSDA model policy states that the President shall “preserve order and decorum,” while the District policy does not.
4. The District policy states that the President shall “Be the primary keeper of the General Manager’s personnel file,” while the CSDA model policy does not.

The EID and NID policies are much less detailed than the current District policy and the CSDA model policy. The EID and NID policies essentially only state that the President is elected by the Board and presides over the meeting. The NID policy states that the President can introduce and second motions.

The PCWA policy is also less detailed than the current District policy and the CSDA model policy. The PCWA policy does not allow the President to introduce a motion, however it does allow the President to second a motion.

The El Dorado County policy is generally consistent with the CSDA model template, however less detailed. The County policy is silent on whether the President can make or second a motion. The County policy also provides additional details on the President’s role as spokesman for the Board and specifies that the President shall collaborate with staff in issuing press releases and media events, public events, and correspondence.

The ACWD policy is less detailed than the current District policy and the CSDA model policy. It is silent on whether the President can make or second a motion.

The MCWD policy is generally consistent with the CSDA model template. It does specify that any Director shall not serve more than three (3) consecutive years as President.

### **FISCAL IMPACT**

There is no fiscal impact in adopting this policy.

### **CEQA ASSESSMENT**

Not a CEQA Project

### **RECOMMENDED ACTION**

The General Manager recommends the Board of Directors of the Georgetown Divide Public Utility District (GDPUD) review the attached Board Policy 4040 – Duties of Board President and provide direction to the General Manager regarding revisions to the Board Policy.

**ATTACHMENTS**

1. Board Policy 4040– Duties of Board President
2. Changes Requested in writing by Director Garcia
3. Policies from other agencies
4. CSDA Model Policy

**AGENDA ITEM 8.K.**

**Attachment 1**

**Board Policy 4040 – Duties of Board President**

**POLICY TITLE: Duties of Board President**

**POLICY NUMBER: 4040**

**4040.1** The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

**4040.2** In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

**4040.3 DUTIES and RESPONSIBILITIES Regarding Meetings of the Board**

The president shall preside over and conduct all meetings of the Board of Directors, and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors. The president shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the president wishes to move or second a motion he/she must pass the gavel to the Vice-President and step down as the presiding officer for that particular agenda item. Responsibilities of the President include:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies in relation to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and prevent any interruptions
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure; and
8. Put motions to a vote, and state clearly the results of the vote.
9. Sign all instruments, act, and carry out stated requirements and the will of the Board;
10. Sign the minutes of the Board meeting following their approval;
11. Appoint and disband all committees, subject to Board ratification;
12. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
13. Coordinate the preparation of meeting agendas with the General Manager;
14. Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
15. Be responsible for the orderly conduct of all Board meetings;
16. Be the Spokesperson for the Board; and
17. Perform other duties as authorized by the Board.
18. Be the primary keeper of the General Manager's personnel file.

**AGENDA ITEM 8.K.**

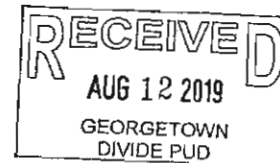
**Attachment 2**

**Changes Requested by Director Garcia**

## 4040 - DUTIES and RESPONSIBILITIES Regarding Meetings of the Board

The President shall preside over and conduct all meetings of the Board of Directors, ~~and shall carry out the~~ ensure that all resolutions and orders of the Board of Directors are implemented, and shall exercise such other powers and perform such other duties as the Board of Directors directs. The President shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the President wishes to move or second a motion, he/she must pass the gavel to the Vice President, ~~if eligible, then to the Treasurer~~, and step down as the presiding officer for that particular agenda item. ~~Other~~ Responsibilities of the President include:

1. Call the meetings to order at the appropriate time;
2. Announce the business to come before the Board in its proper order;
3. ~~Enforce the Board's policies in relation to the order of business and the conduct of the meetings; Conduct meetings pursuant to Robert's Rules of Order Newly Revised and such other rules or policies the Board adopts.~~
4. Recognize persons who desire to speak, and prevent any interruptions;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the issue in question when a motion is before the Board;
7. Rule on questions of parliamentary procedure, subject to members' rights to appeal to the Board;
8. Put motions to a vote, and state clearly the results of the vote;
9. Sign all instruments, act, and carry-out stated requirements and the will of the Board;
10. Sign the minutes of the Board meeting following their approval;
11. Appoint and disband all committees, subject to Board ratification;
12. Call such meetings of the Board as he/she may deem necessary or as the Board directs, giving notice as prescribed by law;
13. Solicit and accept agenda items for next meeting's agenda from other members of the Board and Coordinate the preparation of meeting agendas with the General Manager. To the extent the Brown Act permits, any member may move to add an urgent or emergency item to the agenda. If the Board determines no urgency exists, the item shall be put over to the next meeting's agenda.
14. Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
15. Be responsible for the orderly conduct of all Board meetings;
16. Be the spokesperson for the Board, but only when authorized to do so, except when the Board designates another member for a specific purpose or matter;
17. Perform other duties as authorized by the Board;
18. Be the primary keeper of the General Manager's personnel file.





**AGENDA ITEM 8.K.**

**Attachment 3**

**Policies from other agencies**

# ATTACHMENT 3 - EL DORADO IRRIGATION DISTRICT

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## **BP 12090 Board Officers**

Adopted: July 19, 2004  
Updated: December 11, 2006

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- A. The officers of the Board shall consist of a President and Vice President.
- B. The President and Vice President shall be elected to one-year terms by members of the Board at the first regular meeting in December of each year during Board non-election years, or either a designated meeting in December or first meeting the following month in election years. The President and Vice President shall take office immediately following the election. Vacancies shall be filled in the same manner, at a regular meeting following the time the vacancy occurs. No officer shall serve more than two consecutive years in the same position, unless elected by a four-fifths vote of the Board.
- C. The President shall act as the presiding officer at all meetings of the Board.
- D. The Vice President shall preside and exercise all duties of the President in his/her absence, or by direction of the President. In the absence of both the President and Vice President, and temporary President shall be elected by the Board to act as President until the return of the President or Vice President.

## **Nevada Irrigation District**

### **POLICY MANUAL**

**POLICY TITLE:** Board President

**POLICY NUMBER:** 4040

- 4040.1** The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances and any discussion of questions that follow said actions.
- 4040.2** In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

Adopted: August 13, 2008 via Resolution No. 2008-55

Revised:

# ATTACHMENT 3 - PLACER COUNTY WATER AGENCY

a Vice Chair, who shall preside at all meetings in the absence of the Chair.

## Sec. 3.2 ROTATION OF CHAIR AND VICE CHAIR

The Chair of the Board shall be rotated annually among the Directors in the order of the **number** of their respective districts, with the Director from District 2 being the Chair in 2015, and progressing each year thereafter to Districts 3, 4, 5 and 1, and then back to District 2, and so forth. The change in the Chair shall occur immediately after the election of the new Chair. The Director of the District who is scheduled to be the next succeeding Chair shall be elected to be the Vice-Chair during the year prior to the year that Director is scheduled to be the Chair. In the event that the rotation of Chair would be to a newly elected Board member, the Board may elect to temporarily change the rotation until the new member has at least one year experience on the Board before serving as Chair.

## Sec. 3.3 CHAIR PARTICIPATION IN MEETINGS

The Chair may not make any motion, but may second a motion from the Chair. The Chair shall have the right to debate any matter, subject to the limitations of debate imposed on all Directors, and shall be deprived of none of the rights or privileges of a Director by reason of occupying the Chair.

## Sec. 3.4 DUTIES OF THE CHAIR

- (a) The Chair shall preside and preserve order at all meetings of the Board.
- (b) The Chair shall decide all questions of order without debate, subject however, to advice from the Agency's counsel.
- (c) The Chair or his or her designee, unless otherwise directed by a majority of the Board, shall represent the Board at public meetings and/or community events.

## Sec. 3.5 DUTIES OF THE VICE CHAIR

The Vice Chair shall preside at all meetings of the Board in the absence of the Chair.

## **Article 4. Committees**

### Sec. 4.1 ESTABLISHMENT OF COMMITTEES

The Board may by motion establish standing committees as it deems necessary. The Board or the Chair may establish ad hoc committees. Any actions establishing a

# ATTACHMENT 3 - EL DORADO COUNTY

## **Roles and Responsibilities**

Topic	Role of the Board Chair
<b>Rationale</b>	The Board of Supervisors annually appoints a Chair of the Board. This position is among the most important positions on the Board. It has a major impact on both the stability and effectiveness of the Board.
<b>Protocol</b>	<p>The Chair of the Board of Supervisors facilitates the efficient and transparent operation of the Board during Board meetings, and performs a lead role in setting the tone for all interactions among the Board, with staff, and the community. The Board Chair ensures that every Board member has the opportunity to participate in the deliberations, and in most cases is the last to speak on specific issues. The Chair of the Board is charged with preserving order and decorum.</p> <p>The Chair of the Board also:</p> <ul style="list-style-type: none"> <li>• Collaborates with the Clerk of the Board and CAO on the Board meeting calendar.</li> <li>• In consultation with the CAO, Clerk of the Board and County Counsel, develops Board meeting agendas.</li> <li>• Recommends, with consent of the Board, supervisors to those committees, commissions, agencies, associations, districts, boards, councils or other organizations on which the Board desires representation or which is required by law.</li> <li>• Serves as a sounding board for the CAO on matters of significant concern.</li> <li>• Generally serves as primary spokesperson for the Board of Supervisors in collaboration with Department Heads:             <ul style="list-style-type: none"> <li>• Press releases and media events</li> <li>• Public events</li> <li>• Correspondence</li> <li>• Exceptions: Emergencies, District-specific events, areas of expertise.</li> </ul> </li> <li>• Ensures, for complex and significant topics, talking points are provided to all Board members.</li> </ul>

## ATTACHMENT 3 - ALAMEDA COUNTY WATER

- Establish policies, procedures, and regulations for District operations.
  - Establish and oversee the District's finances and its budgets, programs, and performance.
  - Provide the resources needed by management and staff to carry out District policy.
  - Determine the mission of the District.
  - Approve and ensure the implementation of the District's strategic plan and vision.
  - Appoint and evaluate the General Manager, General Counsel, Treasurer, and Board Secretary (appointments and evaluations of the latter two positions are limited to the statutory duties prescribed by law for those offices).
- 2.1.2. Three individuals report to the Board: the General Manager, the Auditor, and General Counsel.
- 2.1.3. The Board retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, through its policies and actions taken by affirmative votes of at least a majority of the members of the Board (i.e., three Board Members, CA Water Code Section 30525).
- 2.1.4. The Board's connection to the operational aspects of the District is through the General Manager. Decisions or instructions of individual Board Members or committees (unless the Board delegates authority to a committee) are not binding on the General Manager, who can only take direction from the Board. The Board can only give direction to the General Manager and not to other District staff.
- 2.1.5. The Board establishes the General Manager's annual performance plan and typically evaluates the performance of the General Manager on an annual basis, but can do so more frequently if the situation warrants.

### **2.2. Board Officers**

#### 2.2.1. President

- 2.2.1.1. The Board shall elect a President from among its members by majority vote of the Board. The Board generally elects a President annually at the Regular Board Meeting each December.
- 2.2.1.2. The President of the Board shall preside at all meetings of the Board. The President is also the official head of the District for all ceremonial purposes.
- 2.2.1.3. The President shall have power to appoint Board Members to standing committees of the Board and to designate the chairperson of such committees. At least once a year, the President will review committee appointments and determine if there is a need or desire to change any of the appointments.
- 2.2.1.4. The President shall also have power to appoint Board Members to serve as the representative of the District to all positions and other groups and



## ATTACHMENT 3 - ALAMEDA COUNTY WATER

organizations, except 1) appointments in which the law requires the action of the full Board, and 2) the Board determines that the District being represented on a group or organization by a Board Member are not in the overall best interest of the District.

2.2.1.5. The President, (unless unavailable, then the Vice President), shall sign all resolutions, contracts, and other documents which have been adopted by the Board and require an official signature, except when the General Manager has been authorized by Board action to sign documents.

2.2.1.6. The President shall have such other powers and duties as shall be designated by the Board.

2.2.1.7. The term of President shall commence at the close of the meeting when elected.

### 2.2.2. Vice President

2.2.2.1. The Board shall elect a Vice President from among its members by majority vote annually at the regular meeting of each December. The Vice President shall perform the duties of the President in the President's absence or incapacity and, in the case of a vacancy of the office of the President; the Vice President shall succeed to that office.

2.2.2.2. If the President is unavailable, the Vice President shall sign all resolutions, contracts, and other documents which have been adopted by the Board and require an official signature, except when the General Manager has been authorized by Board action to sign documents.

2.2.2.3. The term of Vice President shall commence at the close of the meeting when elected.

### 2.2.3. President Pro Tem and Vice President Pro Tem.

2.2.3.1. If both the serving President and Vice President will not continue in office as Board Members beyond the first Friday in December next following the general District election (held on the first Tuesday after the first Monday in November), then at a Regular or Special Board Meeting in November of that year, the Board shall elect, from among those members who will continue in office, a President Pro Tem and a Vice President Pro Tem, each of whom shall serve until the Regular Board Meeting in December, at which time the Board will elect its officers for a one-year term as provided above.

2.2.3.2. If both the serving President and Vice President are absent from a Board Meeting, the Board Member that has served on the Board the longest will serve as acting President for the meeting.

## ATTACHMENT 3 - MARINA COAST WATER

- R. reporting any question or doubt about the possibility of the creation of the perception of a conflict of interest to the District Counsel and avoiding any possible conflicts of interest; and,
- S. completing and documenting training for Directors in: exercising oversight and supervision of management; the roles and responsibilities of Directors; how to understand budgets; how to monitor budget compliance; and how to work together as a team in problem solving.

### **8. Prohibited Service**

A director is prohibited by law from being employed by or entering into any contract with the District while serving on the Board. Water Code Section 30541 also prohibits a director from serving as the General Manager, Secretary, Treasurer, or Auditor.

### **9. Duties of the President**

The Board of Directors shall have a President who is elected by the Board from among the five directors. The President shall be elected annually in the month of December but not before any newly elected or reelected director(s) have taken office. No Director shall serve more than three (3) consecutive years as President. If a majority of the directors cannot agree on who should be the new President, then the existing President shall remain President until the issue can be resolved. The President's responsibilities include:

- A. presiding over all meetings of the Board, with guidance from Rosenberg's Rules of Order, including:
  - (1.) announcing each item of business on the agenda and the action recommended by staff;
  - (2.) calling for motions;
  - (3.) calling for public participation during meetings when appropriate;
  - (4.) determining questions of order and enforcing rules of the Board;
  - (5.) stating the motion and announcing its passage or failure;
  - (6.) adjourning any regular or special Board meeting which is still in progress at 10 p.m., unless the meeting is extended by Board action; and,
  - (7.) reviewing and approving the agenda in conjunction with the Vice President and the General Manager or Secretary of the Board. The final approval shall be made by the President (when there is not consensus on the agenda items). However, a majority of the Board may also order the placement of an item on the agenda.
- B. appointing members to Ad Hoc Committees of the Board;
- C. serving on committees and commissions as appointed by the Board;

## ATTACHMENT 3 - MARINA COAST WATER

- D. setting the time and place for any special meeting of the Board, except a special meeting called by a majority of the Board;
- E. adjourning meetings of the Board;
- F. representing the District at public events;
- G. serving as public spokesperson of the District, along with the General Manager;
- H. signing all contracts on behalf of the District, except as the Board alternatively authorizes the General Manager or other person, subject to limitations and conditions as the Board may determine;
- I. assist with the orientation of new Board members as they are elected or appointed to the Board of Directors; and,
- J. upon advice from District Legal Counsel, and approved by the Board, gives direction to outside legal counsel on matters where the General Manager should not direct counsel as he or she is the subject of a legal issue.

### **10. Duties of the Vice-President**

This Board of Directors shall have one Vice-President who shall be elected by the Board from among the five (5) directors at the same time as the President is elected. The Vice-President shall be elected annually in the month of December but not before any newly elected or re-elected director(s) have taken office. It is the Board's policy to rotate the office of Vice-President among the Board members. However, no director shall serve more than three (3) consecutive years as Vice President. If a majority of the directors cannot agree on who should be the new Vice President, then the existing Vice President shall continue in office until the issue can be resolved. The Vice-President's responsibilities include:

- A. performing all the duties of the President during any absence of the President; and,
- B. if for any reason the office of President is vacant, acting in the place of the President until a new President is elected.

### **11. Orientation, Training and Preparation of Directors**

Each new director, upon assuming his or her duties, will be provided a comprehensive District orientation by the General Manager and Board President. The Board shall strive to develop and maintain a superior level of competence and preparation among its members through a process of continuing training, education and preparation.

Directors may schedule to attend, on behalf of the District, such educational programs, conferences, and meetings to the extent funds are allocated in annual Budgets. Attendance will be scheduled through the General Manager. Travel done by Directors will comply with the District's travel policies. Directors shall endeavor to be reasonably frugal with their expenditures of District travel funds.

**AGENDA ITEM 8.K.**

**Attachment 4**

**CSDA Model Policy**



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**POLICY TITLE: Duties of the Board President**  
**POLICY NUMBER: 4110**

**4110.1 Presiding Officer:**

The President of the Board of Directors shall serve as the presiding officer at all Board meetings.

In the absence or disability of the President, the Vice President of the Board of Directors shall serve as the presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent or disabled, the remaining members present shall select one of themselves to act as temporary presiding officer of the meeting.

The presiding officer shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. The presiding officer may move, second, debate, and vote from the chair.

**4110.2 Duties Regarding Meetings:**

The President shall preside over and conduct all meetings of the Board of Directors, shall carry out the resolution and orders of the Board of Directors, and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including, but not limited to, the following:

- a) Call the meeting to order at the appointed time;
- b) Announce the business to come before the Board in its proper order;
- c) Enforce the Board's policies in relation to the order of business and the conduct of meetings;
- d) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- e) Explain what the effect of a motion would be if it is not clear to every member;
- f) Restrict discussion to the question when a motion is before the Board;
- g) Rule on parliamentary procedure;
- h) Put motions to a vote, and state clearly the results of the vote; and
- i) Preserve order and decorum.

**4110.3 Responsibilities:**

Responsibilities of the President include, but are not limited to, the following:

- a) Sign all instruments, act, and carry out stated requirements and the will of the Board;
- b) Sign the minutes of the Board meeting following their approval;
- c) Appoint and disband all committees, subject to Board ratification;
- d) Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
- e) Coordinate the preparation of meeting agendas with the General Manager;
- f) Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
- g) Be responsible for the orderly conduct of all Board meetings;



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- h) Be the spokesperson for the Board; and
  - i) Perform other duties as authorized by the Board.

In the absence or disability of the President, the alternate presiding officer may temporarily carry out these responsibilities until such time as the President is able to resume his or her responsibilities.

The President of the Board of Directors shall serve as the presiding officer at all Board meetings.

In the absence or disability of the President, the Vice President of the Board of Directors shall serve as the presiding officer over all meetings of the Board. If the President and Vice President of the Board are both absent or disabled, the remaining members present shall select one of themselves to act as temporary presiding officer of the meeting.



**NEW BUSINESS**

**ITEM 8.L.**



**REPORT TO THE BOARD OF DIRECTORS  
BOARD MEETING OF JANUARY 14, 2020  
AGENDA ITEM NO. 8.L.**



**AGENDA SECTION: NEW BUSINESS**

**SUBJECT: REVIEW DRAFT 2020 BOARD CALENDAR AND FISCAL  
YEAR 2020/2021 OPERATING BUDGET TIMELINE**

**PREPARED BY: Kelly Molloy, Board Assistant**

**APPROVED BY: Steven Palmer, PE, General Manager**

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**BACKGROUND**

The Board has requested the opportunity to review the Board meeting schedule for calendar year 2020. The annual agenda calendar that is included in the New Director Information Packet is included as Attachment 1. Staff has updated the officer election dates on that annual agenda calendar to reflect changes made by Board Resolution 2018-07.

Attachment 2 is a conceptual budget timeline for review by the Board.

**DISCUSSION**

The General Manager is requesting any Board comments on Attachment 1 – Planned Agenda Items for Regular Meetings.

The General Manager is also requesting that the Board review and comment on Attachment 2 – Conceptual Budget Timeline. The Finance Committee reviewed and accepted this Conceptual Budget Timeline at their meeting on December 18, 2019.

The Board should discuss and provide direction on the format of the February Board Goals Workshop.

**FISCAL IMPACT**

There is no fiscal impact.

**CEQA ASSESSMENT**

This is not a CEQA Project.

**RECOMMENDED ACTION**

Discuss and give direction to staff.

**ATTACHMENTS**

1. Planned Agenda Items
2. FY2020/2021 Conceptual Budget Timeline



**NEW BUSINESS**

**ITEM 8.L.**

**Attachment 1**

## GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

### Planned Agenda Items for Regular Meetings for the Board of Directors

January	<ul style="list-style-type: none"> <li>• Approval of Directors' Attendance at Spring ACWA Conference</li> <li>• Receive Prior Year Fiscal Audit</li> <li>• Board Officer Election (non-election years)</li> </ul>
February	<ul style="list-style-type: none"> <li>• Second Quarter Budget Comparison/Mid-year Budget Update</li> </ul>
March	<ul style="list-style-type: none"> <li>• Prior Year Water Supply and Demand Report</li> <li>• Strategic Planning and Board Goals Workshop</li> </ul>
April	<ul style="list-style-type: none"> <li>• Budget Workshop</li> <li>• Consideration of Irrigation Applications for the Current Year Irrigation Season</li> <li>• Declaration of Projected Water Year</li> <li>• Fishing Derby Resolution</li> </ul>
May	<ul style="list-style-type: none"> <li>• Draft Budget</li> <li>• Third Quarter Budget Comparison</li> <li>• Set Hearing on Proposition 4, Appropriation Limitation</li> <li>• Set Hearing on Adoption of UWMP (every five years-2011...)</li> <li>• Consolidated General Election Resolution (even years)</li> </ul>
June	<ul style="list-style-type: none"> <li>• Adoption of Budget</li> <li>• Quarterly Financial Reports</li> <li>• Select Firm to Conduct Annual Audit</li> <li>• Public Hearing on Proposition 4, Appropriation Limitation</li> <li>• Public Hearing on Adoption of UWMP (every five years-2011...)</li> </ul>
July	<ul style="list-style-type: none"> <li>• Auditor-Controller Requests for Certification of Assessments and Charges</li> <li>• Review of District's Conflict of Interest Code (even years)</li> </ul>
August	<ul style="list-style-type: none"> <li>• Approval of Directors' Attendance at Fall ACWA Conference</li> </ul>
September	<ul style="list-style-type: none"> <li>• Discussion of Irrigation Season Ending Date</li> <li>• Quarterly Financial Reports</li> <li>• Fourth Quarter Budget Comparison</li> </ul>
October	
November	<ul style="list-style-type: none"> <li>• Last Meeting for Outgoing Directors (even years)</li> <li>• First Quarter Budget Comparison</li> <li>• General Manager's Evaluation</li> </ul>
December	<ul style="list-style-type: none"> <li>• Board Officer Election (election years)</li> <li>• Outside Agency Representatives Appointed</li> <li>• Represented Employee Agreements/MOU (Every three years-2018...)</li> </ul>



**NEW BUSINESS**

**ITEM 8.L.**

**Attachment 2**

# Georgetown Divide PUD FY2020/2021

## Conceptual Budget Timeline

### January

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Tuesday, January 7	Finance Committee Meeting
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### February

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Wednesday, February 5	Finance Committee Meeting
TBD	Strategic Planning / Board Goals Workshop

### March

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Wednesday, March 4 <sup>th</sup>	Finance Committee Meeting - FY 2020-21 Budget progress update
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### April

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Wednesday, April 1 <sup>st</sup>	Finance Committee Meeting – FY 2020-21 Draft Proposed Budget
Tuesday, April 14 <sup>th</sup>	Board Meeting - FY 2020-21 Budget progress update

### May

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TBD	Board Meeting – FY 2020-21 Final Draft Proposed Budget <i>Possible Joint Meeting with the Finance Committee</i>
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### June

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Wednesday, June 3 <sup>rd</sup>	Finance Committee Meeting FY 2020-21 Final Proposed Budget
Tuesday, June 9 <sup>th</sup>	Board Meeting – Adopt FY 2020-21 Budget