



STAFF REPORT

Meeting Type: Board of Directors
Title: 2025 Board and Committee Meetings Calendar
From: Adriane Mertens, Communications & Public Affairs Manager
Through: Ben Horenstein, General Manager
Meeting Date: December 17, 2024

TYPE OF ACTION: X Action Information Review and Refer

RECOMMENDATION: Approve the 2025 Calendar of Board and Committee Meetings

SUMMARY: The Board of Directors adopts a calendar of Board and Committee Meetings for the coming year pursuant to Section 3 (Board Meetings) of the Board Handbook, adopted as Board Policy No. 1 (Board Handbook).

DISCUSSION: Annually, the District’s Board of Directors adopts the Board and Committee Meeting Calendar. Regular Board Meetings are the primary venue for the Board to conduct District business and are noticed at least 72 hours prior to the meeting date/time. Regular meetings of the full Board requires a quorum of the Board, which is at least three of the five Directors, in order to hold the meeting. Pursuant to the Board Handbook, the regular bi-monthly Board meetings will be held the first and third Tuesday each month to begin at or after 5p.m., with the normal start time of 6:30p.m., unless otherwise adopted by the Board in the annual calendar each year. Last year, the Board adopted the regular meeting start time as 6:30 p.m.

Standing Committees are created by the Board and consist solely of less than a quorum. The District has four Standing Committees. Each committee consists of two board members annually appointed by the Board President, with the advice and consent of the other Board members. The purpose of a standing committee is to cover a “continuing subject matter jurisdiction” and to provide a venue for routine and regular consideration and recommendations on items within that specific subject matter. Currently there are four standing Board committees:

- **Finance & Administration Committee**, which meets on the 4th Thursday of each month.
- **Operations Committee**, which meets on the 3rd Friday of each month.
- **Watershed Committee**, which meets quarterly on the 3rd Thursday of the month in March, June, September and December.
- **Communications & Water Efficiency Committee**, which meets quarterly on the 3rd Wednesday of the month in February, May, August and November.

These Standing Committees are subject to the requirements of the Brown Act. Pursuant to direction provided by the Board of Directors at the July 25, 2023 Board of Directors meeting, the District continues to dually notice each committee meeting as both a Committee and a special board meeting, which allows all Directors to attend and participate in these meetings. Typically, no final actions are taken at these dually noticed meetings, unless there is an urgent need. The Board may choose to direct noticing of Committee Meetings only, which would still allow non-committee Directors to attend the Committee meetings, but not to speak or participate in the meeting. The Committee Meetings are also streamed via Zoom and recorded for later viewing.

The Board Handbook is policy adopted by the Board and as such provides guidelines for setting the yearly schedule for Board and Committee meetings as well as other special board meetings. The Board retains discretion, however, to make modifications when adopting the Calendar and in establishing or changing Committees and Committee Jurisdiction.

District staff has developed a proposed 2025 Meeting Calendar utilizing the Board Handbook guidelines and past Board practices and discussions. The Board may choose to modify the meeting dates, start times, frequency, and formation of the various committees proposed in the 2025 Meeting Calendar. The proposed 2025 meeting calendar takes into consideration the current Board's preference for a 6:30 p.m. regular meeting start time, which was the meeting time adopted into the 2024 meeting calendar. Other considerations that were incorporated into the proposed 2025 meeting calendar include the Board of Directors' involvement in regional boards and committees, possible participation at both the spring and fall Association of California Water Agencies (ACWA) conferences and the annual American Water Works Association (AWWA) conference. Furthermore, the Calendar also considers District holidays and other religious observances, as well as planned local public school closures that may limit board and/or public attendance. Therefore, some of the regularly occurring board or committee meetings have proposed alternatives to accommodate such conflicts. The proposed calendar also identifies one additional regular meeting outside the normal meeting schedule pattern in order to accommodate the Board's Annual Planning Retreat. Special Meetings may also be scheduled at any time during the year when there is a need for the Board to meet.

Staff proposes that the board adopt the draft calendar included with this report subject to any direction on changes, which will be incorporated into the adopted calendar.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S):

1. Draft 2025 Board and Committee Meetings Calendar

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
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Communications &
Public Affairs



Adriane Mertens
Communications &
Public Affairs Manager



Ben Horenstein
General Manager