



STAFF REPORT

Meeting Type: Board of Directors
Title: 2026 Board and Committee Meetings Calendar
From: Adriane Mertens, Communications & Public Affairs Manager
Through: Ben Horenstein, General Manager
Meeting Date: December 9, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Approve the 2026 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. As part of this process, the Board may choose to modify meeting dates, start times, meeting frequency, and/or the formation of the various committees proposed in the draft calendar.

Staff has developed the draft 2026 Meeting Calendar based on the Board Handbook guidelines, past Board practices, and input received during discussions at the Board of Directors' December 1, 2025 Annual Planning Retreat.

Board Meetings

Regular Board Meetings are the primary venue for the Board to conduct District business and pursuant to the Brown Act, California Government Code section 54954.2, meeting agendas must be posted at least 72 hours in advance of the meeting. Regular meetings of the full Board require a quorum of at least three Directors. Pursuant to the Board Handbook, regular bi-monthly Board meetings are held on the first and third Tuesday of each month and begin at or after 5:00 p.m., unless otherwise adopted by the Board in the annual calendar.

In recent years, the regularly adopted start time for Board meetings has been 6:30 p.m. At the December 1, 2025 planning retreat, the Board and staff discussed the potential benefits of an earlier start time and the Board members directed staff to return with a proposal as part of the annual draft calendar. Reflecting this input, the draft 2026 calendar proposes regular Board meetings begin at 5:00 p.m., with any planned closed session beginning at 4:00 p.m., unless otherwise noticed.

Notwithstanding this change, the Board retains discretion to especially notice a different meeting start time for matters of greater public interest. The proposed earlier start time aligns with the end of the typical workday for many individuals, continues to provide for convenient public participation – whether remote or in-person – and may offer several other benefits:

- Improved operational efficiency by aligning meetings more closely with when staff workdays wind down, which can increase staff availability to attend or present at meetings and support broader organizational exposure to Board processes.
- Enhanced meeting effectiveness by reducing decision-fatigue and supporting clearer focus on agenda items at a more reasonable hour.
- Fewer long, late workdays for staff and the Board, supporting overall work-life balance.

Committee Meetings

Standing Committees are created by the Board and consist solely of fewer than a quorum of Directors. Each committee is composed of two Board members appointed annually by the Board President, with the advice and consent of the full Board. Standing committees address continuing subject-matter jurisdiction and serve as the venue for routine and regular consideration of items within their respective focus areas. The District currently has three standing committees:

- Finance & Administration Committee, which meets on the 4th Thursday of each month.
- Planning Committee, which meets on the 4th Tuesday of each month.
- Watershed Committee, which meets quarterly on the 3rd Thursday of the month.

When a full Board discussion is warranted for items scheduled at a committee meeting, the District's practice is to dual-notice the meeting, meaning it is noticed both as a standing committee meeting and as a Special Meeting of the Board of Directors to allow all Directors to participate. Consistent with current practice, all Planning and Watershed committee meetings are proposed to be dual-noticed in 2026 and this is reflected in the attached draft calendar.

Additional Considerations

Development of the proposed 2026 Meeting Calendar also seeks to account for the Board's participation in regional boards and committees; potential attendance at both the spring and fall Association of California Water Agencies (ACWA) conferences and the annual American Water Works Association (AWWA) conference; District-observed holidays and other religious observances; and planned local public school closures that could limit Board member or public attendance. Where such conflicts occur, proposed alternate dates for regular Board or committee meetings are noted in the attached draft 2026 Board and Committee Meetings Calendar.

Staff recommends that the Board adopt the draft 2026 calendar included with this report, subject to any direction on modifications, which will be incorporated into the final adopted calendar.

ENVIRONMENTAL REVIEW: Not applicable.

FISCAL IMPACT: None.

ATTACHMENT(S):

1. Draft 2026 Board and Committee Meetings Calendar

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Communications & Public Affairs	 Adriane Mertens Communications & Public Affairs Manager	 Ben Horenstein General Manager