





# STAFF REPORT

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**Meeting Type:** Finance & Administration Committee/Board of Directors  
**Title:** Initial Review of Board of Directors Handbook  
**From:** Molly MacLean, General Counsel   
**Through:** Ben Horenstein, General Manager   
**Meeting Date:** May 23, 2024

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**TYPE OF ACTION:**                      Action              X              Information                      Review and Refer

**RECOMMENDATION:** Receive an initial overview of the Board of Directors Handbook (Handbook) and proposed process for review and update of the Handbook and related materials

**SUMMARY:** The Board Handbook was adopted on February 2, 2021 and subsequently revised on September 21, 2021. The Handbook is a “living” document that is intended to be regularly updated to provide incumbent and newly elected members of the Board of Directors current general information and specific authorities regarding the function of the Board of Directors and oversight of the District. Staff will provide an initial broad overview of the current Board Handbook, discuss a proposed plan for updating the Handbook, and preview some of the proposed edits that have been initially identified.

**DISCUSSION:** The Board Handbook was adopted on February 2, 2021. It is a guidance document for incumbent and newly elected members of the District Board of Directors as it contains general information and specific authorities regarding the function of the Board and oversight of the District, including processes for the election of Board officers and committee appointments, among other topics. The Handbook is intended to facilitate the handling of Board affairs, assist the Board in complying with open meetings laws (i.e., the Brown Act), and is complementary to applicable laws and other requirements. Following adoption of the Handbook, it was subsequently revised on September 21, 2021 to update information included in the Handbook. Staff recommends regular review of the Handbook to promote familiarity and to ensure it reflects current legal authorities, District policies, Board directives and best practices.

Staff will provide a broad overview of the current Board Handbook and discuss next steps for review and update of the Handbook. The overview will include brief review of some of the proposed updates that have initially been identified.

**ENVIRONMENTAL REVIEW:** Not Applicable.

**FISCAL IMPACT:** None.

**ATTACHMENT(S):**

1. Current Board of Directors Handbook