



2023 Draft Calendar of Board and Committee Meetings

January 3, 2023



Background

- The calendar for **Board** and **Committee** meetings is adopted annually at the first board meeting of the new year
- Board policy provides guidelines for setting the yearly schedule
- The Board retains discretion to make modifications when adopting the calendar and in establishing or changing committees and committee jurisdiction



Background

The draft 2023 Meeting Calendar was prepared by staff:

- In alignment with Board Policy and past Board practices
- In consideration of Directors' involvement in regional boards and committees, and possible participation at annual conferences of the Association of California Water Agencies and American Water Works Association
- In consideration of District holidays and other religious observances

The Board may choose to modify the meeting dates, start times, frequency, and formation of the various committees proposed in the draft 2023 Meeting Calendar

Background

Regular Board Meetings

- Primary venue for Board to conduct District business
- Noticed at least 72 hours prior to the meeting date/time
- Requires a quorum of the Board (at least 3 of 5 members present)

Background

Committee Meetings

- Standing Committees are subject to the Brown Act
- Standing committees are created by the Board to cover a “continuing subject matter jurisdiction” and to provide a venue for routine and regular consideration of items
- Consist solely of less than a quorum with two board members annually appointed to each committee by the Board President, with the advice and consent of other Board members
- Pursuant to direction provided by the Board in January 2020, the District, somewhat uniquely, dually notices each committee meeting as both a Committee and a special board meeting, which allows all Directors to attend and participate. No final actions are taken at these dually noticed meetings, unless there’s an urgent need

Draft 2023 Calendar

Board Meetings

- Bi-monthly and held the first and third Tuesday each month
- Meetings may begin as early as 5:00 p.m., but typical start time for open session is 7:30 p.m.
- Scheduling exceptions in draft 2023 Calendar:
 - July 4 meeting moved to July 11 due to Independence Day holiday
 - July 18 meeting moved to July 25 to avoid consecutive weeks of board meetings
 - Oct. 3 meeting moved to Oct. 10 due to Rosh Hashanah holiday (Oct. 2 – 4)
 - Oct. 17 meeting moved to Oct. 24 to avoid consecutive weeks of Board meetings
 - November has only one meeting to avoid meeting the week of the Thanksgiving holiday (Nov. 21).
Note: the following week (Nov. 28) is the first day of the ACWA Fall Conference

Draft 2023 Calendar

Committee Meetings

Currently there are four Standing Committees:

- Finance & Administration Committee
- Operations Committee
- Communications & Water Efficiency Committee
- Watershed Committee

Draft 2023 Calendar

Finance & Administration Committee (FAC)

- Meets monthly on the 4th Thursday
- Meetings start at 9:30 a.m.
- Scheduling exceptions in draft 2023 Calendar:
 - No July meeting to provide finance staff preparation time for end of year close outs and audits
 - No November meeting due to the Thanksgiving holiday.
Note: the following week, Thursday, Nov. 30, is the last day of the ACWA Fall Conference

Draft 2023 Calendar

Operations Committee

- Meets monthly on the 3rd Friday
- Meetings start at 9:30 a.m.
- Scheduling exceptions in draft 2023 Calendar:
 - Jan 20 meeting moved to January 13 to accommodate the Lagunitas TAC meeting, which is the third Friday of the first two quarters of the year
 - March 17 moved meeting to March 10 to accommodate the Lagunitas TAC meeting, which is the third Friday of the first two quarters of the year

Draft 2023 Calendar

Communications & Water Efficiency Committee

- Meets quarterly on the 3rd Wednesday (February, May, August & November)
- Meetings start at 9:30 a.m.
- No scheduling exceptions necessary for 2023 Calendar

Draft 2023 Calendar

Watershed Committee

- Meets quarterly on the 3rd Thursday (March, June, September & December)
- Meetings start at 1:30 p.m.
- Scheduling exceptions in draft 2023 Calendar:
 - No Watershed Committee Meeting in December as the third Thursday of the month is the week of the Christmas holiday. *Note: second Thursday of the month falls during Chanukah*

Draft 2023 Calendar

Special Meetings

- Special Meetings may be scheduled at any time during the year when there is a need for the Board to meet
- The draft Calendar identifies a number of tentative Special Meetings in January and February, which the District anticipates needing to hold for the 2023 Rate Setting process and the ongoing Strategic Water Supply Assessment
 - Jan. 24 & 31; Feb. 2, 14 & 28; and March 14 & 28
- The Board's Annual Planning Retreat is also included in the draft Calendar
 - Feb. 2

Recommendation

Discuss and consider adoption of the draft 2023 calendar providing any direction on changes to:

- Meeting dates
- Start times
- Frequency
- Formation of various committees
- Dual noticing Committee/Board meetings