



GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 4205 **Adopted:** 08/13/2019 **Amended:** 03/09/2021
Amended: 03/04/2024 **Amended:** 07/10/2024

Former Number: 5020-02

REFERENCES: (Gov. Code § 54950 et seq.)

Section 4205.01 Purpose

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 et seq.).

Section 4205.02 Board Member Requests for Additions to Future Meeting Agendas

- A.** Any Director may contact the General Manager and request any item be placed on the Board agenda. With the coordination of the Board President, the item shall be placed on a meeting agenda within three (3) upcoming Regular Board meetings, unless the Director withdraws the request. If there are any delays to this timeframe, the Board President shall provide the Director with an explanation. The Board President shall notify the Director when the item has been placed on the agenda. The Board Member requesting the item shall provide a brief written description of the requested item to be included in the Board packet, subject to General Counsel's approval.
- B.** A Director may request verbally during Board Member Requests for Additions to Future Meeting Agendas that an item be considered on a future agenda. The General Manager in coordination with the Board President shall place requested items on a meeting agenda within three (3) upcoming Regular Board meetings, subject to General Counsel's approval. As in paragraph A, the Directors requesting agenda item addition will be notified. The Board Member requesting the item shall provide a brief description of the subject to be printed for the agenda packet.
- C.** The Board President shall make his or her own request for adding an item to the agenda during a Board meeting, unless the item is of an urgent nature and occurs between meetings.
- D.** Should a Special Meeting be called, when contacting the Board of Directors for scheduling, the requesting Director will be identified and provided to all Directors; provided that no information, other than which Director requested a special meeting, may be shared to ensure compliance with the Brown Act.

Section 4205.03 Public Requests for Additions to Future Meeting Agendas

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:

- A. The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven (7) business days prior to the date of the meeting;
- B. 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 it will not be placed on the agenda. The public member requesting the agenda item may appeal the decision at the next regular meeting of the Board of Directors.
- C. 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.

Section 4205.04 Public Comment on Non-Agendized Items

This policy does not prevent the Board from taking public comment 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.

Section 4205.05 Posting Requirements

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. 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) shall be available for public review prior to the Board meeting.

- A. 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).

Section 4205.06 Agenda Format

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. Director names and titles shall be included on the agenda. Agendas must contain a brief description of every item to be discussed, including closed-session items. Descriptions must be clear enough to be understood by members of the public.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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 the Public Forum. The Board is not permitted to take action on items addressed in the Public Forum.

CONSENT CALENDAR

The Consent Calendar consists of those items which are routine and non-controversial. Should any member of the Board or the 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.

OFFICE/FINANCE MANAGER’S REPORT

INFORMATIONAL ITEMS

A. 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 time period to report on community comments and activities of interest. Additional time may be extended by the Board President, or Board Officer who is presiding over the meeting.

B. Legislative Liaison Report

C. Operation Manager’s Report

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

D. Water Resources Manager’s Report

E. General Manager’s Report

COMMITTEES

ACTION ITEMS

CLOSED SESSION

BOARD MEMBER REQUESTS FOR ADDITIONS TO FUTURE MEETING AGENDAS

- A. Opportunity for Board members to discuss and provide input for future meetings. Individual Board members may request items be added to an agenda and may request information or research for Staff to respond at a future time.

NEXT MEETING DATE AND ADJOURNMENT

Each specific item as well as the order of items are subject to change at every meeting or with the agenda.

Section 4205.07

The Board shall adjourn to the noted date and time of the next meeting.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 4205 adopted by the Board of Directors of the Georgetown Divide Public Utility District on July 10, 2024.

Nicholas Schneider, Clerk, and Ex-Officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT