

SJWD 101

BOARD MEETINGS



**Everything You Always Wanted to Know
about SJWD Board Meetings**
(but Didn't Know Whom to Ask)

Overview

San Juan Water District Board of Directors (Board) conducts the District's business in various ways. Annually, staff prepare a budget for work that needs to be completed in the next fiscal year, which starts July 1st and ends the following June 30th. The District budget is based on several factors including but not limited to projections in the Wholesale and Retail Financial Plans, the Wholesale and Retail CIP, and staff projections on anticipated expenses for the year. The Board meets monthly to review and approve multiple agenda items which include previous meeting minutes, contracts, and other action items. In addition, the Board conducts public hearings for various items such as the annual budget and ordinance revisions. The Board often directs staff to accomplish the Board's mission and authority is given to various staff to carry out the direction of the Board.

The Board is the governing body of the District and is ultimately responsible and accountable to the people of the District and exercises its powers pursuant to the Community Services District Law, California Government Code, section 61000 et seq., and other applicable laws.

No individual member of the Board has any individual authority to bind the District, since only the Board, as a whole, can exercise its authority.

The roles, responsibilities, duties, and authority of the Board and individual Directors are explained in more detail under Board Policy [BOD-2.1 Board Rules for Proceedings](#).



MISSION STATEMENT

Our mission is to ensure the delivery of a reliable water supply of the highest quality at the lowest reasonable price.

Special District Board meetings across California follow very similar formats because California law governs much of the way elected bodies must conduct business. The SJWD Board may hold 4 different kinds of meetings: Regular Meetings, Special Meetings, Workshops, and Emergency Meetings. All Board meetings, with the exception of Closed Sessions, are open to the public.

Regular Meetings

Special Meetings

Workshops

Emergency Meetings

MEETING TYPES

Regular Meetings may include both Open Session and Closed Session agenda items. Regular Meetings are scheduled to begin at 6 pm on the third Wednesday of the month.

Special Meetings are called only when there is District business that must be completed prior to the next scheduled Regular meeting.

Workshops are called as needed to allow the Board and staff to discuss one or two items in depth. Workshops are informal. Directors often engage directly with members of the public and staff during Workshops. Action is rarely taken during a Workshop.

Emergency Meetings may be called in rare emergency or threatened emergency situations such as natural disasters in accordance with the Brown Act.

California law requires that Public Notice (including posting of the meeting agenda) be given at least 72 hours in advance of a Regular Meeting or Workshop, at least 24 hours in advance of a Special Meeting or Special Workshop, and at least one hour in advance of an Emergency Meeting.

COMMITTEE MEETINGS

The SJWD Board established [committee charters](#) for each standing committee. A standing committee may deliberate and recommend changes in District policy or direction to the entire Board but may not itself take action or otherwise create or change policy. A committee makes recommendations to the Board upon matters within its scope. Currently, the Board's standing committees include the following:

Engineering
Committee

Finance
Committee

Legal Affairs
Committee

Personnel
Committee

Public Information
Committee

Urban Water
Management/Water
Transfer Committee

Ad Hoc Committees may be created by the Board President to undertake special assignments on the Board's behalf. An Ad Hoc Committee shall exist for a specified term or until its special assignments are completed, whichever comes first, but its existence may be extended by action of the Board. Ad Hoc Committees are not subject to the Brown Act.

Directors should remember that any form of communication between or among Directors has the potential to result in impermissible discussion or consensus-building outside noticed Board or committee meetings. The most reliable way to avoid improper communication is to transmit information between committees only through the General Manager. Standing committees must avoid deliberating on the same subjects. It is the responsibility of the General Manager to identify when this is happening or could happen, and to take action.

OPEN SESSIONS

Open Session Format

Under California law, Directors may not discuss any matter that is not on the meeting agenda. The Public Comment period at the beginning of a Regular meeting is the only time during a Board meeting it is permissible for Directors to comment on non-agenda matters.

Open Session Agenda Items

Open Session Agenda Items are detailed below. Members of the public may make public comments for each item that is listed on the agenda. Please refer to “Public Forum and Comments” regarding the opportunities for making public comments on items that are not on the agenda.



Public Hearings

California law requires that Public Hearings be held on certain items, such as budget and ordinance adoptions. There is usually a staff presentation during the Public Hearing, then the floor is opened for public comments. After the Public Hearing is closed, the Board discusses the matter and takes any appropriate action.

Consent Calendar

The Consent Calendar contains routine items that do not need discussion and may have committee recommendations. It is voted upon with one motion and without discussion. Directors, staff or the public, who want to discuss Consent Calendar items need to request that the Board President remove the item from the Consent Calendar for discussion.

New Business and Old Business

Under New or Old Business, the Board considers and decides matters that require substantive discussion. This part of the meeting is when most presentations and Board discussions take place. Some items involve an action by the Board, others are informational. In some cases, the Board will discuss a matter without making a decision and refer the matter back to staff or a committee for further development. Items that have been discussed by the Board already are placed under Old Business.

Information Items

The General Manager and District staff report on upcoming events, recent occurrences, pending projects and matters, and miscellaneous District issues and correspondence that are of significance to the District. In addition, the General Manager provides a detailed written Monthly Report that is included in the Board packet

Directors' Reports

Various Directors represent the District at external meetings. This agenda section is used for the Directors to report on the meetings that they have attended. In addition, they are also given an opportunity under *Other Reports, Correspondence, Comments, Ideas and Suggestions* to provide information to the Board.



CLOSED SESSIONS

A Closed Session may be held on any subject authorized under the Brown Act. Closed sessions must be properly disclosed and described in the agenda as required by the Brown Act (Government Code section 54954.5). Neither the Board nor its committees shall keep minutes of their Closed Sessions. Prior to holding a Closed Session on any matter, the Board President or Committee Chair shall refer to the Closed Session item or items by reference to the appropriate agenda item number(s). In the Closed Session, the Board or committee shall consider only those matters covered in the agenda.

Closed Session Agenda Items

Closed Session agenda items are confidential in accordance with California law. However, in some instances, the public may be aware of the nature of a Closed Session item and may make comments prior to the Board or committee entering into the Closed Session.

Individuals present during a Closed Session may not discuss Closed Session matters with anyone who was not present.



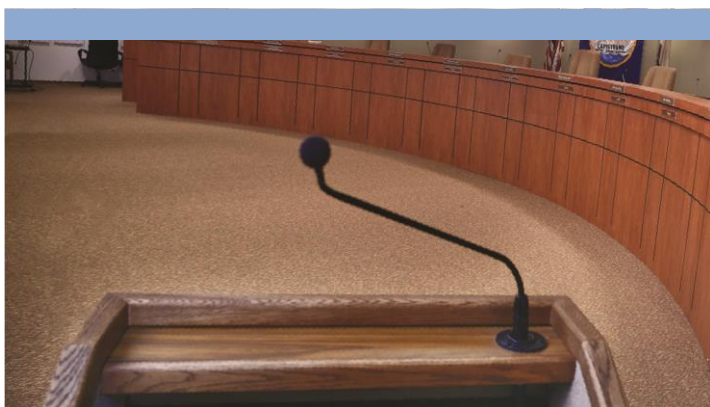
Closed Session Report

After any Closed Session, the Board or committee shall reconvene into Open Session and publicly report any action taken (including the roll call vote, if any) during the Closed Session to finally approve a real property acquisition; to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a District employee; or to finally approve a labor contract. For the report back obligations relating to pending litigation, the Board shall consult with Legal Counsel (Government Code section 54957.1.). In most cases, Closed Session actions remain confidential, so the report will provide only limited information such as “the Board gave direction to staff.”

PUBLIC FORUM AND COMMENTS

At every Regular Board meeting, members of the public are allowed to address the Board on any item of interest within the subject matter jurisdiction of the Board that is not already included on the posted agenda. The Board President calls on speakers to announce their item and address the Board.

Public comments are usually limited to three minutes per speaker, unless extended by the Board President.



Directors may briefly respond, request staff to report back on the matter, or ask clarifying questions, but cannot take any action on, discuss or debate the matters not on the agenda that are presented during the public comment period unless the Board makes one of the determinations required under Government Code section 54954.2. Members of the public may also make requests to have items placed on a future agenda during the public comment portion of the meeting. After considering such a request, the Board may provide direction to the General Manager regarding including that item on future Board or committee agendas.

Any person who desires to address the Board at length on a matter which is not on the agenda must make a request to do so to the Board Secretary at least seven business days before the meeting. The General Manager in consultation with the Board President will decide whether to include the requested item on the agenda.

FOUR KINDS OF OPPORTUNITIES FOR PUBLIC COMMENTS

- 1** An item titled, "Public Forum and Comments" is listed near the beginning of each Regular Board agenda. This is an opportunity for the public to comment about any pertinent issue that is not on the agenda.
- 2** Agendas may include one or more Public Hearings. After the President or presiding officer opens the Public Hearing, staff will make a presentation then the floor will be opened for members of the public to make their comments.
- 3** Before the Board votes to approve the Consent Calendar, there is an opportunity for the public to comment on any Consent Calendar item.
- 4** The President or presiding officer announces each agenda item and calls on the item's originator to present the item. After the item has been presented, the presiding officer calls for public comments.

WORKSHOP COMMENTS: Workshops are less formal than other meetings. The Board and members of the public may engage conversationally with each other in a manner similar to a classroom setting.

ACTIONS TAKEN BY THE BOARD

The Board shall act only by motion, resolution or ordinance. Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. The Board uses a motion to submit a matter for action. A resolution constitutes a more formal written expression of the will of the Board. Resolutions preserve the history of the action taken in a separate official instrument in addition to documentation in the Board's minutes. An ordinance is the most formal of actions that can be taken by the Board. Ordinances are used to establish the local laws that are within the District's power to enact and are applicable throughout the District.

Motion

Resolution

Ordinance

For More Information

[SJWD Board Rules for Proceedings](#)
[Board Rules](#)

[California Open Meetings Law](#)
[The Brown Act](#)

[California Government Code](#)
[Community Services District](#)

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