

ITEM: 6

SUBJECT: Board Meeting Calendar for 2012

BOARD ACTION:

- *Schedule first meeting of 2012.*
- *Discuss preferences for consideration of adoption of remaining 2012 calendar at the December 2011 Board meeting*

BACKGROUND: **Number of Meetings Per Year.** The California Water Code requires that the Board meet at least six times per year. Historically the Board met more than six times per year, but in 2009, the Board scheduled only six regular Board meetings. Six Board meetings require less preparation time by staff for Board meetings and there are fewer schedule conflicts for Board members, but each Board meeting will address more issues. With the six Board meeting schedule, most Board meetings have not been overly long, and the Board retains the option of scheduling additional Board meetings or hearing panels to address special issues as needed.

Recommendation: continue with a six meetings per year schedule.

Meeting Days of the Week/Furloughs. Traditionally this Board has met on Fridays, with meetings starting on Thursdays when workload warranted. Furloughs closed State offices for parts of 2009, impacting scheduled Board meetings, so meetings were announced for three possible days (Wednesday/Thursday/Friday) to allow flexibility around furlough days. At this time it does not appear that closure of State offices is likely, so it is proposed that Board meetings be announced for only Thursdays and Fridays.

Recommendation: plan meetings only for Thursdays and Fridays.

Other Conflicts. Board members, staff and the public have professional and personal commitments that are considered in developing Board meeting schedules. Not every conflict can be accommodated, and many conflicts are not known at this time. The consideration is not just for the Board meeting dates, but for submittal of documents to the Board for agenda items, and preparation of the agendas. Examples of conflicts include:

- 1) State Board meetings
- 2) Holidays
- 3) Holy days of obligation, and
- 4) Periods of high vacation activity (such as Spring Break).

Recommendation: Do our best to recognize and address conflicts in setting the Board meeting schedules. Some conflicts can be accommodated by the order of scheduling items within a Board meeting.

RECOMMENDATION:

- Establish the date of the first Board meeting for 2012. February 2/3, 2012 is recommended.
- Provide guidance in developing a recommended 2012 schedule for consideration at the December 2011 meeting. A recommended schedule of meetings for 2012 follows.

In the event the Board does not have a quorum for the December 2011 meeting, the Executive Officer will need to establish dates for 2012 Board meetings.

TENTATIVE SCHEDULE OF BOARD MEETINGS FOR 2012

- **February 2/3**
- **March 29/30**
- **June 7/8**
- **August 2/3**
- **October 4/5**
- **December 6/7**

Mgmt. Review _____
Legal Review _____

13 October 2011
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