

February 11, 2022

Hi Heidi,

These are the things I wanted to suggest at the board meeting Tuesday. I didn't get to all of them, so wanted you to have them.

AGENDA

GM drafts agenda and submits to President for approval/adjustments. President is in charge of what is on the agenda and where. Agenda to go out (at least to board) 1 week before meeting.

Role call

President Welcomes - president can adjust agenda – such as when we have an attorney waiting....

Approve Minutes of prior meeting

No Correspondence - later

No introductions – unless President wants to recognize a special individual

Finance report -This should be sent in written form to board and included as part of the agenda. This should be reviewed with board and anything new added at this time

G M Report – This should be included in written form and part of the agenda so all have time to study ahead of time. GM reviews written report briefly and adds anything not included

Board discusses GM report, optional for president to recognize public comment, president welcome public comments after

Action Items

Board Discusses action items, option of president to include public, president asks public when board is done discussing and before vote/more discussion

Same with discussion items

Correspondence (which should already have been shared with board, available to public unless sensitive/confidential) Incidents and concerns should be shared as they come to us – like Louis Caldera's letter.

Consent Items – should be included with agenda in written form so board is quick with issues if any, and vote can be quick. Can be anywhere convenient in the agenda

I am asked to approve spending and budgets not knowing really what I'm approving. New board members need an in-depth financial orientation – there are things understood by many others that I have no knowledge about, such as Gayle funds held separately, road funds derived and held separately, etc.

Should have target of 1-2 hour meeting at the most, president should call a break approx. 1 hour into meeting and every hour after. Consider meetings at 5 PM instead of later. More meetings if necessary.

Public encouraged to dialogue with board outside of meetings through GM or CVPCSD email to share information ahead of meetings. Public encouraged to send correspondence of concerns at any time. Board can choose to speak with public directly outside of meetings, but it is up to the board member not the public to make that choice.

GM should update the board of all activities every 10 days or so/twice between meetings.

When we consider an issue we should be able to discuss it thoroughly among ourselves – allowing public comment at the appropriate times. Hand-raising and Zoom side-comments that interrupt the

conversation should be discouraged. They assume that it is appropriate to be recognized when they are raised or posted. Public should be advised to post a “request to speak” on the zoom side-bar and wait until the President recognizes them.

We can find a way to communicate within the Brown Act that allows us to get things done.

If we have a closed session, we should be disciplined about when it starts in order not to hold up the attorney or others waiting – possibly charging us or canceling the whole session due to our lateness.

There are way too many priorities for us to do them justice in a reasonable time. The statutes set our top two priorities – water and roads. We have ranked what our other priorities are, we can revisit the list at regular intervals. The wording of these other priorities should assume that they will be accomplished in a reasonable amount of time – our on-going priorities are established by the statutes.

We should have no more than four items for discussion on the agenda and not feel like we have to deal with them all in one night if they go too long. Should be careful not to predict what will be discussed next month to allow for emergencies, new issues that come up about an unresolved item, and to avoid making the public sit through an entire meeting if they are only interested in one issue that then it doesn't get discussed.....

I am uncomfortable about the way in which we practice sole-source contracting with Hydros. They do a great job, I am told, but I think it is being done way too often. Whenever we do not have an emergency, we should make a documented attempt to get three separate bids for all contracts. Bids can be by telephone, email, etc. if properly documented.

There should be only a few committees that are set up to tackle the priorities that are highest on the list. One committee per board member if possible. Committees should meet as needed, try to be at least quarterly and scheduled ahead of time if there are pressing issues, but committees should not take on the work of the District. They should be part of the “reporting” part of the agenda. Report to be made by the Board host of the committee if there is something to report. GM to attend committee meetings as information resource.

I am hearing that the GM is a part-time employee and can't get all the work of the district completed in a timely way. If that is indeed the case, we should be looking at hiring additional staff – an assistant manager or other. It is wise to have a backup in any case. This work load issue will have to be addressed differently if PCWA decides to take over the water.