

ITEM: 4

SUBJECT: 2009 Board Meeting Schedule

BOARD ACTION: *Approval of first Board meeting date in 2009*
Discussion of Overall 2009 Board Meeting Schedule

BACKGROUND: The Board has conducted business for a number of years by holding eight Board meetings each year spaced at six to seven week intervals. The California Water Code requires that a minimum of six regular regional board meetings be held each calendar year. Additional meetings or hearings of either the full board or a panel of two Board members are scheduled as appropriate to address the volume of business conducted by the Board and to fit a multitude of often conflicting scheduling issues.

Board meetings in the Central Valley Region have been held on Thursdays and Fridays. There is no legal constraint on which days Board meetings should be held. Different Regions use different days. This Board has occasionally held meetings on other days of the week, but the proposed schedules continue with the traditional Thursday/Friday schedule.

The schedule of Board meetings for the next calendar year is usually proposed at the October Board meeting and approved by the Board at the last meeting of the calendar year. The approved schedule for the year is not binding – individual meeting dates or the entire schedule can be revised as needed. However, staff and others use the approved dates to schedule future items. Rescheduling a meeting can mean considerable staff time and expense re-issuing public notices and revamping work schedules, and considerable inconvenience to outside parties that have planned to attend a specific Board meeting. Moving a meeting earlier than scheduled can make it impossible to provide adequate noticing of items for the earlier Board meeting date.

Two Board meeting schedules are proposed: a schedule with eight Board meetings per year, and a schedule with six meetings per year.

The eight meeting per year schedule is what has been followed for several years. The proposed 2009 schedule is essentially the same as the 2008 schedule, with minor adjustments to avoid State Holidays and religious holy days.

Having more Board meetings each year means that individual Board meetings can be shorter and the Board can more quickly respond to urgent enforcement or permitting needs. More Board meetings also mean, however, more days that volunteer Board members must fit into their personal schedules, and more staff

days spent preparing agendas, copying and mailing items, and doing the myriad of things needed to hold a Board meeting. Having fewer meetings also means that each meeting will need to deal with a greater number of issues. We anticipate that most meetings on the eight meeting schedule will be one day meetings. More meetings on the six meeting schedule will be two day meetings, with an increased chance of needing special Board or panel hearings if a need arises. If meetings are less than six to seven weeks apart, staff will not have had time to complete the follow-up work from one Board meeting (minutes, finalizing and mailing orders, etc.) before the detailed work for the next Board meeting must start. With efforts to minimize late revisions, comment due dates have been moved back from the Board meeting, so it is becoming increasingly difficult to complete the work associated with one Board meeting before the work for the next meeting must begin, so more than eight meetings per year is not recommended.

First 2009 Board Meeting. It is recommended that at the October 2008 Board meeting, the Board set the first Board meeting date for 2009. This will allow preparation of hearing notices and other advance work for the first 2009 Board meeting. The recommended dates for the first 2009 Board meeting are:

- January 29/30 for the eight meetings per year schedule
- February 5/6 for the six meetings per year schedule.

Holding a meeting prior to January 29/30 will move agenda preparation for staff back into the holiday season.

Second 2009 Board Meeting. If possible, the Board should approve the date of the second 2009 Board meeting at the October Board meeting so that staff can plan toward a fixed meeting date. Approval of the rest of the 2009 calendar can await the December 2008 Board meeting. The recommended dates for the second 2009 Board meeting are:

- March 12/13 for the eight meetings per year schedule
- April 23/24 for the six meetings per year schedule.

RECOMMENDATION: Approve meeting dates for the first two Board meetings. Review remaining calendar for approval at December Board meeting.

Mgmt. Review _____

Legal Review _____

23/24 October 2008

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Alternative 2009 Board Meeting Calendars

Eight meetings per year

Meetings every six to seven weeks.

January 29/30

March 12/13

April 23/24

June 4/5

July 23/24

September 3/4

October 22/23

December 3/4

Six Meetings Per Year

Meetings every eight to ten weeks

February 5/6

April 16/17

June 11/12

August 6/7

October 8/9

December 3/4