

ITEM: 6

SUBJECT: Board Meeting Calendar for 2011

BOARD ACTION:

- Schedule first two meetings for 2011
- Discuss preferences for consideration of adoption of remaining 2011 calendar at the December 2010 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. 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 currently close State offices on the last three Fridays of each month. It is uncertain when furloughs will end or if further changes to furlough schedules will occur.

Recommendation: The future of furloughs is uncertain, so it is recommended that the current furlough schedule not be considered in scheduling Board meetings. For 2010 the Board meetings were scheduled to avoid furlough weeks, but the furlough days changed resulting in conflicts anyway. Schedule all Board meetings for three days, with Wednesdays used only if the meeting will require two days and Friday is not available.

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.

The following dates are recommended for 2011 Board meetings. All proposed meeting dates are for Wednesday, Thursday and Friday.

- **February 2, 3, 4**
- **April 13, 14 15**
- June 8, 9, 10
- August 3, 4, 5
- October 12, 13, 14
- December 7, 8, 9
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RECOMMENDATION:

- Approve first two meeting dates for 2011
- Provide input on scheduling the rest of the 2011 meetings.

Mgmt. Review_____

Legal Review_____

September 22/23 2010

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