

Definitions of Agenda Categories

Public Comments: This section of the agenda is provided so that the public may express comments on any issues not listed on the agenda, which are of interest to the public and within the jurisdiction of the Contra Costa Water District. When comments are made about matters not on the agenda, Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or follow Board procedures to direct staff to place a matter of business on a future agenda. The public may express comments on agenda items at the time of Board consideration.

Presentations: Scheduled at the start of the meeting for staff awards, or acceptance of District awards by the President or GM. Staff does not prepare dockets for award presentations.

Consent Calendar: This section is for approval of routine items for which discussion is not anticipated, approval of agreements and projects with dollar amounts less than \$1,000,000 or are not considered to be controversial in nature. The calendar may be approved by one motion or any item may be removed and separately considered at the request of any person. Routine business matters on the consent calendar may include:

- approval of Board expenses, travel and compensation;
- approval of Board meeting minutes;
- authorizations for purchases or services;
- approval of agreements and contracts or memoranda of understanding;
- acceptance of legislative reports; and/or
- approval of certain resolutions, and routine licenses, easements or annexations.

Dockets are required for all consent calendar items.

Public Hearing: Public hearings may be held on legislative matters and must be held on all quasi-judicial matters. Notice of public hearings is provided in advance by publication in one of the local newspapers and by posting on the entrance door to the Board Room. Public hearings are not intended to be a time for the public to ask questions or obtain information about the subject matter of the hearing. Rather, public hearings are for the public to provide the Board with information. After all persons have spoken, the hearing is closed to further public comment, and the Board proceeds with its deliberations and decision making.

Action Calendar: This section is for Board consideration of agreements or projects involving higher dollar amounts, those requiring Board discussion and deliberation, or matters that may be considered controversial in nature. Action calendar items may include:

- adoption of the two-year budget;
- approval of agreements/contracts with increased dollar amount;
- adoption of legislative positions;
- various resolutions including amendments to the District's Code of Regulations.

Dockets are required for all action calendar matters.

Discussion and Information: This section is intended for presenting preliminary information presentations to the Board about future action items, and updates on construction projects and other District activities. Dockets are required for all discussion and information items.

Reports for Discussion: This section is divided into two parts. The first “Committee Report(s)” is for the presentation of “notes” (report summaries) from recently held committee meetings. The notes are presented without cover dockets. The Board does not take formal action to accept the notes, but directors who attended may comment on the meeting(s).

The second part of this section, “Schedule Future Meeting Dates and Times,” allows the GM and Boardmembers to announce upcoming activities, meetings, travel, etc. No dockets are prepared.

Reports: This section is divided into three parts: 1) General Manager, 2) Legal Counsel, and 3) Board Members. All reports are presented orally and no dockets are prepared.

Closed Session: No documentation is included with the agenda for closed session items. If a report is presented to the Board for a closed session matter, it is prepared by legal counsel, in coordination with staff, and is distributed to the Board during the closed session. Legal counsel provides staff with authorization for the District Secretary to use the signature stamp of the attorney on the report. Legal counsel retains all closed session reports.

Reconvene from Closed Session: The Board President reconvenes the meeting following closed session and reports out any action taken, or that no action was taken by the Board on the matter(s) before it in closed session.

Calendar: The last page of the agenda is a calendar of upcoming activities and meetings. The listings are normally limited to those where two or more Boardmembers may be present.