

**CONTRA COSTA WATER DISTRICT  
Staff Report**

**DATE:** (Date the pre-meeting report will be provided to the Board)  
**TO:** (Name of Committee)  
[Name(s) of Board Member(s)]  
**FROM:** Walter J. Bishop  
**SUBJECT:** \_\_\_\_\_ **Committee Meeting, (date of meeting), (current year), (meeting time)**

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**INTRODUCTION**

The \_\_\_\_\_ Committee will have its next meeting on (day of week), (date of meeting), (current year), (time), at the \_\_\_\_\_ Building, (street address, city). A copy of the meeting agenda is attached (Attachment 1).\* Agenda Items \_\_\_ through \_\_\_ are of interest to the Contra Costa Water District and are reported on for your information.

**KEY ITEM(S)**

- (Based on report)

**DISCUSSION**

**Agenda Item Number and Description (in bold)**

A summary of the item should be noted for each topic of interest. (It is not necessary to cover the entire agenda as it should be attached.)

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\* Note: If there are no items of District interest on the agenda, it will suffice to insert a single line in the Introduction paragraph, after the reference to the agenda, stating:

Staff has reviewed the agenda and determined that there are no items of District interest to be discussed at this meeting.

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Initials [XXX/YYYY:zz]

Attachments:

cc: Board of Directors