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POLICY STATEMENT NO. 130
KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT
BOARD MEETING SCHEDULES AND AGENDA

A. PURPOSE

This policy statement is to define the schedule of Board Meetings and outline the procedure for developing Board Meeting Agendas.

B. BOARD MEETING SCHEDULES

The Board will meet the second Thursday of each month in Regular Session. The Regular Session will convene at 6:30 pm and will be completed and adjourned when business has been completed or when the Board sees fit.

C. AGENDIZING OF BOARD ITEMS

The District Clerk, Manager, and Board President will have the responsibility to prepare the Board Meeting Agenda. Requests to agendize items should be submitted to the District Clerk by 5:00 pm on the Friday, one week and a half (1 ½) prior to the Board meeting. The agenda will be developed from the requests submitted.

All material which is to be mailed must be submitted to the District Clerk by 4:30 pm on Monday, one week and 2 days prior to the Board Meeting. The Board packet will be completed and distributed two days prior to the meeting. No changes will be made to the Agenda after the Agenda has been distributed except as follows: The Board of Directors may add to the Agenda urgent items.

Directors, the Attorney or the Manager may make reports to the Board as the Board and its president sees fit, but no action may be taken by the Board unless or until the matter is properly agendized as described in the previous paragraph.

An item for "Other Business" will be agendized for each Board meeting. This time is intended to provide an opportunity for the staff to read into the record correspondence and for the public to address the Board. Should the concerned desire action, he or she will be advised to contact the District Clerk to agendize the matter for a subsequent meeting (unless the Board determines the item sufficient urgency to agendize for the current meeting).

AGENDA ITEM

KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT

DATE SUBMITTED:

BOARD MEETING:

ITEM TITLE:

PREPARED BY:

BACKGROUND:

DISCUSSION:

RECOMMENDATION:

POLICY IMPLICATIONS:

APPROVAL TO SUBMIT TO THE BOARD: _____

DATE: _____

D. PARTICIPATION IN THE BOARD MEETINGS

The Manager and District Clerk are expected to be present at all Board meetings, unless requested not to attend. The Manager may direct staff members to be present if necessary.

E. PUBLIC HEARINGS AND/OR MEETINGS

Formal Public Hearings and/or Meetings shall be set by the Board at its discretion to consider and/or act upon matters:

1. which require public notice because of legal requirements; and
2. which should have public notice because of the importance of the item.

Public hearings and/or Meetings shall be noticed by the publication in such manner as is required by law for particular public hearings.

F. TIMED APPEARANCES

As a convenience to those who wish to participate in portions of the Board meeting, timed appearances may be established by order of the Board or direction of the District Clerk for appeals of prior board action or in special situations at the Manager's discretion. Participating parties will normally be given forty-eight hours notice of the timed appearances.

G. OTHER

Agenda items and requests for appearances shall be in writing and shall specifically set forth both the matter to be discussed and the action requested of the Board, along with copies of said request and documentary information or supporting information.

H. PUBLIC PARTICIPATION

The Public is welcome and encouraged to participate in meetings of the Board of Directors. To allow fair treatment and equal opportunity for all who may wish to participate and to allow the Board to conduct its meeting in a business like manner, the following guidelines are for public participation:

1. The President will normally call on the Manager or staff to review the agenda item and present a recommendation.
2. The President will normally allow Board Member comments on an item before opening the meeting to public comment.

3. The President will open the meeting to public comment and briefly outline the conditions under which persons may participate. Principal parties or representatives of interest groups will normally be allowed to speak first.
4. The participant will be asked to identify his/her self and any affiliation pertinent to the matter.
5. Comments from the public will normally be limited to five minutes. The President may establish other guidelines as he/she sees fit based upon the number of those wishing to speak, the time available, or other factors.
6. Following appropriate time for public comment, the President will normally return the discussion to the Board Members and limit discussion to the Directors until some action is taken, unless directed otherwise by a majority of the Board.
7. The President is expected to maintain control of the meeting and only one person is to be allowed to speak at one time and public applause or other demonstrations are to be minimized.