

RESOLUTION 14R-06  
BIGHORN-DESERT VIEW WATER AGENCY

ESTABLISHING AN AGENCY MEETING  
AGENDA PREPARATION POLICY

**WHEREAS**, The Board of Directors of the Bighorn-Desert View Water Agency hereby sets the following policy which will establish the process by which the agendas for Agency meetings will be generated.

**WHEREAS**, the Agency Regular and Special Meeting Agenda Preparation Policy of the Bighorn-Desert View Water Agency is as follows:

1. The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors.
2. In regards to the regularly scheduled monthly meeting, the following process and timeline for agenda preparation shall be followed:
  - Directors may request and seek majority consensus for appropriate items to be placed on the agenda at the regular Board meeting.
  - Tuesday prior to the meeting – Director's deadline for adding appropriate items to the agenda will be the end of business Tuesday. The Board President shall make any final determinations as to what constitutes an appropriate item to be agendized for the Board meeting.
  - Wednesday prior to the meeting – Before days end, staff shall have the first draft of the agenda available for review, if requested.
  - 12:00 Noon Thursday prior to the meeting – Directors' revisions should be delivered to the General Manager.
3. Upon completion of the Board Agenda with the backup material packet on the Friday prior to the meeting- A field representative shall hand deliver agenda binders to Directors and post agendas.
4. The official posting location for the purposes of meeting the requirements of the Ralph M. Brown Act will be the Agency Office at 622 S. Jemez Trail and website: [www.bdvwa.org](http://www.bdvwa.org).

As a courtesy the agenda shall also be posted at the following locations-

- 1720 North Cherokee Trail- Agency Meeting Hall
- Bulletin board located at 1131 Old Woman Springs Road
- Halliday's Market
- Hero Market
- Johnson Valley Improvement Association
- Landers Homeowners Association- Belfield Hall
- Mojave Market

In addition, the agenda will be emailed to the "Agenda Notification List" maintained by the agency staff. This list includes the following:

- Z107.7 Radio Station
- Hi-Desert Star Newspaper

**WHEREAS**, pursuant to the Brown Act Section 54957.5(a) once the agenda and related materials have been prepared office staff shall make available upon request, and without delay, the agenda and related materials for public viewing during regular business hours. However, this shall not include any writing exempt from public disclosure under Section 6253.5, 6254.7, or 6254.22.

**WHEREAS**, complete agendas with backup material packets will be made available, and without delay, for public viewing during regular business hours at the agency business office.

**WHEREAS**, complete agendas without the backup material packet shall be made available at the agency administrative office and shall be provided upon request at no charge to the requester.

**WHEREAS**, any member of the public can purchase a complete agenda packet, with backup material at the then current per page copy charge outlined in the Agency's Rates, Fees and Charges for public information requests pursuant to the California Public Records Act. Hard copies of presentations made or materials distributed at Agency meetings will thereafter be subject to the California Public Records Act.

**WHEREAS**, the Agency Standing Committee Meeting Agenda Preparation Policy of the Bighorn-Desert View Water Agency is as follows:

1. The General Manager, in cooperation with the Standing Committee Chair, shall prepare an agenda for each Standing Committee meeting.
2. Any Director may contact the Committee Chair to place any appropriate item on the Committee meeting agenda no later than Tuesday prior to the agenda mail out day which is scheduled for the Friday before the scheduled time and date of the meeting. The Chair shall make any final determinations as to what constitutes an appropriate item to be agendized for the Standing Committee meeting.

**WHEREAS**, the Agency Workshop Board Meeting Agenda Preparation Policy of the Bighorn-Desert View Water Agency is as follows:

- Board workshops shall be scheduled and the agenda set by the Board of Directors at the regular or special meeting of the Board or by the Board President.

**NOW, THEREFORE, THE BOARD OF DIRECTORS HEREBY RESOLVES:**

- 1) Resolution 14R-06 establishes the policy for preparation of the agenda for meetings of the Board of Directors or Standing Committees thereof; and
- 2) Policy No. 09P-02 is hereby rescinded in its entirety.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of Bighorn-Desert View Water Agency this 22<sup>nd</sup> day of April 2014.

By Judy Cori-Lorono  
Judy Cori-Lorono, President

ATTEST:

Terry Burkhardt  
Terry Burkhardt, Secretary