This brief is being provided to inform the board, staff and public of the details of an agenda item that may require action from the board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:** July 19, 2021

**Originator:** Rich McLaughlin

**Agenda Topic Title:** Board Meeting Schedule Revision Plan

**Purpose of Brief:** To present a potential plan to streamline our regularly scheduled meeting schedules to reduce the burden on volunteer board members and staff in preparing for and executing meetings of the board.

**Supporting Documents Included:** No.

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1. **Agenda Topic Brief or Update:**
2. The GMCSD has historically had a very professional and involved board dedicated to District governance. In recognition of increasing state requirements, regularly increasing workloads, and the number of special initiatives and programs, we have worked ourselves into a cycle where we are starting to execute the activities required for the next meeting almost immediately after completing the previous meeting. Simply having a meeting requires the preparation of an agenda, the preparation meeting packages, time spent in the meeting, recording and production of meeting minutes, and any resultant post meeting actions. Historically, the CSD board has scheduled monthly meetings, but on the average cancels three meetings a year, typically resulting in 9 meetings a year.
3. There are several required actions and activities the board must consider each year, some tied to calendar dates and some with more flexible deadlines, but all must be considered in the annual meeting schedule. I am proposing the following annual schedule which takes into consideration each of these required functions.

JANUARY

* SDC Annual Escalation
* Conflict of Interest Resolution
* Annual Audit Presentation
* Quarterly Income Report Oct- Dec

MARCH

* First Reading of Budget
* Fire Contract First Review
* Annual Meeting Planning

MAY

* Second Reading of Budget
* Schedule Board meetings for next Fiscal Year
* County Tax Roll – Process approval
* Fire Contract Second Review/Approval
* Quarterly Income Report Jan - Mar

JULY

* County Tax Roll Collection – Resolution
* County Tax Roll Delinquencies - Resolution
* County Tax Roll Fire Tax - Resolution
* Public Hearing Delinquencies on Tax Roll
* Quarterly Income Report: Apr– June

SEPTEMBER

* No regularly scheduled board actions

NOVEMBER

* Employee Evaluation – General Manager
* Oath of Newly Elected Officers
* Appointment of officers and committee chairs
* Quarterly Income Report: July -Sept

1. This schedule should provide ample time to work District projects, research and edit documents, and prepare agenda items. At the same time, it will reduce the time spent by staff in specific meeting support functions. It will also eliminate the need to cancel meetings during the year
2. At any time, the board continues to have the option to hold a Special Meeting to consider time sensitive specific actions which can be completed with a minimal cost in time.
3. **Anticipated Impacts to the District -** (*Consider financial impact, change in procedures, customer, and staff communication*):

This schedule should improve the overall efficiency of District operations, resulting in a reduction in time demands on Board members, and allowing staff to spend more time focused on routine District Business. No financial impact.

1. **Anticipated Impacts to the Customer –** *Standby, Residential, Commercial***:**

No impact. We may be able to use this less frequent meeting schedule to encourage more community participation by more actively promoting each meeting and important agenda items.

1. **Next Steps for this Topic:**

If adopted, we will reschedule the remaining meetings for 2021/2022 as follows:

• Monday, September 20th, 2021 – 10:00am

• Monday, November 8th, 2021 – 10:00am

• Monday, January 10th, 2022 – 10:00am

• Monday, March 14th, 2022 – 10:00am

• Monday, May 16th, 2022 – 10:00am