

POLICY TITLE: Meeting Materials and Agendas
POLICY NUMBER: 1010

1010.1 Agenda preparation. The Authority’s Secretary, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act. Any Director may contact the CGA Administrator and request an item to be placed on the agenda no later than 5:00 P.M. on the day that is 48 hours prior to the closing of the agenda for the next meeting date.

1010.2 Agenda descriptions. All Board agendas shall include an unambiguous description of each item on the agenda to be discussed, including closed session items. The CGA Administrator shall ensure that the description gives notice to the public of the essential nature of business to be considered.

1010.3 Circulation of Agenda & Materials. Agendas will be posted no less than 72 hours prior to regular Board meetings, and no less than 24 hours prior to special Board meetings. Supporting materials prepared by staff and consultants will generally be circulated at the same time as the agenda, but in any case will be available to members of the public at the same time that they are available to all or a majority of the Board.

1010.4 Public Submissions of Materials. Public comments submitted on an agenda item are part of the written record of each meeting. Written comments that are received more than 24 hours in advance of a meeting will be made available on the Authority’s website. Written comments that are received less than 24 hours prior to the meeting will be made available for public review at the meeting, and posted online as soon thereafter as is reasonably feasible for staff.

1010.5 Public comment. For regular meetings the Board shall provide the public with an opportunity to address not only any item on the agenda but any item within the subject matter jurisdiction of the Authority. For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda. The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment. The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.

1010.6 Closed sessions. The Board may conduct a closed session during a noticed meeting for certain matters, as identified on the agenda, where it is necessary to conduct business in private. Major reasons for permissible closed sessions, as authorized by the Brown Act, include real property transactions, labor negotiations, and pending litigation. The Board shall allow public comment on any closed session item before going into closed session.

1010.7 Items not on the agenda. The Board shall not discuss or take action on any item that does not appear on the posted agenda except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days. The Board may also respond to public comments and make announcements.

PASSED AND ADOPTED on this 21st day of March, 2022, by the following vote, to- wit:

AYES: Selling, Stretars, Wohle, Liebig, Notolli, Thomas
NOES:
ABSENT: VanWarmerdam
ABSTAIN:

I, the undersigned, hereby certify that I am the duly appointed and acting Secretary of the Cosumnes Groundwater Authority, and that at a meeting of the Board of Directors of the Authority held on March 21, 2022 that Policy #1010 "Meeting Materials and Agendas" was adopted and has not been rescinded or amended since the date of its adaptation and that it is now in full force and effect.



Austin Miller, CGA Secretary

3-22-2022

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