



**POLICY 507 – COMMITTEES OF THE GOVERNING BOARD AND INTERAGENCY
COMMITTEES**

POLICY

Except as otherwise provided in this Policy, the Chairperson of the Governing Board (Board) shall appoint members to established Standing Committees of the Authority, Interagency Committees/Boards, and Ad Hoc Committees as necessary. The Chairperson may also appoint the Chairpersons for said Committees/Boards or have the option to assign that task to said Committees.

PROCEDURE

A Standing Committee of Sweetwater Authority (Authority) is a legislative body subject to the Ralph M. Brown Act (Brown Act), which is defined as any Standing Committee that has “continuing subject matter jurisdiction” or a meeting schedule fixed by ordinance, resolution, or formal action.

Unauthorized serial meetings occur when there is a “meeting of the minds” of a quorum of the legislative body outside of a formal meeting. This may occur if member “A” contacts member “B,” who contacts member “C” and so on, until a quorum has been involved.

A serial meeting may also occur if an individual contacts the members of the legislative body prior to a formal meeting and, in the process, reveals their respective views to one another or asks the members to commit to or decide on a proposed action. Serial meetings are “secret meetings” that deprive the public of an opportunity to contribute to the decision-making process.

In contrast, the distribution of a memo does not constitute a meeting. A unilateral written communication to a legislative body, such as an informational al or advisory memo, does not violate the Brown Act.

The Standing Committees of the Board and their related purviews are:

- A. Finance and Administration Committee – finance, rate structure, labor relations, business services, customer services, and procurement
- B. Water Quality Committee – water quality and regulatory affairs
- C. Engineering and Operations Committee – engineering, capital projects, development services, watershed management, master planning efforts, water distribution, and special projects associated with maximizing assets.
- D. Legislative Affairs and Communications Committee (meets on an as-needed



POLICIES & PROCEDURES FOR THE GOVERNING BOARD

COMMITTEES OF THE GOVERNING BOARD Policy 507

basis as determined by the General Manager) – public relations, community outreach, education programs, and legislative affairs

- E. Items pertaining to professional services consultant selection shall be referred to the Committee with purview over the subject matter related to the services

Interagency Committees/Boards are:

- A. Association of California Water Agencies/Joint Powers Insurance Authority (appointment made by the Board)
- B. Chula Vista Interagency Water Task Force
- C. Water Conservation Garden Joint Powers Authority Board

~~Ad Hoc Committees are to be appointed by the Chairperson, if necessary.~~

Ad Hoc Committees may be established by either the Chairperson or the Board. The creation and duties of the Ad Hoc Committees shall be outlined at the time determined by the Chairperson or by ~~the direction of~~ the Board. Members of ~~the an~~ Ad Hoc Committee shall be appointed by the Chair. The Committee shall be considered dissolved when the Chairperson of the Board determines the need for the Committee no longer exists.

The Chairperson shall appoint and publicly announce the members of the Standing Committees for the ensuing year no later than February 1 of each year. Committee appointments may be revisited throughout the year at the discretion of the Chairperson and shall be publicly announced at the next Regular Meeting of the Governing Board.

The Board's Standing Committees may be assigned to review (a) the Authority's functions, activities, or operations pertaining to their designated concerns, or (b) those of another Standing Committee, when necessary, if the timeliness of Board action is a consideration in such a review. Any recommendations resulting from review by a Committee should be submitted to the Board via a written or oral report.

If a member of a Committee is unable to attend a scheduled meeting, the meeting may take place with only two members of the Committee in attendance. The use of teleconferencing will be in accordance with Government Code Section 54953.

All meetings of Standing Committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board.