SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. V-E**

FROM: Steve Mack, General Manager

MEETING DATE: August 1, 2013

Subject: DISCUSSION/ACTION RE ESTABLISHING AN AGENDA EMAIL LIST

RECOMMENDED ACTION: Discuss procedures for establishing an agenda email.

FISCAL IMPACT: none expected.

DISCUSSION:

At the July meeting the Board approved Director Schaap's request that the District e-mail Board Agendas and possibly packets to interested parties. I have discussed the concept with staff – maintaining such an e-mail list is feasible. However staff recommends that requests to be placed on an e-mail list only be valid for the calendar year. Below are David Warner's comments:

> Section 54954.1 of the Government Code allows any person to request a copy of the agenda and the agenda packet to be mailed to them upon the earlier of the time the (1) agenda is posted or (2) packet is distributed to a majority of the board members. Any request is valid only for the calendar year in which it is filed and must be renewed following January 1 of each year. The Board can establish a fee for mailing the agenda packet. If the parties agree to use email instead of regular mail I think that meets the intent of the statute as does sending a link to the agenda packet rather than emailing the whole packet (if the requestor is okay with that). The Board can establish more permissive rules but not more restrictive ones.

Staff can implement the Board's general suggestion to develop an e-mail list for the Agenda. This item has been placed on the Agenda should the Board have more specific direction for staff.