

**ENCINA WASTEWATER AUTHORITY**  
**BOARD OF DIRECTORS**

Item : **12**  
Date : December 12, 2018  
To : Honorable Chair and Board of Directors  
From : Michael Steinlicht, General Manager  
Issue : **RESOLUTION 2018-12 ESTABLISHING BOARD OF DIRECTORS MEETING DATES IN 2019**

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**STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

1. Approve Resolution 2018-12 Establishing the Date, Time, and Location for Board of Directors Meetings in 2019, and;
2. Direct the General Manager, or his or her designee, to transmit this Resolution 2018-12 to the Clerk or Secretary of the Board or Council of each EWA Member Agency.

**BACKGROUND**

The Revised Establishment Document (RED) requires the Board of Directors: hold at least one regular meeting per month; fix by resolution the dates, times, and locations of these regular meetings; and, to forward copies of the adopted resolution to the EWA Member Agencies. This item provides for consideration and adoption of a 2019 meeting schedule for the Board of Directors.

**DISCUSSION**

**Proposed Board of Director's Meeting Schedule.** The Revised Establishment Document (RED) requires the Board of Directors: hold at least one regular meeting per month; fix by resolution the dates, times, and locations of these regular meetings; and, to forward copies of the adopted resolution to the EWA Member Agencies. In addition, according to the Rules and Regulations for the Conduct of the Board of Director's Meeting (Rules), regular Board of Directors meetings are held on the fourth Wednesday of the month, except in November and December when meetings are scheduled to accommodate holidays traditionally celebrated in the United States of America. EWA Board of Director meetings are scheduled to start at 8:00 a.m.

The following schedule presents the recommended Board of Directors' meeting dates for calendar year 2019:

January 23, 2019	July 24, 2019
February 27, 2019	August 28, 2019
March 27, 2019	September 25, 2019
April 24, 2019	October 23, 2019
May 22, 2019	November 13, 2019
June 26, 2019	December 11, 2019

The schedule presented above complies with the RED and the existing Rules but does not reflect orientation, committee, or other special meetings scheduled by the Board of Directors or one of its Committees. The proposed dates and times for such events are generally set at the convenience of the attending Directors and staff.

**FISCAL IMPACT**

Actual expenses are dependent upon the number of meetings held and attendance at those meetings. Sufficient appropriations are or will be budgeted in the Board of Director's account within the Administration Internal Service Fund budget.

**COMMITTEE REVIEW**

The Policy and Finance Committee (PFC) reviewed this item on December 4, 2018 and approved staff's recommendation.

**THEREFORE, STAFF RECOMMENDS THE BOARD OF DIRECTORS:**

1. Approve Resolution 2018-12 Establishing the Date, Time, and Location for Board of Directors Meetings in 2019, and;
2. Direct the General Manager, or his or her designee, to transmit this Resolution 2018-12 to the Clerk or Secretary of the Board or Council of each EWA Member Agency.

**Attachment 1:** Resolution 2018-12, establishing the date, time, and location of the Board of Directors meetings during calendar year 2019

**Prepared by:** Paula D. Clowar, Board Secretary

**Approved by:** Michael Steinlicht, General Manager