

## SECTION 2-1.5.11. MINUTES OF BOARD MEETINGS

(a) **Preparation of Draft Minutes.** Draft minutes for all regular and special meetings of the Board shall be prepared by the Board Secretary promptly following the meeting in question, and in all events prior to the next regular Board meeting. The Board Secretary may, in his or her discretion, have the draft minutes reviewed by the District's General Manager and/or legal counsel prior to bringing the draft minutes to the Board.

(b) **Approval by Board.** The draft minutes shall be approved by the Board at a regular or special Board meeting, subject to any changes the Board may decide to make. The draft minutes are not official until approved by the Board. Upon approval, the minutes shall be signed by the President and attested by the Secretary.

(c) **Contents.** The minutes of meetings shall not include summaries of the comments made or of the discussions occurring at Board meetings. Instead the minutes shall generally include only the following:

- (1) The date and place of the meeting;
- (2) The time of commencement and time of adjournment;
- (3) The persons in attendance, subject to the limitations and as more particularly set forth in Section (d) below;
- (4) Motions made by Board members, including the identity of the Board member making the motion and of the Board member seconding the motion, if any;
- (5) The action taken by the Board with respect to each motion which has been made and seconded, including the vote of each Board member; and
- (6) The number and title of ordinances and resolutions adopted at the meeting.

(d) **Persons in Attendance.** The Ralph M. Brown Act provides at Government Code Section 54953.3 that a member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance. Section 54953.3 further provides that, if an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document. In addition, although a legislative body may request that persons who wish to address the body complete and submit a speaker card, because anonymous speech is constitutionally protected, the completion and submission of a speaker card must be optional. In order to comply with the forgoing requirements, only the following persons in attendance at a Board meeting shall be identified in the minutes:

- (1) District Board members;
- (2) District staff members, when attending the meeting in their staff capacity;
- (3) District legal counsel and consultants, when attending the meeting in their counsel or consultant capacity;
- (4) Representatives of other public agencies, when attending the meeting in their representative capacity, except in cases where a public agency representative makes a request that he or she not be identified in the minutes; and
- (5) Persons addressing the Board who have asked to be identified in the minutes for the record.

(e) **Exceptions.** The Board may deviate from the policy set forth herein on a case-by-case basis to address specific circumstances as may be determined by the Board, subject to compliance with applicable legal requirements.

[Amended by Resolution No. 13-557 on August 19, 2013.]

## **Article 6. Director Meeting Attendance and Compensation**

### **SECTION 2-1.6.1. PURPOSE**

This Article sets forth the policies of the District pertaining to the payment of compensation and addresses other issues when Directors (i) attend regular and special meetings of the District's Board, meetings of District standing committees and ad hoc committees, and meetings of other agencies, associations and organizations at which matters that affect the District are to be discussed and/or acted upon, (ii) serve on boards and committees of various associations and organizations, and (iii) engage in other activities that contribute to their effectiveness as Directors and/or benefit the District (collectively, "Director Activities"). The Board may deviate from these policies on a case-by-case basis to address specific circumstances as may be determined by the Board. When approving Director Activities, the Board may impose such requirements, restrictions and limitations as it deems appropriate.

### **SECTION 2-1.6.2. AUTHORIZED COMPENSATION**

Directors shall be compensated for Director Activities where (i) compensation is specifically authorized by the Board on a case-by-case basis, (ii) the Director Activity is included in the table set forth below, or (iii) the District is subject to the notice and agenda requirements of the Ralph M. Brown Act (Government Code Section 54950 et seq.) in connection with the Director Activity. In the event a Board or committee meeting of the California Special Districts Association (CSDA), the California Sanitation Risk Management Authority (CSRMA), or the California Association of Sanitation Agencies (CASA) is held as part of a larger conference or event for which the District has authorized attendance, but where the District does not pay compensation, the District will not pay compensation for attending said Board or committee meeting.

[Amended by Resolution No. 17-619 on August 18, 2017.]

<b>PRE-APPROVED DIRECTOR ACTIVITIES</b>	
<b><u>Meeting</u></b>	<b><u>Authorized Directors</u></b>
<u>GSD Governing Board:</u> <ul style="list-style-type: none"> <li>• Regular Board meetings</li> <li>• Special Board meetings</li> </ul>	All Directors
<u>GSD Committees:</u> <ul style="list-style-type: none"> <li>• Standing committee meetings</li> <li>• Ad hoc committee meetings</li> </ul>	Directors appointed as committee members, and Directors appointed as alternates when attending committee meetings in the absence of a regular committee member
<u>Santa Barbara Chapter of CSDA:</u> <ul style="list-style-type: none"> <li>• Executive Board meetings</li> </ul>	As approved by the District Board or (if authorized) by the Board President
<u>CSDA:</u> <ul style="list-style-type: none"> <li>• Board of Directors meetings</li> <li>• Legislative Committee meetings</li> </ul>	As approved by the District Board or (if authorized) by the Board President
<u>CSRMA:</u> <ul style="list-style-type: none"> <li>• Board of Directors meetings</li> </ul>	As approved by the District Board or (if authorized) by the Board President
<u>CASA:</u> <ul style="list-style-type: none"> <li>• Board of Directors meetings</li> <li>• Legislative Committee meetings</li> </ul>	As approved by the District Board or (if authorized) by the Board President
<u>GWSD Governing Board meetings:</u> <ul style="list-style-type: none"> <li>• Regular meetings and special meetings held in lieu of regular meetings</li> </ul>	As approved by the District Board or (if authorized) by the Board President
<u>GWD Board of Directors meetings:</u> <ul style="list-style-type: none"> <li>• Regular meetings and special meetings held in lieu of regular meetings</li> </ul>	As approved by the District Board or (if authorized) by the Board President

### **SECTION 2-1.6.3. RATE OF COMPENSATION**

Where compensation is authorized under this Article for meeting attendance associated with Director Activities, such compensation shall be at the rate periodically established by ordinance of the Board in accordance with Health & Safety Code Section 6489, Chapter 2 of Division 10 of the Water Code, and other applicable provisions of law. The following procedures shall be followed when approving any increase in Director compensation:

a) The District shall schedule a public hearing and publish notice of the hearing once a week for two successive weeks.

b) The Board shall conduct a public hearing and adopt an ordinance increasing Director compensation.

c) The increase shall not exceed an amount equal to five percent (5%), for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted.

d) The ordinance shall be entered in the District's minutes.

e) The ordinance shall be published once in a newspaper published in the District.

f) The ordinance shall take effect sixty (60) days from the date of adoption, unless a later effective date is provided in the ordinance.

g) The voters of the District shall have the right to petition for referendum on the ordinance.

Resolution No. 11-522, which was adopted on September 6, 2011, sets forth a procedure for calculating cost of living adjustments to the salary scale for employees of the District. Resolution No. 11-522 shall not apply to the compensation payable to Directors of the District, and Director compensation shall be only be adjusted pursuant to the procedures set forth in Health & Safety Code Section 6489, Chapter 2 of Division 10 of the Water Code, and other applicable provisions of law, as summarized above.

#### **SECTION 2-1.6.4. MAXIMUM COMPENSATION**

The maximum compensation a Director is entitled to receive is as follows:

(a) Daily The maximum number of Director Activities that a Director shall be compensated for per day is one (1).

(b) Monthly The maximum number of Director Activities that a Director shall be compensated for in a calendar month is six (6).

#### **SECTION 2-1.6.5. BOARD COMPENSATION REQUEST FORMS**

In order to receive compensation which is authorized under this Article for meeting attendance associated with a Director Activity, Directors shall submit to District Staff a completed Governing Board Compensable Meeting Attendance Sheet within four (4) weeks of the Director Activity in question. Completed Governing Board Compensable Meeting Attendance Sheet must be submitted by noon on the Wednesday immediately prior to the District's next regular payday in order for compensation to be paid on such payday.