

# Lake Don Pedro CSD Committee Workplan and Schedule 2016/17

The Board committees provide a venue for the Board to receive input from community members interested in the services of the District. Committees are a less formal location where the Board members receive information from and provide input to staff; to help staff ensure that the full Board has adequate information to make decisions on certain key issues. The committees also focus on receiving robust public input, developing community leadership, and raising community understanding of District expenses associated with providing services, administering the affairs of the District and meeting the legal, regulatory and permitting requirements as required of special districts.

The Board of Directors has adopted a Policy titled Committees of the Board that describes each committee, its primary interest area and meetings. This Workplan is intended to provide the structure and process necessary to maximize the productivity of committees and at the same time increase the efficiency of staff's efforts in supporting and utilizing committees. Committee meetings were never intended to be held simply to have a meeting to discuss issues. To be effective, committee meetings must have forward thinking agenda items focused toward accomplishing the goals and objectives of the Board. This involves staff effort on every committee agenda item; utilizing their professional expertise performing research, providing evaluation, compiling supporting documents, posting and publishing agendas, followed by staff developing a plan of work after each meeting to productively move the committee from meeting to meeting.

The following are Board agreements regarding committee protocol:

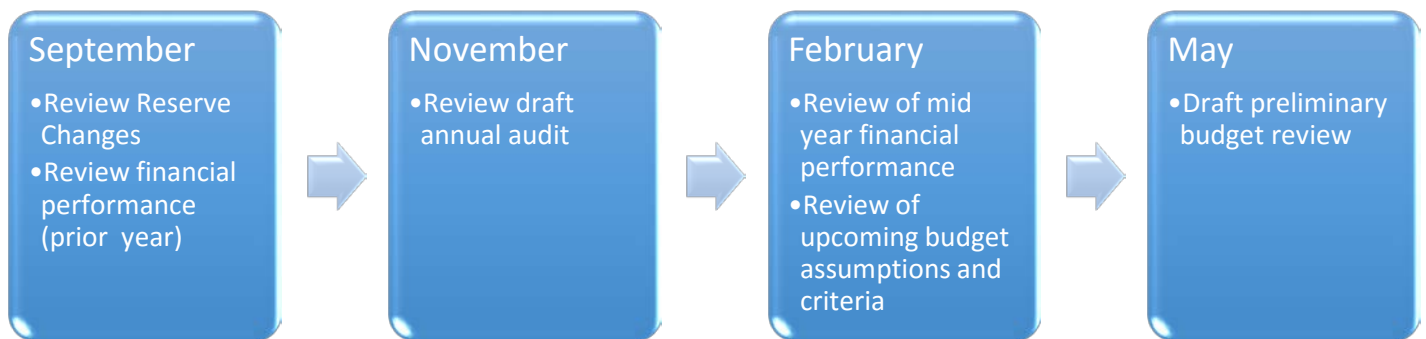
## Committee Agendas

1. The Committee Chair and General Manager will establish meeting agendas. It is understood that not all items on the Board meeting agendas will have been reviewed by committee(s) in advance.
2. Committee meetings are subject to the Brown Act and agendas will be published a minimum of 72 hours in advance of meetings.
3. Committee activity should be focused on the following core activities and schedule. The calendar months are approximate and starting points:

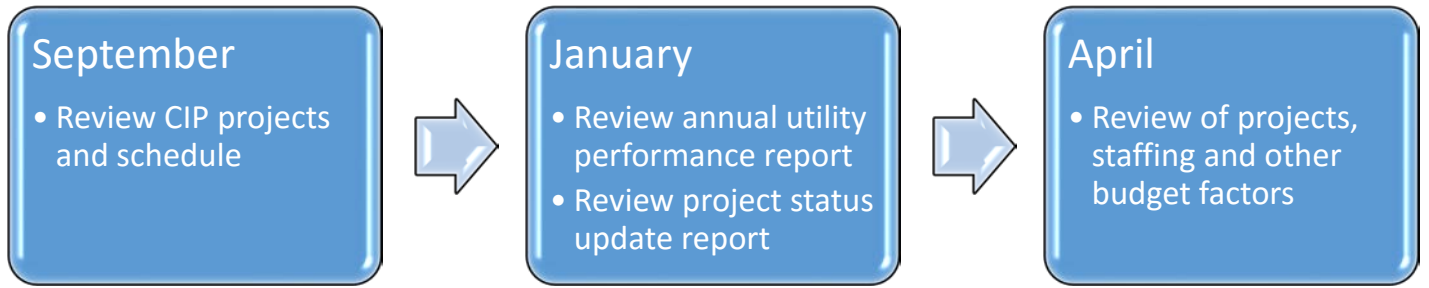
## Workplan

Committees are helpful in the evaluation of service levels, service costs (budgets) and public service needs. Considering this, the following schedule outlines the major work areas for committees. The months shown are a representation only and not necessarily for exact scheduling.

## Finance Committee



## Planning Committee



## Public Information Committee



## Public Information Committee

Meet as needed based on input from public and staff to review District rules and regulations related to water service

## Personnel Committee

Meet as needed to review staffing requirements, job classifications and reorganization proposals