

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: November 21, 2019

Item description/summary:

Examine and consider modifications to the current Committee scheduling process. Currently, the District has three standing committees: Water & Wastewater, Parks, and Fire. The method for scheduling these meetings has been for the individual Directors sitting on those committees to set the date and time of those meetings, and for Staff to distribute that information on the District website and to individuals who inquire. In the past, however, committees were scheduled for a specific day of the month, and Directors and members of the public would have the ability to look ahead to make arrangements to attend those meetings. Directors were asked to consider which option would work best for themselves, as well as the needs of the District.

Fiscal Analysis:

Minor savings to the District could be realized if Committee meetings were scheduled during business hours; N/A if scheduled after business hours.

Employee Feedback

None

Sample Motion:

Consider changing the Committee scheduling procedure.
No motion.

Prepared by:

Elizabeth Mallen, District Clerk/Executive Assistant

2020

| January | | | | | | |
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| April | | | | | | |
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| October | | | | | | |
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| September | | | | | | |
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| December | | | | | | |
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