



STAFF REPORT

TO: Board of Commissioners
FROM: Suzy Watkins, Harbor Director
DATE: February 28, 2023
SUBJECT: **Revised Draft Policy 5020**

Recommendations / Proposed Motion

1. Review and approve updated Draft Policy 5020-Board Meeting Agenda.

Proposed Motion: Approve staff recommendations.

Policy Implications

Update policies to match current practice and standards.

Fiscal Implications / Budget Status

- None at this time.

Alternatives Considered

The following actions were considered but are not recommended at this time:

- None at this time.

Discussion

At your meeting of January 24, 2023, your Board considered draft updates to the proposed policy listed above. During Board discussion, your Board directed staff to bring back the draft policy with additional revisions for final review. The draft policy has been revised based on the input received and the most current version is attached in redline and clean versions.

Attachment(s):
1. Draft policy in redline markup
2. Clean draft policy

PORT SAN LUIS HARBOR DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020
Originally Adopted: October 2001
Revised: ~~January~~February 2023
Reviewed: ~~January~~February 28 ~~24~~, 2023

5020.10 ——— The Harbor ~~Manager~~Director, in cooperation with the President of the Board~~President~~, shall prepare an agenda for each regular and special meeting of the Board of Commissioners. If a Commissioner wants to request an item to be agendized, they shall submit a draft agenda item with a request to the Harbor Director and President. The Harbor Director and President will review the request and either agendize the item for a future meeting, or the Harbor Director will meet with the Commissioner to address the matter administratively. Any Commissioners may call the President of the Board and request any item to be placed on the agenda no later than 12:00 noon the Monday of the week the agenda is published (more than a week prior to the meeting date).

5020.15 Any Commissioner may call the President and request that an item of importance be pulled from said agenda due to the Commissioner’s absence from that meeting. That item, unless a specific deadline or statutory requires it to be heard, may be pulled from the agenda at the discretion of the President.

5020.20 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Commissioners, subject to the following conditions:

5020.21 The request must be in writing and be submitted to the Harbor ~~Manager~~Director together with supporting documents and information, if any, at least fifteen (15) business days prior to the date of the meeting;

5020.22 The Harbor ~~Manager~~Director shall be the sole judge of whether the public request is or is not a "matter directly related to District business."

5020.23 No item shall be placed on the open session agenda which is legally a proper subject for consideration by the Board in closed session.

5020.24 The Board of Commissioners may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.25 The item may be placed on the next available agenda at the discretion of the Harbor ~~Manager~~ Director and President.

5020.30 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters, which are not on the agenda, which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.40 At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office.

5020.41 The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.

PORT SAN LUIS HARBOR DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020
Originally Adopted: October 2001
Revised: February 2023
Reviewed: February 28 , 2023

The Harbor Director, in cooperation with the President of the Board, shall prepare an agenda for each regular and special meeting of the Board of Commissioners. If a Commissioner wants to request an item to be agendized, they shall submit a draft agenda item with a request to the Harbor Director and President. The Harbor Director and President will review the request and either agendize the item for a future meeting, or the Harbor Director will meet with the Commissioner to address the matter administratively.

5020.15 Any Commissioner may call the President and request that an item of importance be pulled from said agenda due to the Commissioner's absence from that meeting. That item, unless a specific deadline or statutory requires it to be heard, may be pulled from the agenda at the discretion of the President.

5020.20 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Commissioners, subject to the following conditions:

5020.21 The request must be in writing and be submitted to the Harbor Director together with supporting documents and information, if any, at least fifteen (15) business days prior to the date of the meeting;

5020.22 The Harbor Director shall be the sole judge of whether the public request is or is not a "matter directly related to District business."

5020.23 No item shall be placed on the open session agenda which is legally a proper subject for consideration by the Board in closed session.

5020.24 The Board of Commissioners may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.

5020.25 The item may be placed on the next available agenda at the discretion of the Harbor Director and President.

5020.30 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters, which are not on the agenda, which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.40 At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office.

5020.41 The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location.