

# AGENDA

## Central Coast Blue Regional Recycled Water Authority Board of Directors Thursday, January 9, 2025

Time	Meeting Type	Physical Location	Virtual Viewing Option
10:30 a.m.	Special Meeting <sup>1</sup>	Council Chamber, Pismo Beach City Hall	<a href="https://us02web.zoom.us/j/82886857317">https://us02web.zoom.us/j/82886857317</a>

<sup>1</sup> Live virtual viewing is offered via Zoom.

### 0. MEETING INSTRUCTIONS:

*This meeting is being conducted in a hybrid format with both in-person and virtual options. Ways to watch this meeting and submit public comment are provided below.*

**Watch and participate in person:**

- Visit the Council Chamber at Pismo Beach City Hall, 760 Mattie Road, Pismo Beach, CA 93449.
- To make public comment, please submit an optional blue “speaker slip” to staff; the Chair will ask you to approach the lectern to speak during the public comment period on your item of interest.

**Watch via Zoom:**

- Click this link on any computer or mobile device: <https://us02web.zoom.us/j/82886857317>. This URL may also be typed into a web browser.

**Listen via telephone:**

- Call 1-669-900-6833 to join by telephone audio only. Enter **Meeting ID 828 8685 7317** when prompted.

**Submit written comment prior to, or during, the meeting:**

- In advance of the meeting, written comments may be emailed to [ccbboard@pismo beach.org](mailto:ccbboard@pismo beach.org) or mailed or delivered to the Pismo Beach City Clerk’s Office, 760 Mattie Road, Pismo Beach, CA 93449. During the Special Meeting no later than the start of the comment period for your item of interest, written comment may be hand-delivered to staff in the Council Chamber. Emails submitted after the start of the meeting may not be fully considered prior to any action taken on the item.

**Submit voicemail comment:**

- Call 805-773-7005 and leave a voicemail before the meeting. Voicemails submitted after the start of the meeting may not be fully considered prior to any action taken on the item. This automated voicemail line will not be answered or monitored for other purposes.

**Please note:**

- In the event a Board Member participates in this meeting by teleconference under the provisions of Government Code Section 54953(f), public comment will be accepted via Zoom, including by telephone audio, as required by law. However, the timing of a request by a Board Member to participate remotely may not allow sufficient time to post an agenda containing information on how the public may participate via Zoom or telephone. In such instances, the Secretary or another staff member will orally provide such information at the meeting.
- Meetings may begin a few minutes after the scheduled start time.
- Meetings will be recorded; these recordings are public record.
- Phone numbers of call-in attendees may be visible to other meeting attendees, or in meeting recordings.
- Phone numbers of voicemail commenters may be visible in the public record along with transcripts.

Please contact Pismo Beach City Clerk Erica Inderlied at [cityclerk@pismo beach.org](mailto:cityclerk@pismo beach.org) with questions.

**Special Meeting—10:30 a.m.  
Council Chamber, Pismo Beach City Hall, 760 Mattie Road,  
Pismo Beach, CA 93449**

**1. CALL TO ORDER**

**2. ROLL CALL:**

Chair: Waage (Pismo Beach City Council)  
Vice-Chair: Reiss (Pismo Beach Public Financing Agency Board)

**3. PUBLIC COMMENTS**

At this time, members of the public may comment on any item appearing on the agenda.

Please adhere to the following procedures when addressing the Board:

- Please limit your comments to 3 minutes or less.
- Unduly disruptive behavior will not be permitted.

Documents submitted to the Board become public record unless otherwise exempt from disclosure.

**4. CONSENT AGENDA**

All Consent Calendar items will be acted upon by a single action of the Board of Directors unless otherwise requested by an individual Board Member for separate consideration. Public comment on Consent Calendar items will be invited prior to action on the Calendar.

**Item 4.A: Adoption of Meeting Minutes (Inderlied)**

Recommendation:

1. Adopt Minutes of the July 1, 2024 Special Meeting.
2. Adopt Minutes of the August 6, 2024 Joint Meeting.

**Item 4.B: Adoption of Amended Authority Bylaws (Inderlied)**

Recommendation:

Adopt a **Resolution** adopting revised Authority Bylaws.

**Item 4.C: Meeting Orders of Business (Inderlied)**

Recommendation:

Adopt a **Resolution** Setting Regular Meeting and Special Meeting Orders of Business.

**5. AGENDA ITEMS**

None.

**6. BOARD MEMBER ITEMS**

**7. GENERAL MANAGER’S REPORT - *No action to be taken***

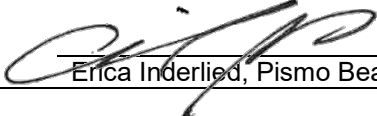
**8. ADJOURNMENT**

To the following meeting(s). Special and Closed Session times may be subject to change, as noticed. Meetings will be held in a hybrid in-person / virtual format unless otherwise noted:

Meeting	Time	Date	Location
<b>Regular Meeting</b>	10:30 a.m.	<b>Thursday, April 3, 2025</b>	Council Chamber, Pismo Beach City Hall

**AFFIDAVIT OF POSTING**

I, Erica Inderlied, City Clerk for the City of Pismo Beach, declare under penalty of perjury that the foregoing agenda for the January 9, 2025 meeting(s) of the Central Coast Blue Regional Recycled Water Authority Board of Directors was posted on January 7, 2025, at Pismo Beach City Hall, located at 760 Mattie Road, Pismo Beach, CA, as well as on the Authority's website.

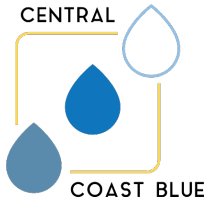


\_\_\_\_\_  
Erica Inderlied, Pismo Beach City Clerk

**Notice Regarding Americans with Disabilities Act**



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or if you need agenda documents provided in an alternative format, please contact the Pismo Beach City Clerk's Office at 773-7003 as soon as possible prior to the meeting to ensure that reasonable arrangements can be made (28CFR 35.102-35.104 ADA Title II).



**CENTRAL COAST BLUE  
REGIONAL RECYCLED WATER AUTHORITY  
BOARD OF DIRECTORS STAFF REPORT**

**Agenda Item #4.A  
Meeting Date: January 9, 2025**

---

**TITLE:**  
**Adoption of Meeting Minutes**

---

**RECOMMENDATION:**

1. Adopt Minutes of the July 1, 2024 Special Meeting.
2. Adopt Minutes of the August 6, 2024 Joint Meeting.

---

**DISCUSSION:**

The minutes of the subject meetings are attached for review and adoption.

---

**FISCAL IMPACT:**

None.

---

**ATTACHMENTS:**

1. Adopt Minutes of the July 1, 2024 Special Meeting.
2. Adopt Minutes of the August 6, 2024 Joint Meeting.

---

**Submitted by:** Erica Inderlied, Authority Secretary

**General Manager Approval:**



**DRAFT MINUTES**  
**CENTRAL COAST BLUE**  
**REGIONAL RECYCLED WATER AUTHORITY**  
**BOARD OF DIRECTORS**  
**Monday, July 1, 2024**

**Special Meeting—10:30 a.m.**  
**Council Chamber, Pismo Beach City Hall, 760 Mattie Road, Pismo Beach, CA 93449**

The Board of Directors of the Central Coast Blue Regional Recycled Water Authority met this date in a special session with Chair Waage presiding.

**1. CALL TO ORDER: 10:30 a.m.**

**2. ROLL CALL:**

**Present:**  
Chair Ed Waage (City of Pismo Beach)  
Vice-Chair Mary Ann Reiss (Pismo Beach Public Financing Agency)

**Absent:**  
None

**Staff Present:**  
Jorge Garcia, General Manager  
Erica Inderlied, Authority Secretary

**3. PUBLIC COMMENTS**

**Call for public comment:**

Brenda Auer commented.

**4. CONSENT AGENDA**

**Call for public comment:** No comment.  
**Action:** Adopt Consent Calendar.

Motion: Reiss  
Second: Waage

Vote: The motion passed on the following vote (Items 4.A through 4.D):

Ayes: 2 Reiss, Waage  
Noes: 0  
Absent: 0

Abstain: 0  
Recused: 0

**Item 4.A: Adoption of Meeting Minutes (Inderlied)**

Recommendation:  
Adopt Minutes of the June 3, 2024 Regular Meeting.

**Item 4.B: Board of Directors Regular Meeting Schedule (Inderlied)**

Recommendation:  
Adopt a **Resolution** setting the Regular Meeting schedule for the Central Coast Blue Regional Recycled Water Authority Board of Directors.

Legislative Record: **Resolution JPA-R-2024-004** adopted.

**Item 4.C: Digital Signature and Electronic Document Authorization (Inderlied)**

Recommendation:  
Adopt a **Resolution** authorizing the use and acceptance of digital signatures and electronic documents to the greatest extent allowed by law.

Legislative Record: **Resolution JPA-R-2024-005** adopted.

**Item 4.D: Introduction of Authority Bylaw Amendments (Inderlied)**

Recommendation:  
Direct staff to proceed with draft updates to the Central Coast Blue Regional Recycled Water Authority Bylaws, and return at the next available meeting with a resolution adopting the updated Bylaws.

**5. AGENDA ITEMS**

**Item 5.A: Appointment of Corporate Officers (Garcia)**

- Recommendation:**
1. Adopt a Resolution appointing Corporate Officers of the Central Coast Blue Regional Recycled Water Authority.
  2. Authorize and direct the General Manager to negotiate and execute a legal services agreement with the firm of Richards, Watson & Gershon, within the existing budgeted amount for legal services.

**Presenting staff:**

Jorge Garcia, General Manager

**Call for public comment:** No comment.

**Action:**

1. Adopt a Resolution appointing Corporate Officers of the Central Coast Blue Regional Recycled Water Authority.
2. Authorize and direct the General Manager to negotiate and execute a legal services agreement with the firm of Richards, Watson & Gershon, within the existing budgeted amount for legal services.

Motion: Waage

Second: Reiss

Vote: The motion passed on the following vote:

Ayes: 2 Waage, Reiss

Noes: 0

Absent: 0

Abstain: 0

Recused: 0

Legislative Record: **Resolution JPA-R-2024-006** adopted.

**Item 5.B: Updated Authorized Signatories for Banking Purposes (Garcia)**

**Recommendation:**

Adopt a Resolution updating the list of authorized signatories for the purposes of executing checks for the withdrawal of funds.

**Presenting staff:**

Jorge Garcia, General Manager

**Call for public comment:** No comment.

**Action:** Adopt a Resolution updating the list of authorized signatories for the purposes of executing checks for the withdrawal of funds.

Motion: Reiss

Second: Waage

Vote: The motion passed on the following vote:

Ayes: 2 Reiss, Waage

Noes: 0

Absent: 0

Abstain: 0

Recused: 0

Legislative Record: Resolution JPA-R-2024-007 adopted.

**6. BOARD MEMBER ITEMS**

No action.

**7. GENERAL MANAGER'S REPORT**

General Manager Garcia commented on various topics.

**8. ADJOURNMENT**

At 10:40 a.m.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Ed Waage, Chair

\_\_\_\_\_  
Erica Inderlied, Secretary





## MINUTES

### Pismo Beach City Council Central Coast Blue Regional Recycled Water Authority Board of Directors Tuesday, August 6, 2024

**Regular Joint Meeting—5:30 p.m.  
Council Chamber, City Hall, 760 Mattie Road, Pismo Beach, CA 93449**

The City Council of the City of Pismo Beach and the Board of Directors of the Central Coast Blue Regional Recycled Water Authority met this date in a regular joint session with Mayor/Chair Waage presiding.

**CALL TO ORDER:** 5:30 p.m.

#### 1. ROLL CALL:

##### City Council:

**Present:**

Mayor Ed Waage  
Mayor Pro Tem Mary Ann Reiss  
Council Member Marcia Guthrie  
Council Member Stacy Inman  
Council Member Scott Newton

**Absent:**

None

##### CCB RRWA Board of Directors:

**Present:**

Chair Ed Waage (City of Pismo Beach)  
Vice-Chair Mary Ann Reiss (Pismo Beach Public Financing Agency)

**Absent:**

None

##### Staff Present:

Nadia Feeser, Administrative Services Director/Treasurer  
Scot Graham, Community Development Director  
Benjamin Fine, Public Works Director/City Engineer  
David Fleishman, City Attorney/Authority Attorney  
Jorge Garcia, City Manager/General Manager  
Erica Inderlied, City Clerk/Secretary  
Gordon Jackson, Director of Tourism and Events  
Mike James, Assistant City Manager  
Paul Lee, Battalion Chief  
Jeff Smith, Chief of Police  
Other staff present as noted below

## 2. PLEDGE OF ALLEGIANCE

Mayor Waage led the Pledge of Allegiance.

## 3. ACCEPTANCE OF AGENDA

By consensus, Item 12.A was reordered to be considered prior to Presentations.

## 12. BUSINESS ITEMS

*This item was reordered.*

### **Item 12.A: Recission of Resolution Declaring V. Lopez Jr. & Sons as a Non-Responsible Bidder (Garcia)**

#### **Recommendation:**

Adopt a Resolution rescinding Resolution R-2023-018, relating to the declaration of V. Lopez Jr. & Sons, General Engineering Contractors, Inc., as a non-responsible bidder.

#### **Presenting staff:**

David Fleishman, City Attorney  
Jorge Garcia, City Manager

**Call for public comment:** No comment.

**Action:** Adopt a Resolution rescinding Resolution R-2023-018, relating to the declaration of V. Lopez Jr. & Sons, General Engineering Contractors, Inc., as a non-responsible bidder.

Motion: Reiss

Second: Inman

Vote: The motion passed on the following vote:

Ayes:	5	Reiss, Inman, Guthrie, Newton, Waage
Noes:	0	
Absent:	0	
Abstain:	0	
Recused:	0	

Legislative Record: **Resolution R-2024-049** adopted.

**Action:** Waive Closed Session confidentiality with respect to email communications that were presented to the City Council as part of prior Closed Session proceedings pertaining to the matter of V. Lopez Jr. & Sons

General Engineering Contractors, Inc. vs. City of Pismo Beach, San Luis Obispo Superior Court Case No. 20CV-0652.

Motion: Newton

Second: Guthrie

Vote: The motion passed on the following vote:

Ayes: 3 Newton, Guthrie, Reiss

Noes: 2 Inman, Waage

Absent: 0

Abstain: 0

Recused: 0

**4. PRESENTATIONS**

None.

**5. PUBLIC COMMENT PERIOD**

**Call for public comment:**

Shelly Higginbotham commented.

**6. CITY MANAGER'S REPORT**

City Manager Garcia commented on various topics.

**7. CITY ATTORNEY'S REPORT / CLOSED SESSION REPORT**

City Attorney Fleishman had nothing to report.

**8. COUNCIL COMMITTEE REPORTS**

The Council reported on recent and upcoming meetings of various external bodies:

Council Member Inman:  
Shell Beach Improvement Group.

Council Member Guthrie:  
San Luis Obispo County Homeless Services Oversight Council.

<b>9. CONSENT CALENDAR</b>
----------------------------

**Call for public comment:** No comment.

**Action:** Adopt Consent Calendar.

Motion: Inman

Second: Reiss

Vote: The motion passed on the following vote (Items 9.A through 9.F):

Ayes: 5 Inman, Reiss, Guthrie, Newton, Waage

Noes: 0

Absent: 0

Abstain: 0

Recused: 0

**Item 9.A: Adoption of Meeting Minutes (Inderlied)**

Recommendation:

Adopt Minutes of the July 16, 2024 Regular Meeting.

**Item 9.B: Payroll Register and Register of Demands (Feeser)**

Recommendation:

1. Approve the Summary of Payroll Register for July 14, 2024;
2. Approve the Register of Demands for July 12, 2024 and July 19, 2024.

**Item 9.C: Adoption (Second Reading) of an Ordinance Effecting a Code Enforcement Penalty Update (Inderlied)**

Recommendation:

Adopt an Ordinance amending Chapter 9.04 and Chapter 12.20 relating to penalties for certain municipal code violations.

Legislative Record: **Ordinance O-2024-001** adopted.

**Item 9.D: Purchase of Holiday Lights and Decorations (Fine)**

Recommendation:

Adopt a Resolution authorizing the City Manager to execute a purchase order with St. Nick's Commercial Design & Décor for the purchase and installation of holiday decorations in the amount of \$117,280.20.

Legislative Record: **Resolution R-2024-050** adopted.

**Item 9.E: Purchase of Four Vehicles for the Police Department (Fine)**

Recommendation:

Adopt a Resolution authorizing the purchase of four replacement vehicles for the Police Department from Jim Shorkey Ford in the amount of \$243,948.52, and appropriating related budget adjustments.

Legislative Record: **Resolution R-2024-051** adopted.

**Item 9.F: Reject All Bids Received for the Digester 1 Demolition Project (Fine)**

Recommendation:

Reject all bids received for the Digester 1 Demolition Project and authorize staff to re-advertise for bids.

**10. ITEMS PULLED FROM CONSENT**

None.

**12. BUSINESS ITEMS**

*This item was reordered.*

**Item 12.B: Discussion of Rooftop Deck Policies in the Shell Beach Design Guidelines (Graham)**

**Recommendation:**

Receive a report on the application of roof deck policies in the Shell Beach Design Guidelines and incorporation into the Zoning Code Update and provide direction to staff on desired policy changes, if any.

**Presenting staff:**

Scot Graham, Community Development Director  
Jorge Garcia, City Manager

*Supplemental material submitted into the record.*

**Call for public comment:** No comment.

**Action:** Direct staff to apply Shell Beach Design Guidelines policies regarding rooftop decks on a citywide basis, until such time that the updated General Plan / Local Coastal Program and Zoning Code are adopted.

Motion: Waage  
Second: Inman

Vote: The motion passed on the following vote:

Ayes: 5 Waage, Inman, Guthrie, Newton, Reiss  
Noes: 0  
Absent: 0  
Abstain: 0  
Recused: 0

**11. PUBLIC HEARINGS**

**Item 11.A: Protest Hearing and Certification of Weed Abatement Charges for Forwarding to the County of San Luis Obispo for Placement on 2024 Property Tax Rolls (Lee)**

**Recommendation:**

1. Conduct a Public Hearing to hear protests from property owners regarding weed abatement charges;
2. Adopt a Resolution certifying the amount of abatement proceedings for grass, weeds, and rubbish pursuant to Resolution R-2024-022, to be filed with San Luis Obispo County Tax Rolls, as indicated by Assessor Parcel Number per Health & Safety Code Section 14912.

**Presenting staff:**

Jorge Garcia, City Manager  
Paul Lee, Battalion Chief

**Public Hearing / Call for public comment:** No comment.

**Action:** Adopt a Resolution certifying the amount of abatement proceedings for grass, weeds, and rubbish pursuant to Resolution R-2024-022, to be filed with San Luis Obispo County Tax Rolls, as indicated by Assessor Parcel Number per Health & Safety Code Section 14912.

Motion: Reiss  
Second: Newton

Vote: The motion passed on the following vote:

Ayes: 5 Reiss, Newton, Guthrie, Inman, Waage  
Noes: 0  
Absent: 0  
Abstain: 0  
Recused: 0

Legislative Record: **Resolution R-2024-052** adopted.

<b>12. BUSINESS ITEMS</b>
---------------------------

**Item 12.A: Recission of Resolution Declaring V. Lopez Jr. & Sons as a Non-Responsible Bidder (Garcia)**

*This item was reordered and heard prior to Presentations.*

**Item 12.B: Discussion of Rooftop Deck Policies in the Shell Beach Design Guidelines (Graham)**

*This item was reordered and heard prior to Item 11.A.*

**Item 12.C: Options for Closing the Northern End of Ridge Road to Vehicular Traffic (Fine)**

**Recommendation:**

Provide staff with direction on options for the closure of the northern end of Ridge Road.

**Presenting staff:**

Scot Graham, Community Development Director  
 Jorge Garcia, City Manager

*Supplemental material submitted into the record.*

**Call for public comment:**

Shelly Higginbotham commented.

Blair Mankins commented.

**Action:** Consensus to direct staff to return with:

1. A resolution allowing the Council to consider approving “Option B” as outlined in staff’s report, including establishing a two-foot “no access easement” across the end of Ridge Road, and then granting an “access easement” in favor of APN 079-261-001;
2. Further information about other comparable streets throughout the city.

In support:	5	Guthrie, Inman, Newton, Reiss, Waage
In opposition:	0	
Absent:	0	
Abstain:	0	
Recused:	0	

**Item 12.D: Mid-Cycle Budget Adjustments for Fiscal Years 2024 and 2025 (Feeser)**

**Recommendation:**

City Council:

Adopt a Resolution approving and appropriating budget adjustments for Fiscal Years 2024 and 2025.

Board of Directors of the Central Coast Blue Regional Recycled Water Authority:

Adopt a Resolution approving and appropriating budget adjustments for FY 2025.

**Presenting staff:**

Nadia Feeser, Administrative Services Director/Treasurer

Jorge Garcia, City Manager/General Manager

Jeff Smith, Chief of Police

*Supplemental material submitted into the record.*

**Call for public comment:** No comment.

**Action:** Adopt a Resolution of the City Council of the City of Pismo Beach approving and appropriating budget adjustments for Fiscal Years 2024 and 2025, with the following revision:

1. Appropriate an additional \$500,000 in the Wastewater Enterprise Fund for litigation costs in Fiscal Year 2025.

Motion: Newton

Second: Reiss

Vote: The motion passed on the following vote:

Ayes: 5 Newton, Reiss, Guthrie, Inman, Waage

Noes: 0

Absent: 0

Abstain: 0

Recused: 0

Legislative Record: **Resolution R-2024-053** adopted.

**Action:** Adopt a Resolution of the Board of Directors of the Central Coast Blue Regional Recycled Water Authority approving and appropriating budget adjustments for FY 2025.

Motion: Reiss

Second: Waage



Vote: The motion passed on the following vote:

Ayes: 2 Reiss, Waage  
 Noes: 0  
 Absent: 0  
 Abstain: 0  
 Recused: 0

Legislative Record: **Resolution JPA-R-2024-008** adopted.

**Action:** Consensus to authorize the City Manager to use General Fund Contingency funds for the purpose of procuring approximately ten additional license plate readers in an amount within the City Manager’s purchasing authority.

In support: 5 Guthrie, Inman, Newton, Reiss, Waage  
 In opposition: 0  
 Absent: 0  
 Abstain: 0  
 Recused: 0

**Action:** Consensus to direct staff to investigate the feasibility of alternatives to solar panels as a means of delivering power to the landscape irrigation for the James Way Beautification Project, and return concepts to the City Council for consideration as soon as feasible.

In support: 5 Guthrie, Inman, Newton, Reiss, Waage  
 In opposition: 0  
 Absent: 0  
 Abstain: 0  
 Recused: 0

**Item 12.E** **Chapman Estate Assessment** (James)

**Recommendation:**

1. Receive an assessment of the Chapman Estate’s physical condition, operational and maintenance activities, and financial summaries;
2. Provide direction to staff regarding what actions should be implemented or studied further.

**Presenting staff:**

Nadia Feeser, Administrative Services Director  
 Scot Graham, Community Development Director  
 Benjamin Fine, Public Works Director/City Engineer  
 David Fleishman, City Attorney  
 Jorge Garcia, City Manager

Gordon Jackson, Director of Tourism and Events  
Mike James, Assistant City Manager

*Supplemental material submitted into the record.*

**Guest presenters:**

Ron Reilly, Garing Taylor & Associates

**Call for public comment:**

Shelly Higginbotham commented.

Lillian Jewell commented.

Larry Silvas commented.

Dave Jewell commented.

**Action:**

1. Direct staff to proceed with selling, or transferring pursuant to the Distribution Agreement, the properties that comprise the Chapman Estate;
2. Allow for a six-month period of time for City staff and/or the Chapman Estate Foundation to develop the approximately \$6.8 million in funding needed for baseline repairs to the Estate;
3. During that six-month timeframe, return to the City Council with further information about the following:
  - Next steps that would be needed to prepare for sale or transfer;
  - A potential plan for funding the \$6.8 million needed for baseline repairs;
  - Information about potential impacts to the City's Capital Improvement Program General Fund projects if the City were to prioritize funding of the Chapman Estate.

Motion: Inman

Second: Guthrie

Vote: The motion passed on the following vote:

Ayes: 5 Inman, Guthrie, Newton, Reiss, Waage

Noes: 0

Absent: 0

Abstain: 0

Recused: 0

**Action:** Consensus to direct staff to pursue the demolition of the Gull Cottage at the Chapman Estate, and collect the insurance value minus the applicable deductible.

In support:	5	Guthrie, Inman, Newton, Reiss, Waage
In opposition:	0	
Absent:	0	
Abstain:	0	
Recused:	0	

**13. CITY COUNCIL COMMENTS AND REQUESTS**

Consensus to direct staff to remove the yet-to-be-installed bench location adjacent to the Toucan Terrace open space from the James Way Beautification Project and replace it with landscaping.

Consensus to direct staff to prepare and submit to the Board of Supervisors a letter of support for its August 20, 2024 consideration of a proposal to extend the Bob Jones Trail from Avila Beach to San Luis Obispo.

**14. ADJOURNMENT**

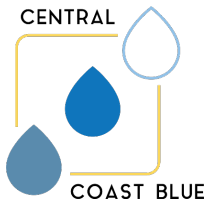
At 9:16 p.m.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Ed Waage, Chair**

\_\_\_\_\_  
**Erica Inderlied, Secretary**



# CENTRAL COAST BLUE REGIONAL RECYCLED WATER AUTHORITY BOARD OF DIRECTORS STAFF REPORT

**Agenda Item #4.B**  
**Meeting Date: January 9, 2025**

---

**TITLE:**  
**Adoption of Amended Authority Bylaws**

---

**RECOMMENDATION:**  
Adopt a **Resolution** adopting revised Authority Bylaws.

---

**DISCUSSION:**  
Following the change in the Central Coast Blue Regional Recycled Water Authority's member agencies, effected by Amendment 1 to the Authority's Joint Exercise of Powers Agreement, staff recommends that the Bylaws be updated in order to streamline various provisions for the sake of efficiency and ease of administration, and to remove any provisions that conflict with the new membership arrangement.

The prior Bylaws provided that any updates to the Bylaws shall be provided to the Board for consideration at least 30 days before action, and the proposed revisions were first presented to the Board on July 1, 2024.

The revised Bylaws, which include the revisions outlined below, are now being returned to the Board for final adoption. A full strike-and-underscore exhibit is provided as **Attachment 2**.

- Updated project purpose statement
- Explicit statement as to the name of the Board of Directors entity
- Revising "Authority Manager" to the name "General Manager," and revising "General Counsel" to the name "Authority Attorney" in keeping with the Authority's more common policy terminology
- Elimination of specific references to a three-member Board
- Elimination of enumerated Orders of Business in favor of a provision that the Board will adopt its regular meeting Orders of Business by resolution
- Elimination of the requirement for the preparation of an annual calendar of events
- Elimination of the requirement that the Board meet at least once a quarter, in order to conserve time and resources in the event there is no business to be considered
- The addition of provisions that staff, with the concurrence of the Chair, may schedule Special Meetings or cancel Regular Meetings in the event the Board is not able to convene to take those actions
- Update to indicate that a failure to vote shall be construed as an abstention, rather than an affirmative vote

- Clarification that the General Manager may delegate Custodian of Records authority to the Authority Clerk/Board Secretary
- A statement that the Board shall appoint an Authority Attorney, consistent with the JEPA
- Removal of a provision that the Authority Attorney may not be an attorney for any of the Member Agencies, consistent with the striking of that provision from the JEPA by Amendment 1, effective June 30, 2024
- Elimination of the provision that Bylaw updates must be heard by the Board twice at least 30 days apart
- Elimination of unnecessarily complex rules for handling written communications submitted to the Board
- Other updates for procedural and semantic clarity

### **Conclusion and Recommendation**

Staff recommends that the Board adopt a resolution (**Attachment 1**) approving the revised Bylaws. Following these updates, future Bylaw amendments may be accomplished by one action of the Board, rather than two.

---

### **FISCAL IMPACT:**

There is no direct fiscal impact associated with any of the proposed Bylaw amendments.

---

### **ATTACHMENTS:**

1. Resolution
  - 1.A. Exhibit A to Resolution: Revised Bylaws
2. Bylaws with strike-and-underscore of proposed amendments

---

**Submitted by:** Erica Inderlied, Authority Secretary

**General Manager Approval:**

A handwritten signature in blue ink, consisting of a large, stylized 'S' or 'E' shape with a vertical line through it, and a few trailing lines to the right.

RESOLUTION NO. JPA-R-2025-XXX

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COAST  
BLUE REGIONAL RECYCLED WATER AUTHORITY ADOPTING REVISED  
AUTHORITY BYLAWS

---

**WHEREAS**, the Board of Directors most recently adopted Authority Bylaws on December 1, 2022; and

**WHEREAS**, significant changes to the composition of the Authority now require amendment of the Bylaws, and staff recommends further changes to improve the ease of administering the agency’s legislative affairs.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Central Coast Blue Regional Recycled Water Authority hereby adopts revised Authority Bylaws as set forth in **Exhibit A**.

**UPON MOTION OF** Board Member \_\_\_\_\_, seconded by Board Member \_\_\_\_\_, the foregoing resolution was adopted by the Board of Directors of the Central Coast Blue Regional Recycled Water Authority this 9<sup>th</sup> day of January 2025, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**
- RECUSED:**

**Approved:**

**Attest:**

\_\_\_\_\_  
Ed Waage, Chair

\_\_\_\_\_  
Erica Inderlied, Secretary

**IN WITNESS WHEREOF**, I have hereunto set my hand on \_\_\_\_\_.

\_\_\_\_\_  
Erica Inderlied, Secretary

## BYLAWS

### CENTRAL COAST BLUE REGIONAL RECYCLED WATER AUTHORITY

#### Revision History

Originally adopted by the Board December 1, 2022  
Revised by Board Resolution JPA-R-2025-XXX, January 9, 2025

#### Preamble and Purpose

The Central Coast Blue Regional Recycled Water Authority (“Authority”) is a public agency voluntarily established by its Member Agencies pursuant to a Joint Exercise of Powers Agreement (“Agreement”), dated December 2, 2022, for the purpose of providing a vehicle for the Member Agencies to construct, operate, and maintain a regional recycled water project that will enhance water supply reliability in the City and surrounding region (“Project”).

To the extent that any provision of these Bylaws is inconsistent with the Agreement, the provisions of the Agreement will govern and supersede these Bylaws.

#### Article I. Definitions

The terms defined within the Agreement including Section 1.1 are incorporated by reference into these Bylaws.

#### Article II. Membership and Representation

- A. Membership. Membership of the Authority shall be as set forth in Article 8 of the Agreement. Member agencies shall withdraw from the Authority in accordance with Article 8 of the Agreement.
- B. Representation. Appointment of the Board of Directors and Alternate Directors shall be consistent with Section 2.2 of the Agreement.

#### Article III. Board of Directors

- A. The governing body of the Authority shall be known as the Board of Directors of the Central Coast Blue Regional Recycled Water Authority, and these Bylaws shall govern the Board’s purpose, duties, and parliamentary operation.
- B. Powers and Duties. The powers and duties of the Board of Directors, subject to the limitations of applicable law, the Agreement, and these Bylaws, shall include:
  - 1. All of the powers of the Authority provided in Section 1.6 of the Agreement except as may be expressly delegated to others pursuant to the provisions

of the Agreement, these Bylaws, or the direction of the Board of Directors shall be exercised by and through the Board of Directors.

2. Making policy decisions and determining policy matters for the Authority.
3. Conducting the affairs of the Authority.
4. Appointing, fixing the compensation of, and removing, a General Manager and other staff of the Board of Directors.
5. Annually reviewing the proposed Authority budget and adopting an annual budget.
6. Appointing standing committees and, if necessary, ad hoc committees to study specific problems, programs, or other matters the Authority Board of Directors has approved for study consistent with Section 5.1 of the Agreement.
7. Acting upon policy recommendations, including policy recommendations from committees.
8. Appointing a Board Chair and Vice-Chair to serve for a calendar year. The Vice-Chair will then serve as Chair in the subsequent calendar year.

**B. Duties of the Board Chair.**

1. To act as Presiding Officer over the holding and running of all Authority Board of Directors meetings. The duties of the Presiding Officer are as follows:
  - i. To open all meetings of the Board at the appointed hour by taking the Chair and calling the Board to order.
  - ii. To call for the approval of the minutes.
  - iii. To maintain order and proper decorum.
  - iv. To announce the business before the Board.
  - v. To receive and submit all matters properly brought before the Board, to call for votes upon the same, and to announce the results.
  - vi. To make known all procedures when so requested, and to decide all questions of order, subject, however, to appeal by a board member to the board as a whole, in which event the majority shall govern and conclusively determine such questions of order.
  - vii. To preside over all closed sessions of the Board.
  - viii. To perform such other duties as may be required by law or as may pertain to such office.



2. To sign all instruments requiring execution or agreement by the Board.
3. To serve as the chief spokesperson and representative for the Board for matters before the public, the state and federal governments, and the Member Agencies unless delegated to a designee.
4. To delegate by administrative directive any of the duties assigned to the Board Chair.
5. To assist in preparing the Board meeting agenda.

C. Duties of the Board Vice-Chair.

1. To serve with the Board Chair as spokesperson and representative for the Board.
2. To assist the Board Chair in anticipating issues and problems deserving or in need of special meetings.
3. In the absence of the Board Chair, the Vice-Chair shall exercise the duties and powers of the Board Chair.

**ARTICLE IV. Meetings**

A. Protocol for Meetings.

1. Regular meetings of the Board of Directors shall be held in accordance with a schedule set from time to time by resolution of the Board. Special meetings of the Board of Directors may be called by the Chair, or by staff with concurrence from the Chair. All meetings shall be called and conducted, and an agenda posted, in accordance with the Ralph M. Brown Act (Government Code Sections 54950 et seq.), as it now exists or may hereafter be amended. The official agenda for each meeting shall be posted by the Clerk of the member agency in whose jurisdiction the meeting is scheduled to take place. Clerks of other member agencies will be provided a copy of the agenda.
2. Meetings may be cancelled by resolution or minute order of the Board of Directors, where feasible, or by staff, with concurrence of the Chair, when there is no immediate business of concern to be heard on a Regular Meeting date and the Board will not be in session during the intervening time to take action on the cancellation.

3. The time and date of regular meetings of the Board of Directors shall be established by resolution of the Board. The location of each meeting shall be determined the preceding meeting or by resolution of the Board of Directors.
  4. Authority committees shall meet on the call of their Chair or as otherwise provided herein and in compliance with applicable law.
- B. Voting. Voting on the Board of Directors shall be conducted as prescribed in Sections 3.3 and 3.4 of the Agreement and these Bylaws. To the extent not inconsistent with the Agreement, voting shall be conducted as follows:
1. There shall be three methods of counting votes of the Board: by a call of the roll of the Board members; by a voice vote; or by unanimous consent. The vote of each member in any of the prior options shall be recorded by the Secretary of the Board. In the event any given form of counting votes is unclear as to the vote of each member, the Secretary of the Board shall take a call of the roll of the Board members.
  2. The Board Chair shall determine the method for voting unless overruled by a majority of the Board Members present.
  3. Silence shall be recorded as an abstention.
  4. The Secretary of the Board shall record each vote and each abstention in the minute Book and announce the results to the Board.
  5. After the announcement of results, a Board member shall not be permitted to vote or to change a vote or an abstention, except in the case of a motion to reconsider as set forth in the most recent edition of Rosenberg's Rules of Order, which are hereby incorporated by reference, as amended. Rosenberg's Rules of Order shall be used by the Board of Directors for all parliamentary procedures. Procedural rules are for the purpose of running an orderly meeting and the convenience of the Board, and failure to follow any procedural rule shall not invalidate any action taken by the Board.
- C. Order of Business. The general order of business shall be as established from time to time by resolution of the Board. The Chair reserves the right to reorder the orders of business in-session if deemed necessary or desirable, unless overruled by a majority of the Board.
- D. A workshop may be placed on the agenda from time to time, for informational purposes only. The Board may also invite one or more speakers to address the item, with or without time limits.

- E. Timed items may be heard at or later than the time stated on the agenda. Untimed items may be called by the Board Chair at any time during the meeting.
- F. Board Agenda. The agenda shall be prepared as follows:
  - 1. The Manager, Authority Attorney, or a majority of Board members may place items on a Board Agenda, as provided herein.
  - 2. All proposed resolutions and contracts shall be approved as to form by the Authority Attorney prior to placement on the Board Agenda.
  - 3. The Manager or designee shall arrange a list of Agenda matters according to the order of business as determined by these Bylaws.
  - 4. The Manager or designee shall furnish each member of the Board and the Authority Attorney a copy of the Agenda prior to the Board meeting as far in advance of the meeting as time permits.
  - 5. No item shall be placed on the Board Agenda except in accordance with the Brown Act and these Bylaws.
  - 6. The Secretary of the Board shall post and prepare the Agenda in accordance with the Brown Act.
- G. Public Comment.
  - 1. At any meeting of the Board, the public has a right to speak on any agenda item on the Board Agenda within the time limits described below. The public shall also have the right at regular Board meetings to speak to matters not on the Agenda during the General Public Comment portion of the meeting but must limit their comments to matters within the jurisdiction of the Board.
  - 2. The public has a right at every Board meeting to provide oral testimony in accordance with the Brown Act, subject only to the following:
    - i. Each speaker shall limit their remarks on any item listed on a Board Agenda to three minutes (hereinafter “public comment period”), and at special Board meetings, to only those items on the agenda.
    - ii. The public comment period may be extended by the Board Chair subject to a vote of a majority of the Board of Directors.
    - iii. In situations where more than 20 people wish to speak on an item, the Board Chair, subject to a vote of a majority of the Board members, may place reasonable limits on the public comment

period, including a specific time limit for the total presentation. Such time limits shall allow for full discussion of the item by interested parties or their representative(s). The purpose of this limitation is to ensure the Board can address its Agenda and avoid repetitious presentations.

- iv. Items on the Consent Agenda are considered routine, not controversial, and are treated as one agenda item. Public comment on the Consent Agenda shall be sought once prior to action on the Consent Agenda, shall be limited to three minutes per speaker, and comments shall be limited to discussion of those items on the Consent Agenda.
  - v. A Board member may remove (“pull”) a specific item from the Consent Agenda for separate discussion. Board members may also ask questions of staff, or record a “no” vote or abstention as to one or more items on the Consent Agenda in advance of the vote, without removing the item for separate action. The Board may then enact the Consent Agenda by one vote.
  - vi. Items removed for separate discussion by a Board member will be heard after the vote is taken on the Consent Agenda.
- 3. Speakers shall confine their remarks to those which are relevant to the subject under consideration and are encouraged to present new evidence and points of view not previously considered, to avoid repetition of statements made by previous speakers.
  - 4. Each person addressing the Board shall step up to the podium to speak. Each individual shall speak in an audible tone of voice for the record.
  - 5. Consistent with the Americans with Disabilities Act, alternative methods of addressing the Board shall be allowed for persons with disabilities.

### **Article V. Manager**

If a General Manager is appointed by the Board of Directors, the powers and duties of the Manager shall be:

- A. Subject to the authority of and as directed by the Board of Directors, to administer the affairs of the Authority.
- B. Subject to the authority of and as directed by the Board of Directors, to appoint, direct, and remove all employees of the Authority and to retain consultants.

- C. To annually prepare and present a proposed budget to the Board of Directors and to control the approved budget.
- D. To attend the meetings of the Board of Directors.
- E. To perform such other and additional duties as the Board of Directors, these Bylaws, the Agreement, or applicable law may require.
- F. To serve as Custodian of Records of the Authority, unless delegated to the Board Secretary or another Authority Clerk.

In the event a Manager is not appointed by the Board of Directors, the Chair shall perform the duties set forth in subparagraphs A, B, C, and F, above.

### **Article VI. Other Officers and Employees**

- A. **Secretary.** Pursuant to Section 4.1 of the Agreement, the Board of Directors shall appoint the Secretary who shall serve at the pleasure of the Board of Directors. The Secretary shall keep a record of all proceedings and shall perform all other duties as specified by the Board.
- B. **Treasurer.** Pursuant to Section 4.2 of the Agreement, the Manager shall designate a Treasurer of the Authority. The Treasurer shall possess the powers to and shall perform those functions required by Government Code sections 6505 and 6505.5 and all other applicable laws and regulations, including any subsequent amendments thereto, the Agreement, these Bylaws or by the direction of the Manager. The Treasurer shall have custody of the funds and shall provide for strict accountability thereof in accordance with Government Code Section 6505.5 and other applicable laws. Pursuant to Government Code Section 6505.6, the Manager may appoint a qualified person to assist the Treasurer in the performance of its duties. The Treasurer shall annually cause an independent audit to be made by a certified public accountant or public accountant in accordance with Government Code sections 6505 and 6505.6.
- C. **Authority Attorney.** Pursuant to Section 4.3 of the Agreement, the Board of Directors shall appoint an Authority Attorney.
- D. **Additional Officers and Employees.** Pursuant to Section 4.5 of the Agreement, the Board of Directors shall have the power to authorize such additional officers and employees as may be appropriate. Such officers and employees may also be, but are not required to be, officers and employees of the individual Member Agencies or contractors. None of the officers, agents, or employees appointed by the Board of Directors shall be deemed, by reason of their employment by the Board of Directors, to be employed by any of the Member Agencies or, by reason of their employment by the Board of Directors, to be subject to any of the requirements of such Member Agencies.

- E. Bonding requirement. The Board of Directors shall designate the officers or persons having charge of, handling, or having access to any property of the Authority who may be required by the Board of Directors to file an official bond with the Authority. The amount of any such bond, if any, shall be established by the Board of Directors. Should the existing bond or bonds of any such officer be extended to cover the obligations provided herein, said bond shall be the official bond required herein. The premiums on any such bonds attributable to the coverage required herein shall be appropriate expenses of the Authority.
  
- F. Status of Member Agencies' Officers and Employees. As provided in Government Code Section 6513, all of the privileges and immunities from liability and other benefits that apply to the activity of officers, agents, or employees of any of the Member Agencies when performing their respective functions within the territorial limits of their respective public agencies shall apply to them while engaged in the performance of any of their functions and duties extraterritorially under these Bylaws and in furtherance of the obligations of the Agreement.

**Article VII. Managers' Input**

The Board of Directors shall receive and consider recommendations made from time to time by the City Managers and Executive Directors of the Member Agencies.

**Article VIII. General Assembly**

A General Assembly may be called by the Chair of the Board of Directors at any time to discuss issues and make recommendations to the Board of Directors. All elected officials of the legislative bodies of all Member Agencies shall be members of the General Assembly. The General Assembly is not required to meet. The Chair of the Board of Directors shall be the Chair of the General Assembly.

**Article IX. Budgets**

The budget for the Authority shall be adopted consistent with the provisions of Article 6 of the Agreement.

**Article X. Amendments**

Amendments to these Bylaws must be enacted by a majority vote of the Board of Directors

**Article XI. Written Correspondence**

Any written communication relating to a matter pending, or to be brought before the Board shall be made available to the Board and the public as required by the Brown Act.

**Article XII. Order and Decorum**

- A. While the Board is in session, the Board members must preserve order and decorum. A Board member shall neither by conversation or otherwise, delay or interrupt the proceedings or the peace of the Board nor disturb any Board member while speaking or refuse to obey the orders of the Board or its Chair, except as otherwise herein provided.
- B. A Board member or other person properly before the Board shall address the Board Chair, be recognized before proceeding, and confine remarks to the question under discussion.
- C. No person, except authorized by Authority officials and their representatives, may approach the Board's table in the Board's meeting room without the express consent of the Chair.
- D. In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

## BYLAWS

### CENTRAL COAST BLUE REGIONAL RECYCLED WATER AUTHORITY

#### Revision History

Originally adopted by the Board December 2, 2022  
 Revised by Board Resolution JPA-R-2024-~~XXX~~, ~~XXXX~~, 2024

#### Preamble and Purpose

The Central Coast Blue Regional Recycled Water Authority (“Authority”) is a public agency voluntarily established by its Member Agencies pursuant to a Joint Exercise of Powers Agreement (“Agreement”), dated December 2, 2022, for the purpose of providing a vehicle for the Member Agencies to construct, operate, and maintain a regional recycled water project that will enhance water supply reliability ~~by injecting advanced purified water into the Northern Cities Management Area of the Santa Maria Groundwater Basin in the City and surrounding region~~ (“Project”). ~~In addition, the Agreement will enable the Member Agencies to develop the Project in a manner that will reduce vulnerability to drought and seawater intrusion by creating a seawater intrusion barrier and supplementing the naturally occurring groundwater.~~

To the extent that any provision of these Bylaws is inconsistent with the Agreement, the provisions of the Agreement will govern and supersede these Bylaws.

#### Article I. Definitions

The terms defined within the Agreement including Section 1.1 are incorporated by reference into these Bylaws.

#### Article II. Membership and Representation

- A. Membership. Membership of the Authority shall be as set forth in Article 8 of the Agreement. Member agencies shall withdraw from the Authority in accordance with Article 8 of the Agreement.
- B. Representation. Appointment of the Board of Directors ~~or any alternate of the Board of Directors~~ and Alternate Directors shall be consistent with Section 2.2 of the Agreement.

#### Article III. Board of Directors

- A. The governing body of the Authority shall be known as the Board of Directors of the Central Coast Blue Regional Recycled Water Authority, and these Bylaws shall govern the Board’s purpose, duties, and parliamentary operation.



B. Powers and Duties. The powers and duties of the Board of Directors, subject to the limitations of applicable law, the Agreement, and these Bylaws, shall include:

1. All of the powers of the Authority provided in Section 1.6 of the Agreement except as may be expressly delegated to others pursuant to the provisions of the Agreement, these Bylaws, or the direction of the Board of Directors shall be exercised by and through the Board of Directors.
2. Making policy decisions and determining policy matters for the Authority.
3. Conducting the affairs of the Authority.
4. Appointing, fixing the compensation of, and removing, ~~an Authority~~ General Manager and other staff of the Board of Directors.
5. Annually reviewing the proposed Authority budget and adopting an annual budget.
6. Appointing standing committees and, if necessary, ad hoc committees to study specific problems, programs, or other matters the Authority Board of Directors has approved for study consistent with ~~Provision~~ Section 5.1 of the Agreement.
7. Acting upon policy recommendations, including policy recommendations from committees.
8. Appointing a Board Chair and Vice-Chair to serve for a calendar year. The Vice-Chair ~~would~~ will then serve as Chair in the subsequent calendar year, ~~with the third member being the new Vice-Chair.~~

B. Duties of the Board Chair.

1. To act as Presiding Officer over the holding and running of all Authority Board of Directors meetings. The duties of the Presiding Officer are as follows:
  - i. To open all meetings of the Board at the appointed hour by taking the Chair and calling the Board to order.
  - ii. To call for the approval of the minutes.
  - iii. To maintain order and proper decorum.
  - iv. To announce the business before the Board ~~in the order prescribed by these Bylaws.~~
  - v. To receive and submit all matters properly brought before the Board, to call for votes upon the same, and to announce the results.

- vi. To make known all procedures when so requested, and to decide all questions of order, subject, however, to appeal by a board member to the board as a whole, in which event the majority shall govern and conclusively determine such questions of order.
  - vii. To preside at over all closed sessions of the Board.
  - viii. To perform such other duties as may be required by law or as may pertain to such office.
- 2. To sign all instruments requiring execution or agreement by the Board.
  - 3. To serve as the chief spokesperson and representative for the Board for matters before the public, the state and federal governments, and the Member Agencies unless delegated to a designee.
  - ~~4. To work with staff in the development of an Annual Calendar of events and meetings to include, but not be restricted to, Board meetings, recesses, special meetings, holidays, etc.~~
  - 54. To delegate by administrative directive any of the duties assigned to the Board Chair.
  - 65. To assist in preparing the Board meeting agenda.
- C. Duties of the Board Vice-Chair.
- 1. To serve with the Board Chair as spokesperson and representative for the Board.
  - 2. To assist the Board Chair in anticipating issues and problems deserving or in need of special meetings.
  - 3. In the absence of the Board Chair, the Vice-Chair shall exercise the duties and powers of the Board Chair.

#### ARTICLE IV. Meetings

- A. Protocol for Meetings.
- 1. Regular meetings of the Board of Directors shall be held ~~at least once each quarter of the fiscal year~~ in accordance with a schedule set from time to time by resolution of the Board. Special meetings of the Board of Directors may be called by the Chair, or by staff with concurrence from the Chair. All meetings shall be called and conducted, and an agenda posted, in accordance with the Ralph M. Brown Act (Government Code Sections 54950 et seq.), as it now exists or may hereafter be amended. The official agenda for each meeting shall be posted by the ~~city clerk~~ Clerk of the

member agency in whose jurisdiction the meeting is scheduled to take place. ~~City eClerks of other member agencies will be provided a copy of the agenda and are encouraged to post the agenda at their official posting location to assure widespread notice of the meetings.~~

2. Meetings may be cancelled by resolution or minute order of the Board of Directors, where feasible, or by staff, with concurrence of the Chair, when there is no immediate business of concern to be heard on a Regular Meeting date and the Board will not be in session during the intervening time to take action on the cancellation.

3. The time and date of regular meetings of the Board of Directors shall be established by resolution of the Board. The location of each meeting shall be determined the preceding meeting or by resolution of the Board of Directors.

34. Authority committees shall meet on the call of their Chair or as otherwise provided herein and in compliance with applicable law.

B. Voting. Voting on the Board of Directors shall be conducted as prescribed in Sections 3.3 and 3.4 of the Agreement and these Bylaws. To the extent not inconsistent with the Agreement, voting shall be conducted as follows:

1. There shall be three methods of counting votes of the Board: by a call of the roll of the Board members; by a voice vote; or by unanimous consent. The vote of each member in any of the prior options shall be recorded by the Secretary of the Board. In the event any given form of counting votes is unclear as to the vote of each member, the Secretary of the Board shall take a call of the roll of the Board members.

2. The Board Chair shall determine the method for voting unless overruled by a majority of the Board Members present.

3. ~~Unless a present Board member states that he or she is not voting,~~ sSilence shall be recorded as an ~~affirmative vote~~abstention.

4. The Secretary of the Board shall record each vote and each abstention in the minute Book and announce the results to the Board.

5. After the announcement of results, a Board member shall not be permitted to vote or to change a vote or an abstention, except in the case of a motion to reconsider as set forth in the most recent edition of Rosenberg's Rules of Order, which are hereby incorporated by reference, as amended. Rosenberg's Rules of Order shall be used by the Board of Directors for all parliamentary procedures. Procedural rules are for the purpose of running

an orderly meeting and the convenience of the Board, and failure to follow any procedural rule shall not invalidate any action taken by the Board.

- C. Order of Business. The general order of business ~~will be as follows, unless the Board Chair determines that the order for a particular meeting or item needs to be modified:~~ shall be as established from time to time by resolution of the Board. The Chair reserves the right to reorder the orders of business in-session if deemed necessary or desirable, unless overruled by a majority of the Board.

- ~~1. Call To Order~~
- ~~2. Flag Salute~~
- ~~3. Roll Call~~
- ~~4. Agenda Review~~
- ~~5. Approval of Minutes~~
- ~~6. Public Comments~~
- ~~7. Consent Agenda~~
- ~~8. Continued Business~~
- ~~9. New Business~~
- ~~10. Board Member Items~~
- ~~11. Manager Items~~
- ~~12. General Counsel Items~~
- ~~13. Board Communications~~
- ~~14. Closed Session (May be placed first in order of business)~~
- ~~15. Closed Session Announcements~~
- ~~16. Adjournment~~

- D. A workshop may be placed on the agenda from time to time, for informational purposes only. The Board may also invite one or more speakers to address the item, with or without time limits.
- E. Timed items may be heard at or later than the time stated on the agenda. Untimed items may be called by the Board Chair at any time during the meeting.
- F. Board Agenda. The agenda shall be prepared as follows:

1. The Manager, ~~General Counsel~~Authority Attorney, or a majority of Board members may place items on a Board Agenda, as provided herein.
2. All proposed resolutions and contracts shall be approved as to form by the ~~General Counsel~~Authority Attorney prior to placement on the Board Agenda.
3. The Manager or designee shall arrange a list of Agenda matters according to the order of business as determined by these Bylaws.

4. The Manager or designee shall furnish each member of the Board and the ~~General Counsel~~Authority Attorney a copy of the Agenda prior to the Board meeting as far in advance of the meeting as time permits.
5. No item shall be placed on the Board Agenda except in accordance with the Brown Act and these Bylaws.
6. The Secretary of the Board shall post and prepare the Agenda in accordance with the Brown Act.

G. Public Comment.

1. At any meeting of the Board, the public has a right to speak on any agenda item on the Board Agenda within the time limits described below. The public shall also have the right at regular Board meetings to speak to matters not on the Agenda during the ~~Community Comments and Suggestions~~General Public Comment portion of the meeting but must limit their comments to matters within the jurisdiction of the Board.
2. The public has a right at every Board meeting to provide oral testimony in accordance with the Brown Act, subject only to the following:
  - i. Each speaker shall limit ~~his/her~~their remarks on any item listed on a Board Agenda to three minutes (hereinafter “public comment period”), and at special Board meetings, to only those items on the agenda.
  - ii. The public comment period may be extended by the Board Chair subject to a vote of ~~the a~~a majority of the Board of Directors.
  - iii. In situations where more than 20 people wish to speak on an item, the Board Chair, subject to a vote of ~~the a~~a majority of the Board members, may place reasonable limits on the public comment period, including a specific time limit for the total presentation. Such time limits shall allow for full discussion of the item by interested parties or their representative(s). The purpose of this limitation is to ensure the Board can address its Agenda and avoid repetitious presentations.
  - iv. Items on the Consent Agenda are considered routine, not controversial, and are treated as one agenda item. Public comment on the Consent Agenda shall be sought once prior to action on the Consent Agenda, shall be limited to three minutes per speaker, and comments shall be limited to discussion of those items on the Consent Agenda.

- v. A Board member may remove (“pull”) a specific item from the Consent Agenda for separate discussion. Board members may also ask questions of staff, or record a “no” vote or abstention as to one or more items on the Consent Agenda in advance of the vote, without removing the item for separate action. The Board may then enact the Consent Agenda by one vote.
  - vi. Items removed for separate discussion by a Board member will be heard after the vote is taken on the Consent Agenda.
3. Speakers shall confine their remarks to those which are relevant to the subject under consideration and are encouraged to present new evidence and points of view not previously considered, to avoid repetition of statements made by previous speakers.
  4. Each person addressing the Board shall step up to the podium to speak. Each individual shall speak in an audible tone of voice for the record.
  5. Consistent with the Americans with Disabilities Act, alternative methods of addressing the Board shall be allowed for persons with disabilities.

#### **Article V. Manager**

If an ~~Authority-General~~ Manager is appointed by the Board of Directors, the powers and duties of the Manager shall be:

- A. Subject to the authority of and as directed by the Board of Directors, to administer the affairs of the Authority.
- B. Subject to the authority of and as directed by the Board of Directors, to appoint, direct, and remove all employees of the Authority and to retain consultants.
- C. ~~To Annually annually to~~ prepare and present a proposed budget to the Board of Directors and to control the approved budget.
- D. To attend the meetings of the Board of Directors.
- E. To perform such other and additional duties as the Board of Directors, these Bylaws, the Agreement, or applicable law may require.
- F. To serve as Custodian of Records of the Authority, unless delegated to the Board Secretary or another Authority Clerk.

In the event a Manager is not appointed by the Board of Directors, the Chair shall perform the duties set forth in subparagraphs A, B, C, and F, above.

## Article VI. Other Officers and Employees

- A. Secretary. Pursuant to Section 4.1 of the Agreement, the Board of Directors shall appoint the Secretary who shall serve at the pleasure of the Board of Directors. The Secretary shall keep a record of all proceedings and shall perform all other duties as specified by the Board.
- B. Treasurer. Pursuant to Section 4.2 of the Agreement, the Manager shall designate a Treasurer of the Authority. The Treasurer shall possess the powers to and shall perform those functions required by Government Code sections 6505 and 6505.5 and all other applicable laws and regulations, including any subsequent amendments thereto, the Agreement, these Bylaws or by the direction of the Manager. The Treasurer shall have custody of the funds and shall provide for strict accountability thereof in accordance with Government Code Section 6505.5 and other applicable laws. Pursuant to Government Code Section 6505.6, the Manager may appoint a qualified person to assist the Treasurer in the performance of its duties. The Treasurer shall annually cause an independent audit to be made by a certified public accountant or public accountant in accordance with Government Code sections 6505 and 6505.6.
- C. Authority Attorney. Pursuant to Section 4.3 of the Agreement, the Board of Directors shall appoint an Authority Attorney.
- CD. Additional Officers and Employees. ~~The Pursuant to Section 4.5 of the Agreement, the~~ Board of Directors shall have the power to authorize such additional officers and employees as may be appropriate. Such officers and employees may also be, but are not required to be, officers and employees of the individual Member Agencies or contractors. ~~The General Counsel for the Authority may not be employed by any of the Member Agencies while engaged by the Authority.~~ None of the officers, agents, or employees appointed by the Board of Directors shall be deemed, by reason of their employment by the Board of Directors, to be employed by any of the Member Agencies or, by reason of their employment by the Board of Directors, to be subject to any of the requirements of such Member Agencies.
- DE. Bonding requirement. The Board of Directors shall designate the officers or persons having charge of, handling, or having access to any property of the Authority who may be required by the Board of Directors to file an official bond with the Authority. The amount of any such bond, if any, shall be established by the Board of Directors. Should the existing bond or bonds of any such officer be extended to cover the obligations provided herein, said bond shall be the official bond required herein. The premiums on any such bonds attributable to the coverage required herein shall be appropriate expenses of the Authority.
- EF. Status of Member Agencies' Officers and Employees. As provided in Government Code Section 6513, all of the privileges and immunities from liability and other



benefits that apply to the activity of officers, agents, or employees of any of the Member Agencies when performing their respective functions within the territorial limits of their respective public agencies shall apply to them while engaged in the performance of any of their functions and duties extraterritorially under these Bylaws and in furtherance of the obligations of the Agreement.

#### **Article VII. ~~City Managers'~~ Input**

The Board of Directors shall receive and consider recommendations made from time to time by the City Managers and Executive Directors of the Member Agencies.

#### **Article VIII. General Assembly**

A General Assembly may be called by the Chair of the Board of Directors at any time to discuss issues and make recommendations to the Board of Directors. All elected officials of the legislative bodies of all Member Agencies shall be members of the General Assembly. The General Assembly is not required to meet. The Chair of the Board of Directors shall be the Chair of the General Assembly.

#### **Article IX. Budgets**

The budget for the Authority shall be adopted consistent with the provisions of Article 6 of the Agreement.

#### **Article X. Amendments**

Amendments to these Bylaws ~~may be proposed by a Board of Directors Representative. The Amendment shall be submitted to the Board of Directors at a meeting at least one month prior to the meeting at which the Amendment is voted upon. A must be enacted by a~~ majority vote of ~~all of~~ the Board of Directors ~~is required to adopt an Amendment.~~

#### **Article XI. Written Correspondence**

~~A. Any written communication relating to a matter pending, or to be brought before the Board shall be made available to the Board and the public as required by the Brown Act, whenever possible, be included in the agenda packet for the meeting at which such item is to be considered. If received after the delivery of the agenda packet, it shall be distributed to the Board as soon as practicable after receipt and to be made available to the general public as required by the Brown Act. The Secretary of the Board shall also have copies available for requests by members of the public.~~

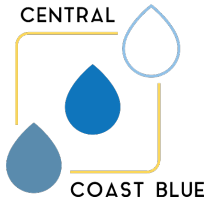
~~B. Unless otherwise required by law to be accepted by the Authority at or prior to a Board meeting or hearing, no documents shall be accepted for Board review unless they are submitted to the Secretary of the Board at least 24 hours prior to the Board Agenda being heard. Nonetheless, the Board Chair shall retain discretion to accept additional documents at or prior to the time the Board Agenda item is to be heard. The~~



~~Secretary of the Board shall note on the Board Agenda, the 24-hour requirement for submitting documents to the Board.~~

## Article XII. Order and Decorum

- A. While the Board is in session, the Board members must preserve order and decorum. A Board member shall neither by conversation or otherwise, delay or interrupt the proceedings or the peace of the Board nor disturb any Board member while speaking or refuse to obey the orders of the Board or its Chair, except as otherwise herein provided.
- B. A Board member or other person properly before the Board shall address the Board Chair, be recognized before proceeding, and confine remarks to the question under discussion.
- C. No person, except authorized by Authority officials and their representatives, may approach the Board's table in the Board's meeting room without the express consent of the ~~Board~~Chair.
- D. In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the Board conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Board from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.



**CENTRAL COAST BLUE  
REGIONAL RECYCLED WATER AUTHORITY  
BOARD OF DIRECTORS STAFF REPORT**

**Agenda Item #4.C  
Meeting Date: January 9, 2025**

**TITLE:**  
**Meeting Orders of Business**

**RECOMMENDATION:**  
Adopt a **Resolution** Setting Regular Meeting and Special Meeting Orders of Business.

**DISCUSSION:**  
Prior Authority Bylaws, adopted December 1, 2022, set forth specific orders of business for meetings of the Central Coast Blue Regional Recycled Water Authority Board of Directors. Authority Bylaws as revised on January 9, 2025 now provide that the Board shall set meeting orders of business by resolution, which will eliminate the need for amendment to the Bylaws any time a change to meeting orders is desired.

**Recommended Orders of Business**

Staff recommends orders of business that differ from the Board’s prior meeting protocols, and which roughly mirror those used for Pismo Beach’s City Council meetings, for ease of administration:

<b>Regular Meetings</b>	<b>Special Meetings</b>
1. Call to Order/Roll Call	1. Call to Order/Roll Call
2. Acceptance of Agenda	2. Public Comment Period
3. Presentations	3. Agenda Items
4. Public Comment Period	4. Board Comments and Requests
5. General Manager’s Report	5. Adjournment
6. Authority Attorney’s Report	
7. Consent Calendar	
8. Items Pulled From Consent Calendar	
9. Public Hearings	
10. Business Items	
11. Board Comments and Requests	
12. Adjournment	

**Conclusion and Recommendation**

Staff recommends that the Board adopt a resolution (**Attachment 1**) setting orders of business for both regular and special meetings of the Authority Board.

**FISCAL IMPACT:**

There is no fiscal impact associated with setting meeting orders of business.

---

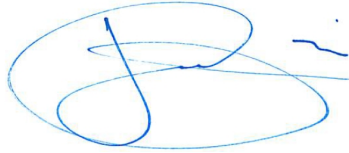
**ATTACHMENTS:**

1. Resolution

---

**Submitted by:** Erica Inderlied, Authority Secretary

**General Manager Approval:**

A handwritten signature in blue ink, consisting of several loops and a vertical stroke, positioned below the "General Manager Approval:" label.

**RESOLUTION NO. JPA-R-2025-XXX**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CENTRAL COAST  
BLUE REGIONAL RECYCLED WATER AUTHORITY SETTING REGULAR MEETING  
AND SPECIAL MEETING ORDERS OF BUSINESS**

---

**WHEREAS**, the Authority Bylaws, as revised January 9, 2025, provide that the Board of Directors shall set the Orders of Business for Regular Meetings from time to time by resolution; and

**WHEREAS**, such resolution must now be adopted in order to set future meeting orders of business.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Central Coast Blue Regional Recycled Water Authority that the Orders of Business for regular meetings of the Board shall be set as follows:

1. Call to Order/Roll Call
2. Acceptance of Agenda
3. Presentations
4. Public Comment Period
5. General Manager's Report
6. Authority Attorney's Report
7. Consent Calendar
8. Items Pulled From Consent Calendar
9. Public Hearings
10. Business Items
11. Board Comments and Requests
12. Adjournment

**BE IT FURTHER RESOLVED** by the Board of Directors of the Central Coast Blue Regional Recycled Water Authority that the Orders of Business for special meetings of the Board may either follow the Orders set for regular meetings, or may be set in the following abbreviated form, at the discretion of staff:

1. Call to Order/Roll Call
2. Public Comment Period
3. Agenda Items
4. Board Comments and Requests
5. Adjournment

**UPON MOTION OF** Board Member \_\_\_\_\_, seconded by Board Member \_\_\_\_\_, the foregoing resolution was adopted by the Board of Directors of the Central Coast Blue Regional Recycled Water Authority this 9<sup>th</sup> day of January 2025, by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**  
**RECUSED:**

**Approved:**

**Attest:**

\_\_\_\_\_  
**Ed Waage, Chair**

\_\_\_\_\_  
**Erica Inderlied, Secretary**

**IN WITNESS WHEREOF**, I have hereunto set my hand on \_\_\_\_\_.

\_\_\_\_\_  
**Erica Inderlied, Secretary**