

# Memo

**To:** Sweetwater Authority Board of Directors  
**From:** Members Castaneda, Calderon-Scott and Martinez  
**cc:** General Manger Berge  
**Date:** 06/25/2019  
**Re:** SWA Citizens' Advisory Committee – Recommended Policy

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For the past few months, the Board has discussed the issue of the formation of a Citizen's Advisory Committee (CAC) that would provide input to the Board on issues related to the cost and operation of the Sweetwater Authority. There have been several discussions that have shaped the formation of the CAC and the following recommendations seek to finalize the policy implementing the committee. We ask that the Board review the policy and approve the following recommendations so that the CAC can be initiated as soon as practicable.

Thank you

- 1) The CAC will consist of 7 members and 7 alternates. Member/Alternate terms will be staggered between 2 and 4 years for the initial cycle. All terms thereafter will be 4 years. Members shall serve at the pleasure of the nominating SWA Boardmember and not be subject to term limits. Term lengths will be determined by lot or other game of chance during the meeting in which members are formally appointed by the full SWA board.
- 2) CAC Members will be selected by individual SBID Directors. National City Directors will determine their own method of appointing their respective committee members. In all cases, this process will be completed by no later than August 31, 2019. Should any member fail to appoint their member by that date, initiation of the CAC will commence on the date stated in this policy. Members not appointed by the stated deadline may be appointed subsequently. Any and all individuals nominated by SWA Board members will be considered for appointment by the full SWA Board at the second meeting in September 2019. There after the initial cycle, all terms and nominations will occur in January and be staggered every 4 years;

- 3) Once empaneled, SWA Staff will provide a briefing on SWA basics for all CAC members (primary and alternates) by October 31, 2019;
- 4) Subsequent to staff briefing, the CAC will convene and determine a list of relevant issues (short term, medium term, and long term) and a schedule for meeting dates and times for the SWA Board approval/prioritization by December 2019;
- 5) The CAC shall hold regular meetings that are publicly noticed and open to the public. The CAC shall meet no less than quarterly and only conduct business when a full quorum consisting of more than 50% of the current members/alternates are present. The business of the CAC will be conducted in accordance with Roberts Rules of Order and approve motions with a majority of the CAC quorum voting in favor. Anything less than a majority voting in favor of a particular motion represents a failed motion.
- 6) CAC members may attend SWA Committee and Board meetings and provide individual or organized testimony regarding CAC approved recommendations to address issues to be considered by full SWA Board. When representing the CAC, member testimony must reflect the official position of the CAC determined by an official motion garnering the requisite number of affirmative votes. In all cases, SWA staff will convey information on CAC recommendations to the committee and full board prior to the Board considering items being considered. The CAC should deliver their approved recommendations to staff in time to be reasonably be added to reports provided to the SWA Board. SWA staff should notify the CAC as to when items are to be scheduled and recommendations are due to enable compliance with scheduling requirements.
- 7) The CAC may request information and reports from staff in support of items to be considered by the CAC. Staff shall make every reasonable effort to provide requested information in a timely fashion in order to enable to allow the CAC to make the most informed decision possible.

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