



POLICY 608 – MAILED NOTICE OF MEETINGS

POLICY

Sweetwater Authority's (Authority) agenda is posted on the Authority's website and is available to be downloaded at no cost. Upon receipt of a written or telephone request, the Governing Board (Board) authorizes its Secretary to mail or e-mail the requested materials pertaining to the agenda packet at the time the agenda is posted or upon distribution to all, or a majority of all, of the members of the Board, whichever occurs first.

PROCEDURE

Any person may request that a copy of the agenda or a copy of all the documents constituting the agenda packet of any meeting of the Board be mailed to them. Any person may also request that a copy of the agenda or a copy of all the documents constituting the agenda packet be emailed to them. If any person requests that a copy of the agenda or a copy of all the documents constituting the agenda packet be emailed to them, the Authority shall email them a copy of, or website link to, such documents. If it is technologically infeasible to send a copy of all documents constituting the agenda packet or a link to the website that contains the documents by email or by other electronic means, the Authority shall send by mail a copy of the agenda or a website link to the agenda and mail a copy of all other documents constituting the agenda packet in accordance with Government Code section 54954.1 and this Policy. If requested, the agenda and documents in the agenda packet shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132.) Any request for mailed copies of agendas or agenda packets shall be valid for the calendar year in which it is filed, and must be renewed following January 1 of each year. (Government Code § 54954.1.)

The Board has established a fee of \$6.00 (this fee is low considering postage alone generally exceeds this amount) per month or \$72.00 per year for mailing the agenda or agenda packet. If the fee that is established should be revised, it shall not exceed the cost of providing the service. The agenda packet may be provided on a compact disc, or similar electronic media, rather than print copy, if so requested, at the actual reasonable cost.

Failure of the requesting person to receive the agenda or agenda packet pursuant to this policy shall not constitute grounds for invalidation of the actions taken by the Board at the meeting for which the agenda or agenda packet was not received.

