



AGENDA

SPECIAL BOARD MEETING

Board Room
3707 Old Highway 395
Fallbrook, CA 92028

Tuesday, January 6, 2026
1:00 P.M.

1. CALL TO ORDER
2. ROLL CALL: Irvine, Mack, Hamilton, Townsend-Smith, Hoffman
3. PLEDGE OF ALLEGIANCE
4. ADDITIONS/DELETIONS/AMENDMENTS TO THE AGENDA
5. APPROVAL OF THE AGENDA
6. PUBLIC COMMENT

Any person may address the Board at this time upon any subject not identified on this Agenda, but within the jurisdiction of Rainbow Municipal Water District; however, any matter that requires action will be referred to staff for a report and action at a subsequent Board meeting. As to matters on the Agenda, if a request to make a public comment is received, an opportunity will be given to address the Board when the matter is considered.

Members of the public may make comments in person by submitting a Speaker Slip to the Board Secretary, virtually through virtual or teleconference options, or by submitting an email to tquintanar@rainbowmwd.ca.gov no later than midnight on the day before the meeting. Comments shall be made in an orderly manner, and profanity, slander, or abusive language which is disruptive to the meeting will not be tolerated. Individuals have a limit of three (3) minutes to make comments and will have the opportunity when called upon by the presiding officer.

7. DISCUSS STANDING COMMITTEE ORGANIZATION
8. DISCUSS AND DETERMINE REGULAR BOARD MEETING DAY AND TIME
9. ELECTION OF OFFICERS
10. ADJOURNMENT

ATTEST TO POSTING:

/s/Terese Quintanar
Terese Quintanar
Secretary of the Board

1/5/2025 9:32 AM
Date and Time of Posting
Outside Display Cases

Rainbow Municipal Water District (RMWD) provides remote attendance options solely as a matter of convenience to the public. RMWD will not stop or suspend its in-person public meeting should a technological interruption occur with respect to the Zoom or call-in line listed on the agenda. We encourage members of the public to attend meetings in person at 3707 Old Highway 395, Fallbrook, CA 92028, or remotely utilizing the options below:

For Online Participation:

Go to: <https://rainbowmwd.zoom.us/j/85664315900>

If members of the public attending virtually would like to ask a question or make a comment on any item listed on this agenda, please utilize the "Raise Hand" button, located at the bottom of the screen. We will be alerted that they would like to speak. When called upon, please unmute the microphone and ask the question or make comments in no more than three minutes.

For Call-in Only:

Call: (669) 900-6833, or (669) 444-9171, or
(309) 205-3325, or (312) 626-6799, or
(564) 217-2000, or (689) 278-1000
Meeting ID: 856 6431 5900

*Those who have joined by dialing a number on their telephone can dial *9 to alert us of a request to speak and *6 to unmute, once called upon by the presiding officer.*

In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted at the District's Administrative offices not less than 24 hours prior to the meeting date and time above. Meetings are regularly held at 1:00 p.m. All public records relating to each agenda item, including any public records distributed less than 24 hours prior to the meeting to all, or a majority of all, of the members of the District's Board, are available for public inspection in the office of the District Secretary, 3707 Old Highway 395, Fallbrook, CA 92028

If you have special needs because of a disability that makes it difficult for you to participate in the meeting or you require assistance or auxiliary aids to participate in the meeting, please contact the District Secretary (760) 728-1178 by at least noon on the Friday preceding the meeting. The District will attempt to make arrangements to accommodate your disability.

BOARD ACTION Item No.7

BOARD OF DIRECTORS

January 6, 2026

SUBJECT

DISCUSS STANDING COMMITTEE ORGANIZATION

BACKGROUND

Since the early 2000s, the District has maintained various standing and ad hoc committees, comprised of members of the Board of Directors, staff, and public representatives from within our service area. Per the current Administrative Code, Chapter 2.06, the three standing committees (Engineering and Operations, Budget and Finance, and Communications and Customer Service) are comprised of one appointed Board Member and an alternate Board Member, a minimum of four and a maximum of seven Board-appointed public members, and up to two staff alternate committee members. The Committees are advisory to the Board and may provide recommendations for the Board to consider, which recommendations may be considered, adopted, amended, or rejected by the Board at the Board's sole discretion. Because the three standing committees have continuing subject matter jurisdiction, the meetings are subject to the requirements of the Ralph M. Brown Act.

DESCRIPTION

During the December 9, 2025 Rainbow Municipal Water District Regular Board Meeting, a proposal was made to modify and simplify standing committee structure to have all Rainbow Municipal Water District customers participate as members of the public and to appoint two Directors to each standing committee to serve as ex-officio moderators.

This proposal would modify Administrative Code Chapter 2.06 to remove the formal appointment of Public Committee Members and open the floor for public input on District business in a less formal manner. The Board unanimously recommended that the proposal be referred to a future Special Board Meeting for further discussion and possible action. This proposal would also remove California State legal requirements for Public Members who wish to engage more deeply on items of business.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Four: Fiscal Responsibility
Strategic Focus Area Five: Customer Service
Strategic Focus Area Six: Communication

ENVIRONMENTAL

In accordance with CEQA guidelines Section 15378, the action before the Board does not constitute a "project" as defined by CEQA and further environmental review is not required at this time.

BOARD OPTIONS/FISCAL IMPACTS

Staff awaits Board direction.

Attachments:

Administrative Code Section 2.06.010



Jake Wiley, General Manager

January 6, 2026

**Section 2.06.010
Committees Policy**

2.06.010.01 Purpose

The Board shall organize committees that are advisory to the Board with regards to matters within their respective areas of responsibility. Committees may study, advise, and make recommendations to the Board on matters within the committee's area of responsibility. Committee recommendations shall be communicated to the Board. The authority of committees is limited to advisory recommendations only. Committees may provide recommendations for the Board to consider, which recommendations may be considered, adopted, amended or rejected by the Board at the Board's sole discretion. The Board may refer a recommendation back to the committee for reevaluation whenever the Board deems additional evaluation is required. Committees shall have no authority to take action or otherwise render decisions that are binding upon the Board or District staff.

2.06.010.02 Membership

- Each committee shall have at least four and no more than seven regular members appointed by a simple majority vote of the Board.
- Each committee may also have up to two staff alternate committee members appointed by a simple majority of the Board.
- Committees may be comprised of Directors, staff, and legal ratepayers of the District. In the case of a discrepancy, the Board in its sole discretion, may determine at any time whether a committee member properly qualifies as a ratepayer of the District.
- Each committee shall designate their own chairperson, but that Chairperson may not also serve as an elected member of the Board of Directors.
- In order to promote attendance by Directors at Committee meetings without inadvertently creating a violation of the Ralph M. Brown Act, no more than one regular member and one alternate member of the Board of Directors may be appointed to a committee. Alternate committee members are expected to participate only in the absence of the regular committee member. Directors that are not members of a committee may attend as observers but are not permitted to participate in the discussions or decision-making process in the event that a quorum of the Board is present. Members of the committees serve at the pleasure of the Board. The Board has the authority to remove committee members at any time in the Board's sole discretion.

M:\Administration\Group-Agenda Packet Items\1- 2025\12 December 2025\20251209 Board Meeting\10 | 2 Committees 2.06.010.docx\Approved and Incorporated 3-27-07 by Ordinance No. 07-04\Amended and Updated 8-28-07 by Ordinance No. 07-11\Amended and Updated 11-7-07 by Ordinance No. 07-17\Amended and Updated 1-27-09 by Ordinance No. 09-02\Amended and Updated 6-24-14 by Ordinance No. 14-04\Amended and Updated 9-27-16 by Ordinance No. 16-13\Amended and Updated 4-24-18 by Ordinance No. 18-10\Amended and Updated 5-22-18 by Ordinance No. 18-13\Amended and Updated 12-4-18 by Ordinance No. 18-25\Amended and Updated 9-24-19 by Ordinance No. 19-10\Amended and Updated 10-22-19 by Ordinance No. 19-13\Amended and Updated 2-25-20 by Ordinance No. 20-03\Amended and Updated 8-25-20 by Ordinance No. 20-08\Amended and Updated 12-8-20 by Ordinance No. 20-13\Amended and Updated 3-22-22 by Ordinance No. 22-07\Amended and Updated 1-23-24 by Ordinance No. 24-01\Amended and Updated 5-28-24 by Ordinance No. 24-07\Amended and Updated 11-19-24 by Ordinance No. 24-15\Amended and Updated 1-28-25 by Ordinance No. 25-01

2.06.010.03 Appointment of Chairpersons and Vice Chairpersons

- Each committee may elect a vice-chairperson, but that vice-chairperson may not also serve as an elected member of the Board of Directors.
- Members of committees, including the chairperson and vice-chairperson shall serve until their successors are appointed.
- The chairperson of a committee is its presiding officer.
- In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson.
- The chairperson and vice-chairperson are not deprived of any of the rights and privileges of a committee member by reason of being the presiding officer.
- All committee communications must go through the designated committee chairperson.

2.06.010.04 Term

- Chairperson and Vice Chairperson: The chairperson and vice-chairperson will hold their positions for one calendar year. Appointments shall be made during the first meeting of each year for the remainder of the calendar year, with the exception of appointments made as a result of a vacancy. When appointments are made mid-year, the term shall be until the following appointment process takes place, the following January.
- Ratepayer Committee Members: These members shall be appointed to serve on a committee for a term of four (4) years and serve at the will of the Board of Directors. In the event a member is appointed mid-year to fill a vacancy, the member will serve the remainder of the current year, plus three (3) additional years, completing a four-year term in total. Reappointments for these members will be considered annually during the January meeting of the Board, based on the needs of the committees.
- Board Members appointed as Committee Members and Alternates: These members are appointed annually by the Board of Directors for a term of one (1) year. In the event a Board Member is appointed mid-year to fill a vacancy, the member shall serve for the remainder of the current year and until the Board reestablishes its committee membership at the beginning of the following year.

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These appointments may be renewed or altered based on the needs of the Board and its committees.

2.06.010.05 Committee Meeting Agenda and Minutes

Committee meetings shall be open to the public and held in accordance with the provisions of the Ralph M. Brown Act. At least 72 hours before a committee meeting, the Secretary shall post an agenda containing a brief, general description of each item of business to be discussed at the committee meeting. The posting shall be freely accessible to the public. No action shall be taken by secret ballot at a committee meeting.

Each committee meeting will be recorded. From the recordings, staff will prepare brief summary minutes which include committee recommendations for the Board. Draft minutes will be provided to the committee at the next available committee meeting for review, consideration, and approval. Once approved, minutes will be made a part of the District's permanent records and audio recordings will be disposed of according to the District's Records Retention policy provided in the District's Administrative Code.

2.06.010.06 Establishing Quorums, Seating of Alternates, and Member Absences

A majority of the members of each committee shall constitute a quorum for the transaction of business.

Only regular members of the committee are entitled to make, second or vote on any motion or other action of the committee.

If the roll call of regular members reveals that a quorum of regular members cannot be established, the Chairperson may appoint one or more alternate members who are present to be a temporary regular member in order to establish a quorum. Once a quorum is established, any remaining alternate member who has not been appointed as a temporary regular member shall remain as an alternate member. Once alternates have been seated as a regular committee member, they may immediately participate in any action taken and voted upon by the committee. All alternates must conform to the same rules as regular committee members. The Chairperson shall state for the record which alternate members have been seated as temporary regular members.

Alternate members present at a meeting, but not seated as a regular member by the committee Chairperson, may participate in discussions but may not participate in motions or voting.

Each committee member shall be entitled to one vote on all matters considered by the committee. A simple majority vote of the members of the Committee shall designate approval of a motion.

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All committee member absences will be considered by the majority of the committee members to determine whether or not the absence is without cause. Sickness, jury duty, vacation and/or bereavement will be considered excused absences. When three meetings in a row or a total of six meetings in one calendar year are missed the remaining committee members will consider removal of the individual from the committee. The removal must be voted upon and approved by the majority of the committee members with the exception of the committee member in question.

2.06.010.07 Code of Ethics

All Board appointed members of the District's Standing Committees shall conform to the same Code of Ethics Policy guidelines described in Administrative Code Title 2. All appointed members of the District's Standing Committees represent the Board of Directors on these committees and as such are held to the same expectations. Any members who fail to comply with these guidelines are subject to their appointment being revoked as stipulated.

Committee Members and alternates shall comply with the obligations and responsibilities of office including the obligation to comply with the disclosure requirements of the Political Reform Act (Form 700). The reporting categories made applicable to the Directors by Rainbow Municipal Water District's local conflict of code shall apply to the members of the committee members.

2.06.010.08 Standing Committees

2.06.010.08.1 Budget and Finance Committee

The Committee shall work in concert with the General Manager, Treasurer, and Finance Manager of the District.

The Committee shall be responsible for the review of District finances including: rates, fees, charges and other sources of revenue; budget; audit; investments; insurance; and other financial matters.

2.06.010.08.2 Engineering and Operations Committee

The Committee shall work in concert with the General Manager, Engineering department head, and Operations Manager.

The Committee shall be responsible to review matters of design, construction, replacement, and repair of the District facilities and property, including: the Capital Improvement Program; contractor selection process; contractor management programs; and other engineering-related matters.

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The committee shall also be responsible to review matters of operations, preventative maintenance practices, standard operating procedures, technical services, equipment, and other operations-related matters.

2.06.010.08.3 Communications and Customer Service Committee

The Committee shall work in concert with the General Manager and Customer Service and Communications Supervisor.

The Committee shall be responsible for providing input or guidance on matters of internal and external communications including: positive public image; community outreach; media relations; water conservation programs; intergovernmental relations; customer service policies; and other public relations programs.

2.06.010.08.4 Committee Meeting Schedules

- The Regular Engineering and Operations meetings shall be held on the first Tuesday of each month at 1:00 p.m.
- The Regular Budget and Finance Committee meetings shall be held on the second Tuesday of each month at 1:00 p.m.
- The Regular Communications and Customer Service Committee meetings shall be held on the third Tuesday of each month at 1:00 p.m.

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BOARD ACTION Item No.8

BOARD OF DIRECTORS

January 6, 2026

SUBJECT

DISCUSS AND DETERMINE REGULAR BOARD MEETING DAY AND TIME

BACKGROUND

In accordance with Section 3.01.010 of the Administrative Code, the date and time of the regular meetings shall be established by the Board of Directors at the last Board meeting of each calendar year. The policy establishes that Regular Board meetings shall be held on the fourth (4th) Tuesday of each calendar month, with Open Session commencing at 1:00 p.m. The November and December meetings shall be combined and held on the date in December as established by the Board.

DESCRIPTION

At the December 9, 2025, Regular Board Meeting, the Board approved revisions to the regular meeting schedule, including a change to commence Open Session at 6:00 p.m., with Closed Session scheduled to begin at 5:00 p.m., as needed. Additionally, the Board approved holding a separate Regular Meeting in November rather than combining the November and December meetings.

In light of potential scheduling conflicts, staff was directed to evaluate alternative meeting dates that would provide the most feasible and efficient schedule, including consideration of moving Regular Board meetings from the fourth Tuesday to an alternative meeting date. Following this review, staff has determined that the third Tuesday of each month would be the most feasible option.

Attached for the Board's consideration is a proposed schedule of Regular Board meetings based on meetings occurring on the third Tuesday of each month, along with a corresponding schedule reflecting the proposed sequencing of Standing Committee meetings.

Action taken on December 9, 2025, requires revisions to Administrative Code Chapter 3.01 (attached for reference). The policy amendments, along with any additional amendments resulting from action taken at today's meeting, will be presented for consideration at the January 27, 2026, Regular Meeting.

POLICY/STRATEGIC PLAN KEY FOCUS AREA

Strategic Focus Area Four: Fiscal Responsibility
Strategic Focus Area Five: Customer Service
Strategic Focus Area Six: Communication

ENVIRONMENTAL

In accordance with CEQA guidelines Section 15378, the action before the Board does not constitute a "project" as defined by CEQA and further environmental review is not required at this time.

BOARD OPTIONS/FISCAL IMPACTS

Staff awaits Board direction.

Attachments:

Draft 2026 Reccuring Meeting Schedule
Administrative Code Section 3.01.010



Jake Wiley, General Manager

January 6, 2026



Recurring Meeting Schedule 2026

Regular Board Meetings (Meets Every 3rd Tuesday at 5:00 pm CS/ 6:00 Open)	
January 27, 2026	
February 17, 2026	
March 17, 2026	
April 21, 2026	
May 19, 2026	
June 16, 2026	
July 21, 2026	
Special Meeting GM Evaluation August 12, 2026	
August 18, 2026	
Special Meeting GM Evaluation September 9, 2026	
September 15, 2026	
October 20, 2026	
November 17, 2026	
December 15, 2026	

Engineering & Operations Committee (Meets. Every 4th Tuesday at 1:00 p.m.) or as needed	
January 6, 2026	
February 24, 2026	
March 24, 2026	
April 28, 2026	
May 26, 2026	
June 23, 2026	
July 28, 2026	
August 25, 2026	
September 22, 2026	
October 27, 2026	
November 24, 2026	
December 22, 2026	

Communications & Customer Service Committee (Meets Quarterly, on the 2nd Tuesday at 1:00 p.m.) or more often when needed	
January 20, 2026	
April 14, 2026	
July 14, 2026	
October 13, 2026	

Budget & Finance Committee (Meets Every 1 st Tuesday at 1:00 p.m.) or as needed	
January 13, 2026	
February 3, 2026	
March 3, 2026	
April 7, 2026	
May 5, 2026	
June 2, 2026	
July 7, 2026	
August 4, 2026	
September 1, 2026	
October 6, 2026	
November 3, 2026	
December 1, 2026	

Accompanied by proper notice, all meetings are subject to change to accommodate for conflicts or to ensure quorums.

Section 3.01.010
Regular Meetings

All regular meetings of the Board of Directors will be conducted in the Board room of the District at 3707 Old Highway 395, Fallbrook, California 92028.

The date and time of the regular meetings shall be established by the Board of Directors at the last Board meeting of each calendar year.

3.01.010.01 **Schedule**

Regular meetings shall be held on the fourth (4th) Tuesday of each calendar month. The November and December meetings shall be combined and held on the date in December as established by the Board.

The starting time for the regular meeting Open Session shall be 1:00 p.m.

3.01.010.02 **Open Sessions**

Each regular meeting will include an Open Session. Open Sessions are for the purpose of discussing in an open forum any matters that are not of confidential nature as permitted by law and are open to the public.

Although the Board is not prohibited from taking testimony at regular meetings on matters not on the agenda which a member may wish to bring before the Board, the Board cannot discuss or take action on such matters at that meeting but may briefly respond, ask a question for clarification, make an announcement, report their own activities, refer the item to staff for follow-up, or place it on a future agenda for discussion and action.

Three (3) minutes may be allotted to each speaker unless extended by the chairperson. A time limit may be imposed on the speaker by the meeting chairperson at their sole discretion.

3.01.010.03 **Closed Sessions**

The Board, General Manager, or District Counsel may schedule a Closed Session as part of any regular meeting. Closed Sessions are for the purpose of discussing confidential matters as permitted by law and are closed to the public.

When requested and called upon, members of the public may provide public comment on any matters appearing on an agenda during open session, including closed session matters.

3.01.010.04 **Agenda Item Order**

The chairperson of the meetings described herein may determine the order in which agenda items shall be considered for discussion and/or action by the Board.