

**AUGUST 24, 2026 - Board of Directors**

Prepared By: Dr. Shawn Granger

Submitted By: Dr. Shawn Granger

Approved By: Rey Trejo

ACTION ITEM

ADMINISTRATIVE CODE REVISIONS FOR SECOND READINGSUMMARY:

The Board will conduct the **second reading and final consideration** of proposed revisions to Articles 2, 3, and 4.5 of the District's Administrative Code. The proposed revisions were developed through a series of meetings by the Board Ad Hoc Committee, consisting of Board President Gary Mendez and Director Art Chacon, with assistance from District staff. The committee reviewed the existing provisions to improve clarity, update governance practices, eliminate redundancies, establish a more logical numbering system, and ensure consistency with applicable law and the Board's intended governance structure.

Key revisions include updates to **Article 2**, governing Board organization and officers, including clarification of officer selection procedures, appointment of Metropolitan Water District representatives, and the duties and responsibilities of Board officers. **Article 3** has been revised to better define the Board's governance role, clarify the respective responsibilities of the Board and the General Manager, strengthen expectations regarding Board conduct, and update provisions related to Board requests for staff assistance and officer responsibilities.

The proposed amendments to **Section 4.5 (Agenda Procedures)** further clarify the agenda development process by establishing a collaborative process between the Board President and the General Manager to develop and finalize Board meeting agendas while reaffirming that agenda authority remains with the Board of Directors. The revisions also clarify procedures for requesting agenda items, Board approval of published agendas, public participation, the handling of special meetings, emergency agenda additions, and compliance with the Ralph M. Brown Act. These changes are intended to promote transparency, improve administrative efficiency, and provide clearer guidance regarding agenda preparation and Board meeting procedures.

This item is presented for **second reading and final consideration**. The Board will have the opportunity to discuss the proposed revisions and consider their adoption. Any amendments approved by the Board will be incorporated into the District's Administrative Code in accordance with the applicable adoption procedures.

FISCAL IMPACTS:

There is no fiscal impact.

ENVIRONMENTAL COMPLIANCE:

Environmental Compliance: This action is administrative in nature and is not subject to environmental review under the California Environmental Quality Act (CEQA).

RECOMMENDED MOTION:

Approve the second reading and adopt the proposed revisions to Articles 2, 3, and Section 4.1 - 4.5 of the Central Basin Municipal Water District Administrative Code, as presented, and authorize the General Manager to take all necessary administrative actions to implement the revisions.

EXHIBITS:

[Administrative Code Changes 2-4.5 - Marked Up.pdf](#)