



**BOARD OF DIRECTORS
EAST BAY MUNICIPAL UTILITY DISTRICT**

375 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

Notice of Time Change

**FINANCE/ADMINISTRATION
COMMITTEE**

**Tuesday, May 26, 2026
9:30 a.m.**

**William “Bill” Patterson Boardroom
375 11th Street
Oakland, CA 94607**

Notice is hereby given that the Tuesday, May 26, 2026 Finance/Administration Committee meeting of the Board of Directors has been rescheduled from 10:00 a.m. to 9:30 a.m. The meeting will be held in the Administration Building William “Bill” Patterson Boardroom at 375 11th Street, Oakland, California.

Dated: May 21, 2026

A handwritten signature in blue ink that reads 'Rischa S. Cole'.

Rischa S. Cole
Secretary of the District

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**BOARD OF DIRECTORS
EAST BAY MUNICIPAL UTILITY DISTRICT**

375 – 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

**AGENDA
Finance/Administration Committee
Tuesday, May 26, 2026
9:30 a.m.
William “Bill” Patterson Boardroom
375 11th Street
Oakland, CA 94607**

Committee Members: Directors Jim Oddie {Chair}, Andy Katz, and Valerie D. Lewis

***** Please see appendix for public participation instructions*****

ROLL CALL:

PUBLIC COMMENT: The Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.

DETERMINATION AND DISCUSSION:

1. Monthly Investment Transactions Report (Skoda)
2. Semi-Annual Internal Audit Report (Gardin)
3. Senate Bill 707 - Draft Telephonic or Internet Disruption Policy (Cole)

ADJOURNMENT:

Disability Notice

If you require a disability-related modification or accommodation to participate in an EBMUD public meeting, please call the Office of the Secretary (510) 287-0404. We will make reasonable arrangements to ensure accessibility. Some special equipment arrangements may require 48 hours advance notice.

Document Availability

Materials related to an item on this Agenda that have been submitted to the EBMUD Board of Directors within 72 hours prior to this meeting are available for public inspection in EBMUD's Office of the Secretary at 375 11th Street, Oakland, California, during normal business hours, and can be viewed on our website at www.ebmud.com.



Finance/Administration Committee Meeting

*EBMUD Board committee meetings will be conducted in person and accessible via Zoom.
These meetings are live streamed on the District's website.*

Online*

<https://ebmud.zoom.us/j/92433162059?pwd=emM4YjRrQTJtK3M0NnAxTDRoVzh5Zz09>

Webinar ID: 924 3316 2059

Passcode: 282322

By Phone*

Telephone: 1 669 900 6833

Webinar ID: 924 3316 2059

Passcode: 282322

International numbers available: <https://ebmud.zoom.us/u/kjdx0Kd06>

*To familiarize yourself with Zoom, please visit <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Providing public comment - *The EBMUD Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.*

- Each speaker is allotted 3 minutes to speak; the Board President has the discretion to amend this time based on the number of speakers
- The Secretary will track time and inform each speaker when the allotted time has concluded
- Comments on **non-agenda items** will be heard at the beginning of the meeting
- Comments on **agenda items** will be heard when the item is up for consideration
- The Secretary will call each speaker in the order received

In person

- Fill out and submit a blue speaker card which is available in the meeting room

Via Zoom

- Use the raise hand feature in Zoom to indicate you wish to make a public comment
<https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-in-a-webinar>
 - If you participate by phone, press *9 to raise your hand
- When prompted by the Secretary, please state your name, affiliation if applicable, and topic

Submitting written comments or materials

- Email written comments or other materials for the Board of Directors to SecOffice@ebmud.com
- Please indicate the meeting date and agenda item number or non-agenda item in the subject of the email. Contact information is optional.
- **Please email by 4 p.m. the day prior to the scheduled regular meeting;** written comments and other materials submitted to the Board of Directors will be filed in the record.

To view the livestream of Board meetings, please visit:

<https://www.ebmud.com/about-us/board-directors/board-meetings/>

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: May 21, 2026
MEMO TO: Board of Directors
THROUGH: Clifford C. Chan, General Manager *CCC*
FROM: Sophia D. Skoda, Director of Finance *SDS*
SUBJECT: Monthly Investment Transactions Report

SUMMARY

In accordance with Policy 4.07 – Investments, staff prepares a monthly transactions report for the Finance/Administration Committee to review and for the Board to consider each month. The Committee will review the April 2026 report at the May 26, 2026 Finance/Administration Committee meeting.

DISCUSSION

Pursuant to Policy 4.07, staff prepares a monthly report of investment transactions (buys, sales, deposits, withdrawals) as well as transactions that occur as a feature of the securities held (interest, calls, maturities). Information on portfolio performance, balances, and other factors is presented in the quarterly investment report.

In April 2026, the portfolio increased from \$593.9 million to \$626.9 million. Net transactions increased the total by \$31.6 million. Interest received added \$1.3 million to the portfolio. Deposits into short-term liquidity funds totaled \$22.2 million and the District withdrew \$28.0 million. No securities were called or sold. Net transactions at the District's commercial bank resulted in an increase of approximately \$37.4 million.

NEXT STEPS

This item will be brought to the Board for consideration at its May 26, 2026 meeting.

CCC:SDS:rlh

Attachment: April 2026 Monthly Investment Transactions Report


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Monthly Investment Transactions Report
April 2026

This report is presented to the Board pursuant to Government Code Section 53607 and in accordance with the District's Investment Policy 4.07.

The attached report details transactions in the District's portfolio as follows:

- **Monthly Investment Transactions Summary** **Page 1**
- **Monthly Investment Activity** **Page 2**
 - Buys Page 3
 - Deposits Page 4
 - Matured Page 5
 - Calls Page 6
 - Sales Page 7
 - Withdrawals Page 8
- **Monthly Interest Activity** **Page 9**
 - Interest Received (Transferred to Wells Fargo) Page 10
 - Interest Received (Reinvested) Page 11


[Sophia Skoda \(May 8, 2026 14:22:24 PDT\)](#)
 Approved by: Sophia D. Skoda, Finance Director

05/08/2026

 Date

SDS:KM:LM



EAST BAY MUNICIPAL UTILITY DISTRICT
Monthly Investment Transactions Summary
April 2026

Portfolio	Beginning Balance*	Monthly Net Transaction Activity	Monthly Interest Activity	Ending Balance
001 - Water System Consolidated	443,268,146	-	816,991	444,085,137
007 - Wastewater Consolidated	100,560,998	-	239,360	100,800,358
049 - Ferc Partnership	2,284,076	-	22,383	2,306,459
009 - BACWA	2,583,980	-	25,322	2,609,302
015 - DERWA	1,142,044	-	11,192	1,153,235
002 - FRWA	1,142,044	-	11,192	1,153,235
014 - IICP	171,879	-	1,685	173,564
010 - UMRWA	73,089	-	715	73,804
003 - Employees Retirement	13,998,088	(5,792,000)	86,172	8,292,260
099 - Wells Fargo**	28,702,281	37,398,972	115,237	66,216,490
Total	593,926,625	31,606,972	1,330,249	626,863,846

* Portfolio balance presented at face value.

**Wells Fargo's month-end available balance per bank statement. Gross amount; not allocated by fund and not included in balances above.
 A portion of the balance in Wells Fargo is swept to a money market fund to increase investment earnings.

Leanne Maloney
 Prepared by: Leanne Maloney, Acctg & Financial Sys Analyst

05/07/2026
 Date

Kevin Ma
 Kevin Ma (May 7, 2026 16:00:41 PDT)

05/07/2026
 Date

Reviewed by: Kevin Ma, Accounting Supervisor

David Glasser

05/08/2026
 Date

Approved by: David Glasser, Controller

Date



EAST BAY MUNICIPAL UTILITY DISTRICT
Monthly Investment Activity
April 2026

Portfolio	Buys	Deposits	Matured	Calls	Sales	Withdrawals	Non-Investment Transactions*	Net Transaction Activity
001 - Water System Consolidated	-	-	-	-	-	-	-	-
007 - Wastewater Consolidated	-	-	-	-	-	-	-	-
049 - Ferc Partnership	-	-	-	-	-	-	-	-
009 - BACWA	-	-	-	-	-	-	-	-
015 - DERWA	-	-	-	-	-	-	-	-
002 - FRWA	-	-	-	-	-	-	-	-
014 - IICP	-	-	-	-	-	-	-	-
010 - UMRWA	-	-	-	-	-	-	-	-
003 - Employees Retirement	-	22,242,000	-	-	-	(28,034,000)	-	(5,792,000)
Investment Activity Total	-	22,242,000	-	-	-	(28,034,000)	-	(5,792,000)
099 - Wells Fargo	-	(22,242,000)	-	-	-	28,034,000	31,606,972	37,398,972
Total	-	-	-	-	-	-	31,606,972	31,606,972

*Non-investment transactions are net receipts and expenditures in Wells Fargo resulting from activities other than investment and interest transactions detailed in this report.

Steven Goodman-Leibof

05/08/2026

Reviewed by: Steven Goodman-Leibof, Principal Mgmt Analyst

Date

Robert L. Hannay

05/08/2026

Approved by: Robert L. Hannay, Treasury Manager

Date



EAST BAY MUNICIPAL UTILITY DISTRICT
Monthly Investment Activity
April 2026

Portfolio Name	Asset Class	Description	CUSIP/Ticker	Trade Date	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
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Buys

No Transactions this Period



EAST BAY MUNICIPAL UTILITY DISTRICT
Monthly Investment Activity
April 2026

Portfolio Name	Asset Class	Description	CUSIP/Ticker	Trade Date	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Deposits										
003 - Employees Retirement	LAIF	LAIF LGIP	LGIP1005	4/10/2026	4/10/2026	N/A	5,517,000	5,517,000	-	5,517,000
003 - Employees Retirement	LAIF	LAIF LGIP	LGIP1005	4/24/2026	4/24/2026	N/A	5,500,000	5,500,000	-	5,500,000
003 - Employees Retirement	LAIF	LAIF LGIP	LGIP1005	4/21/2026	4/21/2026	N/A	11,225,000	11,225,000	-	11,225,000
					Total		22,242,000			
099 - Wells Fargo	Cash	WELLS FARGO Cash	CASH2017	4/30/2026	4/30/2026	N/A	37,514,209	37,514,209	-	37,514,209
					Total		37,514,209			

	59,756,209	59,756,209	-	59,756,209
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EAST BAY MUNICIPAL UTILITY DISTRICT
Monthly Investment Activity
April 2026

Portfolio Name	Asset Class	Description	CUSIP/Ticker	Trade Date	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
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Matured

No Transactions this Period



EAST BAY MUNICIPAL UTILITY DISTRICT
Monthly Investment Activity
April 2026

Portfolio Name	Asset Class	Description	CUSIP/Ticker	Trade Date	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
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Calls

No Transactions this Period



EAST BAY MUNICIPAL UTILITY DISTRICT
Monthly Investment Activity
April 2026

Portfolio Name	Asset Class	Description	CUSIP/Ticker	Trade Date	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Sales										

No Transactions this Period



EAST BAY MUNICIPAL UTILITY DISTRICT
Monthly Investment Activity
April 2026

Portfolio Name	Asset Class	Description	CUSIP/Ticker	Trade Date	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Withdrawals										
003 - Employees Retirement	LAIF	LAIF LGIP	LGIP1005	4/1/2026	4/1/2026	N/A	12,773,000	12,773,000	-	12,773,000
003 - Employees Retirement	LAIF	LAIF LGIP	LGIP1005	4/30/2026	4/30/2026	N/A	15,261,000	15,261,000	-	15,261,000
Total							28,034,000			

28,034,000 28,034,000 - 28,034,000



EAST BAY MUNICIPAL UTILITY DISTRICT
Monthly Interest Activity
April 2026

Portfolio	Total Interest Received	Interest Transferred to Wells Fargo*	Net Interest Activity (Reinvested)**
001 - Water System Consolidated	816,991	-	816,991
007 - Wastewater Consolidated	321,317	(81,957)	239,360
049 - Ferc Partnership	22,383	-	22,383
009 - BACWA	28,493	(3,171)	25,322
015 - DERWA	21,989	(10,797)	11,192
002 - FRWA	20,075	(8,884)	11,192
014 - IICP	5,889	(4,204)	1,685
010 - UMRWA	6,940	(6,224)	715
003 - Employees Retirement	86,172	-	86,172
Interest Transactions Total	1,330,249	(115,237)	1,215,012
099 - Wells Fargo	-	115,237	115,237
Total	1,330,249	-	1,330,249

*Coupon and other interest received; reinvestment unavailable.

**Coupon and other interest payments reinvested in specific portfolio.

Leanne Maloney
 Prepared by: Leanne Maloney, Acctg & Financial Sys Analyst

05/07/2026
 Date

Kevin Ma
Kevin Ma (May 7, 2026 16:00:41 PDT)
 Reviewed by: Kevin Ma, Accounting Supervisor

05/07/2026
 Date

David Glasser
 Approved by: David Glasser, Controller

05/08/2026
 Date




EAST BAY MUNICIPAL UTILITY DISTRICT
 Monthly Interest Activity
 April 2026


Portfolio Name	Asset Class	Description	CUSIP/Ticker	Trade Date	Settlement Date	Maturity Date	Face Amount/Shares	Principal	Interest/Dividends	Total
Interest Received (Transferred to Wells Fargo)										
007 - Wastewater Consolidated	Cash	WELLS FARGO Cash	CASH2017	4/1/2026	4/1/2026	N/A	-	-	81,957	81,957
								Total		81,957
002 - FRWA	Cash	WELLS FARGO Cash	CASH2017	4/1/2026	4/1/2026	N/A	-	-	8,884	8,884
								Total		8,884
009 - BACWA	Cash	WELLS FARGO Cash	CASH2017	4/1/2026	4/1/2026	N/A	-	-	3,171	3,171
								Total		3,171
010 - UMRWA	Cash	WELLS FARGO Cash	CASH2017	4/1/2026	4/1/2026	N/A	-	-	6,224	6,224
								Total		6,224
014 - IICP	Cash	WELLS FARGO Cash	CASH2017	4/1/2026	4/1/2026	N/A	-	-	4,204	4,204
								Total		4,204
015 - DERWA	Cash	WELLS FARGO Cash	CASH2017	4/1/2026	4/1/2026	N/A	-	-	10,797	10,797
								Total		10,797
							-	-	115,237	115,237

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: May 21, 2026

MEMO TO: Board of Directors

THROUGH: Clifford C. Chan, General Manager 

FROM: Barry N. Gardin, Internal Auditor Supervisor 

SUBJECT: Semi-Annual Internal Audit Report

SUMMARY

This report is being provided to the Board in accordance with Policy 4.24 – Internal Audit, which fulfills the Internal Audit standard of independence by stipulating that the Internal Auditor provide the Board with semi-annual reports of the results of audits, investigations, and any other audit-related activities. The policy also provides Internal Audit with the authority and responsibility to immediately report any issues or concerns that warrant immediate Board consideration or attention.

In addition to providing an update on planned audits, this update offers an opportunity for the Board to provide guidance, direction, and input into ongoing audit efforts to ensure they align with the Board's goals, objectives, and priorities. This includes an opportunity to reprioritize audit resources by modifying planned activities, as warranted, to address areas that are of most concern. As prescribed in the policy, any findings identified during audits and resulting recommendations are disclosed to the General Manager. This report will be presented at the May 26, 2026 Finance/Administration Committee meeting.

FISCAL YEAR (FY) 2026 INTERNAL AUDIT ACTIVITIES

During this reporting period, no material findings, control weaknesses, regulatory or legal violations, or other significant areas of exposure requiring immediate Board notification or action have been noted. As described above per Policy 4.24, any issues requiring immediate attention will be brought directly to the Board immediately.

Material Accountability and Inventory Control

A review of inventory and materials to assess accountability and ensure appropriate and authorized use, including an evaluation of materials not accounted for in inventory (expensed items) to determine whether they are accounted for at the appropriate level. Evaluation and analysis of un-inventoried materials is ongoing and expected to be completed in the fourth quarter of FY 2026.

Water Consumption Accountability and Invoicing

Evaluation of previously identified conditions that could result in revenue loss due to unmetered consumption, including water theft and misapplication of fees and charges. Additional field assessments necessary to complete this review are ongoing, with completion expected in the fourth quarter of FY 2026.

Recreation Concessionaire Agreements

A review was conducted to assess vendor compliance with operating and financial provisions of the concessionaire agreements at the Camanche and Pardee recreation areas. This included verifying revenue reporting and payments, compliance with signage and safety requirements, proper accounting for improvement funds, and maintenance of indemnity provisions. The results of this review are expected by the fourth quarter of FY 2026.

IT Security Controls Implementation

The vulnerability assessment of the District's business systems will include an assessment of exposure to cybersecurity attacks as well as a determination of the status of implementation of critical security controls. Efforts are ongoing with results expected to be reported in the first quarter of FY 2027.

Capital Budgeting Expenditure and Controls

A comprehensive review of Capital Budget accountability and expenditures is ongoing. This review determines whether expenditures are consistent with amounts approved by the Board; are properly authorized and documented; are consistent for the authorized project purpose; and whether mid-cycle budget adjustments and transfers are properly authorized, adequately documented, and reported. The results are expected to be reported in the first quarter of FY 2027.

Fleet Administration (Take Home Vehicles)

Evaluation of administration of take-home vehicle assignments is being conducted to confirm that accountability is maintained, eligibility requirements are met, and required vehicle maintenance is completed. The assessment also includes a review of the eligibility criteria. Testing for this audit has been completed, and results will be reported in the fourth quarter of FY 2026.

Follow-up Resolution Compliance

This audit includes follow-up testing to evaluate the efficacy of corrective actions taken to address issues identified during previous audits, including but not limited to Inspection and Permit Fees, Stand-by Pay, Business Classification Codes, and Delinquent Account

Administration. The audit will begin in the fourth quarter of FY 2026 and will be completed in the first quarter of FY 2027.

OTHER AREAS OF CONSIDERATION

During this period, staff raised concerns regarding the accuracy of vendor payments related to inspections fees. An evaluation confirmed discrepancies, resulting in the recovery of approximately \$50,000 in improper charges. Additional procedural controls have been recommended to prevent future occurrences and are pending implementation by staff. Additionally, continued efforts to assess the validity of a previously reported allegation of impropriety are ongoing and are expected to be completed in the fourth quarter of FY 2026.

CCC:BNG

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EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: May 21, 2026

MEMO TO: Board of Directors

THROUGH: Clifford C. Chan, General Manager *CCC*

FROM: Rischa S. Cole, Secretary of the District *RC*

SUBJECT: Senate Bill 707 - Draft Telephonic or Internet Disruption Policy

SUMMARY

Senate Bill 707 (SB 707), enacted in 2025, amends the Ralph M. Brown Act (Brown Act) to expand public access to local agency meetings. The law establishes new requirements for “eligible legislative bodies¹,” including special districts like EBMUD, to approve a policy regarding disruption of telephonic or internet services occurring during the open session of a noticed public meeting subject to the Brown Act. Staff has drafted a policy and procedure to meet this requirement, which will be discussed at the May 26, 2026, Finance/Administration Committee meeting.

DISCUSSION

Under Government Code section 54953.4 (b)(1)(A)(I-II), the Board must adopt a policy by July 1, 2026 to address interruptions to telephone or internet service during Regular Board meetings that provide remote public access. The policy must describe the procedures for recessing and reconvening a meeting if remote access is disrupted and the steps the Board will take to restore service.

If a disruption prevents the public from attending or observing the open session of a Regular Board meeting through the telephonic or audiovisual platform, the Board must recess the open session for at least one hour and make a good faith effort to restore service. The open session may not resume until at least one hour has passed or service has been restored, whichever occurs first.

¹ Government Code section 54953.4 (c)(2)(D) defines “eligible legislative body” to mean any of the following:
(D) The board of directors of a special district that has an internet website and meets any of the following conditions:

- (i) The boundaries of the special district include the entirety of a county with a population of 600,000 or more, and the special district has over 200 full-time equivalent employees.
- (ii) The special district has over 1,000 full-time equivalent employees.
- (iii) The special district has annual revenues, based on the most recent Financial Transaction Report data published by the California State Controller, that exceed four hundred million dollars (\$400,000,000), adjusted annually for inflation commencing January 1, 2027, as measured by the percentage change in the California Consumer Price Index from January 1 of the prior year to January 1 of the current year, and the special district employs over 200 full-time equivalent employees.

If service has not been restored after one hour, the Board must reconvene the open session and adopt a finding by roll call vote, that good faith efforts were made to restore service in accordance with the adopted policy, and that continuing the meeting without remote public access is in the public interest.

These requirements do not apply to meetings held for certain limited purposes, including attending judicial or administrative proceedings, inspecting property, meeting with state or federal officials on legislative or regulatory matters, meeting at or near a District facility to discuss matters related to that facility, or meetings held during an emergency situation under Government Code section 54956.5.

Staff has drafted a policy and procedure (attached) that addresses the Brown Act requirements. The policy and procedure only apply to meetings of the full Board, which is the eligible legislative body and does not apply to Standing Committee meetings.

NEXT STEPS

Staff is seeking feedback from the Finance/Administration Committee on the draft policy. The Board will consider the final policy for adoption at its June 23, 2026 Regular meeting.

CCC:RSC

Attachments: 1. Policy 6.XX – Remote Access to Public Meetings of the Board of Directors
2. Procedure 6XX – Maintaining Remote Access to Public Meetings of the Board of Directors



Policy 6.XX

EFFECTIVE NEW

SUPERSEDES NEW

REMOTE ACCESS TO PUBLIC MEETINGS OF THE BOARD OF DIRECTORS

IT IS THE POLICY OF THE EAST BAY MUNICIPAL UTILITY DISTRICT BOARD OF DIRECTORS TO:

Promote transparency and provide public access and participation in EBMUD open and public meetings in accordance with the Ralph M. Brown Act.

Purpose and Scope To ensure continuity of public access and participation in open and public meetings held by the Board of Directors (Board) the District will utilize telephony, audiovisual platforms, or internet-based services in accordance with § 54953.4(b)(1)(A) of the Government Code.

Responsibilities In any meeting in which the Board is required to provide the public an opportunity to attend via a two-way telephony service or two-way audiovisual platform, the District will implement procedures outlined in Procedure 6XX – Maintaining Remote Access to Public Meetings of the Board of Directors in the event of a disruption of telephony, audiovisual platform, or internet service that prevents the public from attending, observing or providing comment.

Access Disruption In the event telephone, audiovisual platform, or internet services are disrupted during a public meeting, the Board shall recess for at least one hour and make good faith efforts to restore the service. The Board will reconvene the public meeting after one hour when services are restored.

In the event service is unable to be restored after one hour, the Board will reconvene the public meeting and shall adopt a finding by roll call vote, that good faith efforts have been made to restore services and that the public interest in continuing the meeting outweighs the public interest in having remote access.

Exclusions This policy does not apply to the following meetings attended by a majority of Board members:

- Attendance at a judicial or administrative proceeding to which the District is a party;
 - Inspection of real or personal property, provided the topic of the meeting is limited to items directly related to the real or personal property;
 - A meeting with elected or appointed state or federal officials solely to discuss a legislative or regulatory issue affecting the District and over which the federal or state officials have jurisdiction;
 - A meeting in or near a facility owned by the District limited to topics directly related to that facility;
 - A meeting held in an emergency situation pursuant to Government Code Section 59956.5; or
 - A meeting at a location where adequate telephony or internet service is not operational.
-

Authority Resolution No. XXXXX-26, [Month] [Day], 2026

**Remote Access to Public Meetings of the
Board Of Directors**

NUMBER 6.XX

PAGE NO.: 2

EFFECTIVE DATE: 26 MAY 2026

References

Procedure 6XX – Maintaining Remote Access to Public Meetings of the Board of
Directors
Government Code Section 54953.4



Procedure 6XX

MAINTAINING REMOTE ACCESS TO PUBLIC MEETINGS OF THE BOARD OF DIRECTORS

EFFECTIVE	NEW
SUPERSEDES	NEW
LEAD DEPARTMENT	OGM

PURPOSE – To define the roles, responsibilities, and actions for maintaining remote access (telephony, audiovisual platform, or internet service) to public Board meetings and describe actions to be taken when access is disrupted.

Definitions

Two-way telephony service: A telephone service that does not require internet access and allows meeting participants to dial a telephone number to listen and verbally participate in the meeting.

Two-way audiovisual platform: An online platform that provides participants with the ability to participate in a meeting via both an interactive video conference and a two-way telephony service (e.g., Zoom, Microsoft Teams).

Internet services: Applications available through the internet.

Disruption: An interruption or failure of telephony or internet service maintained by or provided to the District of telephony or internet service that prevents the public from attending, observing or providing comment. For the purposes of this Procedure, “disruption” shall not mean (1) an interruption or failure in any telephony or internet service maintained by or provided to a remote meeting participant at their place of participation, or (2) a minor, temporary interruption of audio or video service, such as the temporary inability to unmute a speaker’s microphone or a temporary loss of screen sharing, provided no Board deliberation or action takes place during the temporary interruption.

Responsibilities

In any meeting in which the Board is required to provide the public with an opportunity to attend via a two-way telephony service or two-way audiovisual platform, the District will implement the following procedures in the event of a disruption of service:

Board President

- Receives confirmation from the Secretary of the District that a disruption has occurred that prevents the public from attending, observing, or providing comment
- Announces that a disruption has occurred
- Declares that the meeting shall be recessed for at least one (1) hour
- After one (1) hour, receives a status update from the Secretary of the District to determine if service has been restored
- If service has not been restored after a good faith attempt by staff to restore service:
 - Reconvenes the meeting
 - Announces the following findings:
 - Good-faith efforts were made by staff to restore service, and
 - The public interest in continuing the meeting without two-way telephony service or two-way audiovisual platform service outweighs the public interest in remote public access to the meeting
 - Calls for a roll call vote to adopt the findings
 - Proceeds with the agenda items only after the findings are adopted

Secretary of the District

- Confirms with the audio-visual technician that a disruption has occurred
- Provides confirmation to the Board President
- Records the time and nature of the disruption in the meeting minutes
- Records the Board President's announcement of a recess in the meeting minutes
- Updates the District's Public Meetings webpage and posts written notice at the meeting location about the service disruption, noting the start time and expected restoration time (which shall be at least one (1) hour after the meeting was recessed)
- Works with the Information Systems Department (ISD) to restore service
- Tracks the one-hour recess period and advises the Board President when it is concluded
- Records staff's efforts to restore service in the meeting minutes
- Records the roll call vote to adopt the findings above and continue the meeting in the meeting minutes

General Counsel

- Prepares language for the Board President to announce required findings

Board Members

- Pause discussion and deliberations immediately upon disruption
- Remain available during the recess period
- Participate in roll call vote after one (1) hour if service is not restored
- Evaluate and vote on findings:
 - Good-faith efforts to restore service
 - Public interest determination
- Refrain from continuing agenda items until findings are adopted

ISD Staff

- Remain in communication with the Secretary of the District during the meeting
- Monitor platform(s) for disruption (audio, video, call-in, internet)
- Immediately notify Secretary of disruption
- Diagnose cause of disruption (network, platform, hardware) and determine if it is within District control
- Identify whether disruption affects:
 - Broadcast
 - Public comment participation
- During any recess:
 - Troubleshoot audio/video systems
 - Implement fixes (network reset, platform restart, rerouting, etc.)
 - Restart or reconfigure platform if needed
 - Test two-way telephony and audiovisual functionality
 - Provide status updates to the Secretary
 - Confirm whether service is fully restored or not
 - Confirm whether public access is restored
 - Document actions taken to demonstrate good-faith efforts to restore service

The District will update this procedure as needed to reflect changes in technology or legal requirements.

**Maintaining Remote Access to Public Meetings of
the Board of Directors**

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References

Policy 6.XX – Remote Access to Public Meetings of the Board of Directors
Government Code Section 54953.4

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