

MEMORANDUM

TO: RPBCWD Board of Managers

FROM: Terry Jeffery, Administrator

DATE: October 19, 2023

RE: Board of Managers Workshop 2024 Calendar

ISSUE: Has the practice of holding two meetings a month resulted in a more efficient use of manager, consultant, and staff time?

BACKGROUND: In December of 2022, the Board of Managers (BOM) resolved to hold a second meeting every month specifically for the purpose of workshops. The reasoning behind this scheduling change was that it would provide increased efficiency at the regular meeting of the BOM, result in fewer items being removed from the consent agenda, and would reduce the length of discussion on various agenda items. This efficiency would lead to a net reduction in time dedicated to meetings of the Board of Managers. This efficiency was not realized. In fact, more time has been dedicated to board meetings in 2023 than in 2022.

In the calendar year 2022, the Board of Managers met 24 times or an average of 2x/month. The average meeting length was just under three and one-half hours. From January 1, 2023, through October 4, 2023, the Board of Managers met 26 times and the average length of meeting increased by 33 minutes, supporting the assertion that the anticipated efficiencies were not realized. See table 1.

	2022	2023
AVG Length of Regular Meetings	3h27m	4h00m
Total Number of Meetings Held	24	26
Total Time Spent in All Meetings	46h30m	53h13m
Continuations Held	5	8
Special Meetings Held	6	0

Table 1. Comparison of meetings of the BOM 2022 vs 2023 (2023 only through Oct 4, 2023)

The convening of a second meeting every month has resulted in a significant increase in staff time dedicated to the administration of meetings as everything needs to be performed twice: notifications, packet assembly, meeting hosting, meeting recordings, post-processing of recordings, uploading to the YouTube channel and to the standing MDPA request folder, and recording and reviewing of minutes all need to be performed a second time.

The financial implications are not negligible either. For every hour the board meets, the RPBCWD incurs \$536 in consulting fees. Through October 4, 2023, the District has already spent \$3,618 more in consultant fees for board meetings than in all of the 2022 calendar year.

Lastly there is work/life balance for staff as well as managers. Staff who are responsible for the logistics of board meetings are obligated to be at work for the 8 to 10 days book-ending the meeting. This is 16 to 20 days that need to be worked around to plan vacations, time with families, etc. With this schedule, the largest contiguous block of time an employee could expect to have would be the Saturday after a board meeting to the Sunday before the workshop, or nine days. This assumes that there are no continuations or special meetings and that the meetings adhere to the schedule of meeting on the first Wednesday and third Thursday of the month.

RECOMMENDATION: Given that the anticipated efficiencies were not realized and giving consideration to costs born by the district as well as ancillary costs for staff, it is my recommendation that the RPBCWD no longer hold a second workshop each month but, instead, resume holding workshops before the regularly scheduled board meetings as needed as has been the practice prior to this year.