

**Policy Number: 4.7.0**

**Title: ADMINISTRATIVE – Public Access to Board Packages**

**Introduction:** This policy establishes the procedure for providing members of the public with copies of the information packages associated with a Board of Directors meeting.

**Ends:** It is the desire of the Board of Directors to provide copies of the informational packages associated with Board meetings to any member of the general public for their review. It is however recognized that providing copies of this information in advance of a meeting has some logistical problems. It is often necessary to change information that is included in the packages and those changes can come as late as the beginning of the meetings. If the District provided the public with advanced copies of the information packages, and there were changes, additions or deletions to that document, then the District would need to redistribute those changes to each member of the public who received an advance copy.

To accommodate public interest, the District will make available for review a copy of the information packet at the District office in addition to posting on the District web site. At the same time as the distribution to the Directors, this packet will be available for review only and shall not be removed from the District office. This notwithstanding, the District shall mail a copy of the agenda or copies of all the documents in the agenda packet, to any person who has filed a written request for such materials. The mailed copies of the agenda, or agenda packets, shall be mailed at the time the agenda is posted. The District will establish a fee to recover the cost of providing the service. Failure of the requesting person to receive the agenda does not constitute grounds for invalidation of actions taken at the meeting.

The District may delete from the review copy and from any copies mailed to members of the general public who file a written request any information that is not subject to the disclosure requirements of the California Public Records Act, Government Code Sections 6250 et seq.

**Responsibility:** The General Manager shall be responsible for the implementation of this policy.