This brief is being provided to inform the Board, staff and public of the details of an agenda item that requires action from the Board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:**March 9, 2021

**Originator:** Cary Curtis

**Purpose**: Proposed Policy 1040 - Correspondence to the Board

**Supporting Documents Included: Yes**  - Proposed Policy 1040

**Desired Action by the Board:**  First reading by the board of new Policy #1040 Correspondence to the Board. The board may choose to waive the second reading and adopt recommendation as presented. Current policy requires a 3/5th majority affirmative vote of the entire membership of the board to adopt this policy.

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1. **Description:**

This new policy is intended to establish guidelines for the handling and control of correspondence addressed to the District Board. The Policy was drafted verbatim from the current CSDA Policy template, with minor amendments from GM CSD Staff.

1. **Reason for Recommended Board Action -** (*Consider compliance, cost savings, fixing a problem*):

There is currently no GM CSD Policy on this topic and the Policy Committee recommends that one is

adopted to ensure appropriate handling of correspondence to the board.

1. **Anticipated Impacts to the District (negative and/or positive) -** (*Consider financial impact, change in procedures, customer and staff communication and effect if recommendations are not adopted*):

Positive control, accountability, and tracking of board correspondence.

1. **Anticipated Impacts to the Customer –** *Standby, Residential, Commercial***:**

None anticipated.

1. **Recommendation (s):**

Review new Policy #1040 with a recommendation that the board accept the new Policy.

**POLICY TITLE: Correspondence to the Board**

**POLICY NUMBER: 1040**

1040.1 All written or electronic correspondence addressed to the Board of Directors is to be sent to the District office. Copies of the written or electronic correspondence and written responses in reply thereto, if any, shall be distributed to each member of the Board, together with the next regular agenda or at the next regular meeting of the Board, depending on date of receipt or response. This correspondence should be presented by the Board Secretary, with a summary of recommended or taken action.

Individual Board members may receive correspondence addressed to him or her in their official capacity. However, Board members are not permitted to use agency resources for sending or receiving personal correspondence.