

BASTROP COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT NO. 2

POLICY FOR PREPARATION OF BOARD MEETING AGENDAS

Bastrop County Water Control and Improvement District No. 2 (the “District”) is a political subdivision of the State of Texas. In order to conduct a meeting of the Board of Directors, the District must comply with Chapter 551 of the Texas Government Code (the “Open Meetings Act”), which includes the posting of notices of Board meetings for public inspection.

This policy is written to provide a framework for the preparation of the meeting agendas. In the event any provision of this policy conflicts with the Open Meetings Act, the provisions of the Open Meetings Act shall apply.

District agendas shall be prepared as follows:

1. The District’s staff shall prepare a draft of the District meeting agenda and provide the draft agenda to the President of the Board of Directors and General Manager no later than 7 days prior to the date of the Board meeting.
2. Any Director may request an item(s) be included on the agenda provided such request is received no later than 5 days prior to the date of the Board meeting. The President may seek clarification of the request, if necessary, before deciding on the placement of any requested agenda item on the agenda.
3. A member of the public may request an item be included on the agenda. The request to be on the agenda must include the following:
 - a. The request must be in writing.
 - b. The request must be received by District staff at the District’s offices at least 8 days prior to the date of the Board meeting.
 - c. The request should include as much information as possible regarding the subject matter to be discussed with the Board. If the request is for specific information about the District and its activities, such information should be provided in the request so that the Board and General Manager will be able to prepare for the agenda item.
 - d. The written request will be presented to the President to determine if the request is in accordance with this policy.
 - e. The President will review the request and may instruct the District’s staff to request additional information from the member of the public to clarify the request.
 - f. In the event additional information is needed, the request will be deferred to the following month’s agenda.
 - g. If a member of the public is coming to the Board to request a variance from the District’s rules and regulations, the Board respectfully requests that any

issues be first worked out at the staff level. Only in the event an agreement cannot be reached at the staff level should the matter come before the Board.

- h. The President may limit the number of items on a single agenda added in response to requests from members of the public. The District hereby confirms that it will not discriminate against members of the public should it become necessary to limit requests from the public on a single agenda.
4. The President, with input from the General Manager, shall review the agenda and make changes/additions/deletions as necessary. The President, with input from the General Manager, reserves the right to add, revise, or delete agenda items as necessary in order to conduct the necessary business of the District in an orderly manner.
5. The agenda shall be filed with the county clerk, posted on the District's website and posted on the bulletin board in the District at least 72 hours prior to the Board meeting in compliance with the Open Meetings Act.