



<b>Title</b>	<b>Ad-Hoc Analysis: Alternative Strategies to Agenda Preparation and Review Activities</b>
<b>Purpose</b>	To determine if Valley Water could potentially streamline Committee Agenda processing.
<b>Scope</b>	<ul style="list-style-type: none"> <li>• Valley Water agenda review and approval workflow process</li> <li>• Two public agencies (to collect information on Committee agenda review and approval processes)</li> </ul>
<b>Work Plan</b>	<ol style="list-style-type: none"> <li>1. Identify and contact other public agencies subject to Brown Act requirements related to Committee agenda processing (e.g. review and approval workflow).</li> <li>2. Identify the number of days required to post items on the agenda and to submit documentation, and when agenda folders/packets are sent to Committee members.</li> <li>3. Assess issues/risks to continue Valley Water Committee agenda review and approval process.</li> <li>4. Present the results to the Board Audit Committee.</li> <li>5. Prepare draft memo (to be referred to as a letter report).</li> <li>6. Board Audit Committee review.</li> <li>7. Finalize the letter report.</li> </ol>
<b>Timeframe for Completion</b>	5 days of audit work, spanning 15 days, to begin upon completion of the grants and employee hiring review.
<b>Project Risks</b>	None anticipated.