

**FAIRFAX WATER**  
**Minutes of Board Retreat Planning Committee Meeting**  
**May 5, 2025**

At 5:30 p.m. on Monday, May 5, 2025, a Meeting of the Fairfax Water Board Retreat Planning Committee was held at the Bill G. Evans Boardroom at 8570 Executive Park Avenue, Fairfax, with the following in attendance:

**Committee Members:** Colleton, Dotson, Ginyard-Jones (Chair)

**Other Members:** Begovich, Day

**Wholesale Representative:** N/A

**Staff:** Brown, Hedges, Kingsbury

**Counsel:** N/A

**Others:** N/A

Upon separate motions duly made, seconded, and unanimously carried, unless otherwise noted, the following actions were taken:

**Approval of Minutes**

The Committee unanimously approved the minutes of the March 3, 2025, Meeting.

**Review Feedback from Board Retreat**

Chair Ginyard-Jones noted that the final report from the consultant summarizing the benchmarking effort and retreat discussion would be forthcoming soon. She also noted that feedback on the retreat from several Members was shared in the meeting materials. The Committee discussed feedback on the retreat conducted in March.

**Discussion of Opportunity Areas**

Chair Ginyard-Jones provided an overview of a table prepared to facilitate the Committee's discussion for the remainder of the meeting. The table included the opportunity areas identified by the consultant, observations, and further context from the retreat. Chair Ginyard-Jones led a discussion of the Opportunity Areas.

The Committee voted to recommend to the Board that it hold a retreat every year (Opportunity Area #1). The Committee further recommended that the retreat be held in the first quarter of the calendar year and that the date be coordinated and selected in September of the year preceding to ensure all Members would be able to attend. The Committee further discussed that the need for a facilitator would be determined each year depending on the issues identified for the retreat agenda.

The Committee discussed Opportunity Area #2 at length (Define Board officer and committee chair terms, including limits for consecutive terms) and concluded that this item warranted further discussion.

The Committee discussed reducing the number of standing committees and moving to a work session model (Opportunity Area #3) at length and determined that the issue warranted further discussion prior to developing a recommendation. Ms. Colleton was tasked with preparing a framework to facilitate further discussion.

The Committee discussed the need for and benefits of a Code of Conduct (Opportunity Area #4). Chair Ginyard-Jones will develop and present a Code of Conduct for the Board's discussion and consideration at a future meeting.

The Committee discussed development of a Board Ethics Policy (Opportunity Area #5). The Committee discussed existing statutory ethics requirements and determined that this opportunity area should be tabled for future discussion and recommendation. The Committee agreed that an annual refresher on state and local ethics laws would be beneficial and could occur at the annual retreat or another scheduled Board meeting.

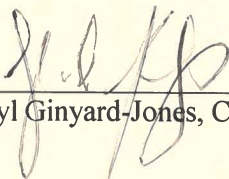
The Committee discussed developing guidance on Board participation and attendance (Opportunity Area #6) and that such guidance could be incorporated within a Board Code of Conduct or the By-laws.

The Committee discussed reviewing and updating the General Manager's appropriation authority (Opportunity Area #7). Ms. Hedges discussed the misalignment between the General Manager's contract authorization limit which was recently revised by the Board, and the General Manager's appropriation authority which has not been updated since the 1990s. Ms. Hedges noted that staff would bring a recommendation forward to revise the General Manager's appropriation authority for the Board's consideration at a future meeting.

The Committee discussed identifying and utilizing a parliamentary procedure for conducting Board and Committee meetings (Opportunity Area #8). The Committee agreed further discussion was required on this item.

### **Adjournment**

There being no further business, the Meeting was adjourned at 6:59 p.m.

  
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Cheryl Ginyard-Jones, Committee Chair