

To View Live Meetings - option 1

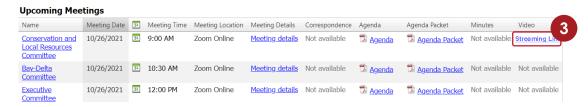
1 In an internet browser, go to https://www.mwdh2o.com



2 | Scroll down, and select Learn More, under Board Meetings & Agenda.



3 When meetings are live, click on Streaming Link.







To View Live Meetings - option 2

1 In an internet browser, go to https://www.mwdh2o.com



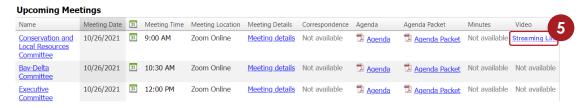
2 Click on the menu, at the top of the page.



- 3 Click on Board of Directors.
- 4 Click on Meeting Livestream.

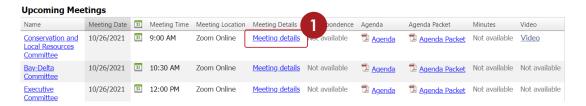


5 When meetings are live, click on Streaming Link.



To View Agenda Items

1 Click on the PDF Agenda and Agenda Pack, or click on Meeting Details.







To Access Board Document Archives

1 In an internet browser, go to https://www.mwdh2o.com



2 Click on the menu, at the top of the page.



- 3 Click on Board of Directors.
- 4 Click on Documents & Meeting Archives.



Note: This database only contains archives from 1928 to June 30, 2021. For archives from July 1, 2021 to present, skip to **Step 7**.

- 5 Enter Keyword(s) (ex. Delta Conveyance, etc) to begin your search.
- 6 Click *P*.



7| For archives from July 1,2021 to present only, click on here.

The board letters in the archive recommend an action to be taken by the Board. The Board may take an action different than the recommendation in the board letter. The Board meeting minutes will reflect the actual action taken by the Board on an item.

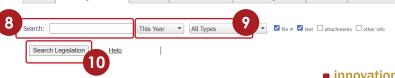
Note: Submitted It of Responses are currently only available from January 2018 forward. This database coptains are available here.

For comments or information please contact The Board Support Team.

Find search instructions here.

- 8 Enter Keyword(s) (ex. Delta Conveyance, etc) to begin your search.
- 9 Select Time Period (ex. 2021, Last Month, etc.) and/or Criteria (ex. Board Report, Minutes, etc.) to narrow down results.

 Home Search Agenda Items Calendar Board of Directors Other Meetling Bodies Members Archived Meetlings
- 10 Click Search Legislation.





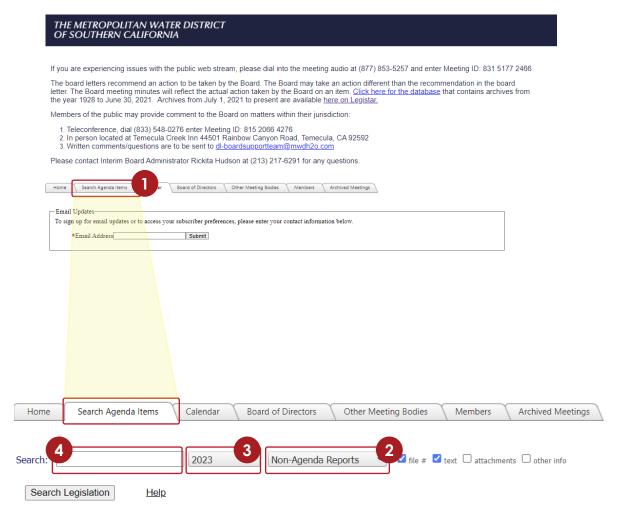
To View Archived Videos

1 Click on Archived Meetings.



To Search Categories of Documents

1 From the Calendar page of Legistar, click on "Search Agenda Items" from the "Upcoming Meetings" section .



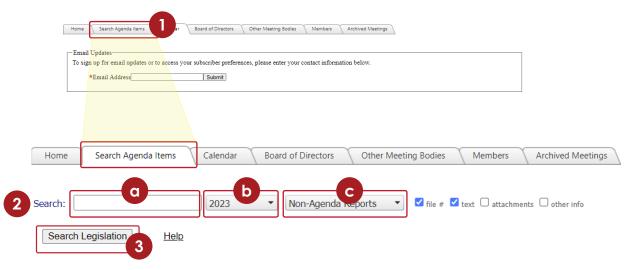
- 2| Select *category* from the drop-down menu.
- 3 | Select date range from the drop-down menu.
- 4 Include key word/phrases from the title if you want to narrow your search.





Search For Non-Agenda Items in the Board's "Calendar" page on H2O

1 From Legistar's Calendar page, click on "**Search Agenda Items**" (located on the upper section of the screen, above the "Upcoming Meetings")



2 Once the "Search Agenda Items" screen is open, use the "Search" tools to select from the drop-down menus.

Note: you can also choose to narrow your search by the year and include a key word or phrase from the title.

- a Add keywords or leave blank in the first field.
- b Choose a specific "Year" or select "ALL".
- c Choose "Non-Agenda Reports".
- 3 Click "Search Legislation".

The following are examples of some common "Non-Agenda" reports:

- Organizational Membership of the Metropolitan Water District of Southern California
- Real Property Quarterly Report
- Treasurer's Monthly Report
- Report of Professional Services Agreements of the Fourth Quarter
- Report of Contracts for Equipment, Materials, Supplies, and Routine Services of \$250,000 or Above for the 4th Quarter
- Desert Housing Maintenance Report Quarter
- Swap Quarterly Report
- Combined Annual Benefit's Financial Report
- General Counsel Quarterly Report

