

MEMO

TO: Board of Directors
FROM: District Manager
DATE: November 26, 2008
SUBJECT: COMMITTEE APPOINTMENTS FOR 2009

RECOMMENDATION:

It is recommended that the Board of Directors review the membership of existing committees, make any changes or appointments deemed appropriate, and by motion of the Board approve committee assignments for calendar year 2009.

BACKGROUND:

Resolution No. 20 (03-04) adopted by the Board of Directors on March 4, 2004, established policies relative to committee procedures. See Attachment 1. Resolution No. 21 (03-04) also adopted on March 4, 2004 established three (3) standing committees for the Board of Directors. See Attachment 2. The three (3) standing committees are: Environmental Committee, Facilities and Planning Committee, and Finance Committee. In addition to the aforementioned three (3) established standing committees, your Board has also established two (2) ad hoc committees. Ad hoc committees are not defined as a "Legislative Board" pursuant to the Ralph M. Brown Act. Pursuant to California Government Code Section 54962(b), ad hoc advisory committees are exempt from Brown Act requirements because they are comprised solely of less than a quorum of the members of the San Lorenzo Valley Water District Board of Directors, and are charged with accomplishing a specific task within a limited period of time. On December 15, 2005 your Board established the FLOW Advisory Committee. The FLOW Advisory Committee is comprised of two (2) Board members for the purpose of liaison and communications between the District and Friends of Locally Owned Water, Felton (FLOW) relative to the potential acquisition of Cal-Am. On February 15, 2007 your Board established the Personnel Committee. The Personnel Committee is comprised of two (2) Board members for the purpose of reviewing the District's position classifications and overall staffing requirements.

Current committee assignments are as follows:

Standing Committees:

Environmental Committee
Facilities and Planning Committee
Finance Committee

Prather (C), Nelson, McPherson
Prather, Rapoza (C), Vierra
Prather, Rapoza, Vierra (C)

Ad Hoc Committees:

FLOW Advisory Committee
Personnel Committee
Santa Margarita Groundwater
Basin Advisory Committee

Nelson (C), Prather
Prather (C), Vierra
Rapoza, Nelson (Alternate)

It is recommended that the President of the Board, with concurrence of the Board of Directors, take the following actions:

- 1) Review appointments to the three (3) standing Committees and make any changes and/or appointments deemed appropriate for calendar year 2008.
- 2) Abolish the FLOW Advisory Committee
- 3) Review appointments to the ad hoc Personnel Committees and make any changes and/or appointments deemed appropriate of calendar year 2008.



James A. Mueller
District Manager

JAM/bsb

Attachments

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 20 (03-04)

SUBJECT: POLICY FOR COMMITTEE ASSIGNMENT PROCEDURES

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District adopted Resolution No. 8 (00-01) entitled "Policy for Committee Assignment Procedures"; and

WHEREAS, the Board of Directors has determined a need to amend the established policies and procedures for committee assignments; and

WHEREAS, the Board of Directors has determined that the amended Policy for Committee Assignment Procedures shall supersede and cancel all prior policies;

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that it is the policy of the Board, until such policy shall be amended or rescinded, as follows:

- 1. The purpose and intent of the committee structure is to provide for a more thorough and detailed discussion and study of prospective or current matters pertaining to the District and save time at regular Board of Directors meetings. The specialized skills and interests of individual Board members can be utilized to their fullest advantage.**
- 2. Standing committees shall be defined as any committee which has continuing jurisdiction over a particular subject matter. Standing committees shall be created by resolution of the Board of Directors.**
- 3. Ad hoc committees shall be defined as any committee which is charge with accomplishing a specific task within a limited time period. The President of the Board may establish ad hoc committees as necessary with concurrence of the Board of Directors. Ad hoc committees shall terminate upon completion of designated assignments.**
- 4. A maximum of three (3) Board members may be appointed by the President of the Board, or Vice-President operating in the President's absence, to each standing and ad hoc committee, with concurrence of the Board of Directors. The President shall designate a Chairperson for each committee.**
- 5. Committees so appointed shall include only Directors of the District.**
- 6. The appointed Chairperson shall select such staff and consultants as is**

deemed necessary or appropriate to facilitate the committee's operation, subject to full Board ratification.

7. Committees shall meet as needed to facilitate the committee's operation. Committee meetings may be called by the committee Chairperson, any two-committee members, or at the request of the District Manager, with regard to prospective or current issues pertaining to the committee's applicable subject matter.

8. Committees of the Board of Directors may qualify as a "legislative body" as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act (California Government Code Section 54950 et seq.). All meetings of committees of the Board of Directors, which are defined as a "legislative body" as that term or its successor terms are defined in the Ralph M. Brown Act shall be open to the public, except when convened in Closed Session as authorized under provisions of the Ralph M. Brown Act.

9. The District Secretary shall be responsible for the posting of a written agenda for all meetings of a committee of the Board of Directors when said committee is defined as a "legislative body" as that term or its successor terms are defined within the meaning of the Ralph M. Brown Act (California Government Code Section 54950 et seq.). The District Secretary shall satisfy the appropriate notice requirements in accordance with the applicable provisions of the Ralph M. Brown Act.

10. Unless authority to perform a duty is expressly delegated by the Board of Directors to a committee, each committee's sole function shall be to make recommendations to the Board for action or for establishment of policy, with regard to the specific issues the committee was formed to address.

11. Any committee may be dissolved by the President, subject to ratification by the Board of Directors.

12. Committee member appointments shall be reviewed at the first Board of Directors meeting in December of each calendar year.

13. Board member reimbursement for expenses incurred for committee work shall be through the submittal of the Expense Reimbursement Claim, attached hereto, within 90 days of the committee meeting, subject to ratification by the Board through current bill payment procedures.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 4th day of March, 2004, by the following vote of the members thereof:

AYES: Rapoza, Nelson, Prather, Vieira, Ross

NOES: None

ABSENT: None



District Secretary
San Lorenzo Valley Water District

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. 21 (03-04)

**SUBJECT: SAN LORENZO VALLEY WATER DISTRICT BOARD OF DIRECTORS
STANDING COMMITTEES**

WHEREAS, the Board of Directors of the San Lorenzo Valley Water District adopted Resolution No. 20 (03-04) entitled "Policy for Committee Assignment Procedures"; and

WHEREAS, said resolution states that standing committees of the Board of Directors shall be established by resolution; and


WHEREAS, the Board of Directors of the San Lorenzo Valley Water District has determined a need to establish three (3) standing committees; Facilities and Planning Committee, Finance Committee and Environmental Committee; and

WHEREAS, the Board of Directors has determined that said standing committees shall supersede and cancel all prior San Lorenzo Valley Water District Board of Directors standing committees;

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the San Lorenzo Valley Water District that the following standing committees of the San Lorenzo Valley Water District Board of Directors are hereby established; Facilities and Planning Committee, Finance Committee and Environmental Committee.

PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 4th day of March, 2004, by the following vote of the members thereof:

AYES: Rapoza, Nelson, Prather, Vierra, Ross
NOES: None
ABSENT: None



District Secretary
San Lorenzo Valley Water District