

M E M O

TO: Board of Directors
FROM: District Manager
SUBJECT: PUBLIC RELATIONS COMMITTEE
DATE: January 15, 2010

RECOMMENDATION:

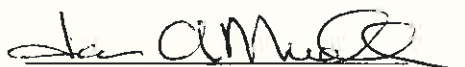
It is recommended that the Board of Directors review this memo, approve the attached resolution which creates and adds a Public Relations Committee to the District's established standing committees, and approve the Public Relations Committee assignments for calendar year 2010.

BACKGROUND:

At the January 7, 2010 Board of Directors meeting, your board discussed establishment of a Public Relations Committee. The proposed Public Relations Committee would be designated as a standing committee pursuant to the Brown Act. Resolution No. 20 (03-04) adopted by the Board of Directors on March 4, 2004 establishes policies relative to committee procedures. See Attachment 1.

At the conclusion of the January 7, 2010 Board of Directors meeting, your Board directed staff to undertake actions necessary to establish a Public Relations Committee. Further, your Board directed staff to prepare a statement of purpose for each established standing committee. The statement of purpose is attached as Exhibit A to the resolution proposed for adoption.

It is recommended that the Board of Directors review this memo, approve the attached resolution which creates and adds the Public Relations Committee to the Districts established standing committees, and approve the Public Relations Committee assignment for calendar year 2010.



James A. Mueller
District Manager

JAM/bsb

SAN LORENZO VALLEY WATER DISTRICT

RESOLUTION NO. (09-10)

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 the need to establish four (4) standing committees; Facilities and Planning Committee, Finance Committee, Environmental Committee and Public Relations Committee; and

WHEREAS, the Board of Directors has determined that the powers and duties of each standing committee is to act in an advisory capacity and make recommendations to the Board for any action or the establishment of policy; and

WHEREAS, the Board of Directors has determined that the purpose of said standing committees shall be in accordance with and based upon the Statement of Purpose and Function hereto attached as Exhibit A and incorporated herein by reference; 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, Environmental Committee and Public Relations 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 21st day of January, 2010, by the following vote of the members thereof:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

B. Barchi, District Secretary
San Lorenzo Valley Water District

EXHIBIT A

RESOLUTION NO. (09-10)

SAN LORENZO VALLEY WATER DISTRICT

STATEMENT OF PURPOSE AND FUNCTION STANDING COMMITTEES

1. STANDING COMMITTEES

There shall be established the following standing committees. Each standing committee shall have a specific statement of purpose and function, which shall be periodically re-examined by the Board of Directors. Standing Committees shall have no power or authority to commit the District or to take any binding action on behalf of the Board of Directors. Each standing committee shall identify and develop a scope of work, within the jurisdiction and area of responsibility, as designated by the Board of Directors. Standing committees shall hold meetings at such times as deemed necessary by consensus of the committee members.

A. FACILITIES AND PLANNING COMMITTEE

The Facilities and Planning Committee shall have the following purposes and functions:

1. Act in an advisory capacity and make recommendations to the Board of Directors upon request in all matters pertaining to the Districts strategic master planning activities and capital improvements.
2. Act in an advisory capacity and make recommendations to the Board of Directors regarding the development of short and long range programs, activities and improvement projects.
3. Act in an advisory capacity and make recommendations to the Board of Directors regarding the District's Capitol Improvement Program.

B. FINANCE COMMITTEE

The Finance Committee shall have the following purposes and functions:

1. Act in an advisory capacity and make recommendations to the Board of Directors upon request in all matters pertaining to the Districts financial activities.
2. Act in an advisory capacity and make recommendations to the Board of Directors regarding annual audit.
3. Act in an advisory capacity and make recommendations to the Board of Directors regarding the setting of financial priorities and fiscal reserves.
4. Act in an advisory capacity and make recommendations to the Board of Directors regarding the annual budget.
5. Act in an advisory capacity and make recommendations to the Board of Directors regarding rates and fees.
6. Act in an advisory capacity and make recommendations to the Board of Directors regarding investment activities.

C. ENVIRONMENTAL COMMITTEE

The Environmental Committee shall have the following purposes and functions:

1. Act in an advisory capacity and make recommendations to the Board of Directors upon request in all matters pertaining to the Districts environment and natural resources.
2. Act in an advisory capacity and make recommendations to the Board of Directors in the development of policies, programs and activities which could have an impact on the environment.
3. Act in an advisory capacity and make recommendations to the Board of Directors in the development of a watershed master plan.

D. PUBLIC RELATIONS COMMITTEE

The Public Relations Committee shall have the following purposes and functions:

1. Act in an advisory capacity and make recommendations to the Board of Directors upon request in all matters pertaining to the Districts public relations.
2. Act in an advisory capacity and make recommendations to the Board of Directors regarding the development of short and long range public relations goals.
3. Act in an advisory capacity and make recommendations to the Board of Directors regarding District communication programs and activities.

2. STAFF ASSIGNMENTS TO COMMITTEES

The District Manager shall designate staff for each standing committee, who shall prepare the agenda, provide proper notice and provide administrative support to the committee.

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.

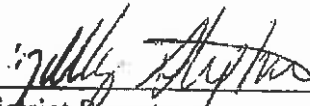
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PASSED AND ADOPTED by the Board of Directors of the San Lorenzo Valley Water District, County of Santa Cruz, State of California, on the 4th day of March, 2004, by the following vote of the members thereof:

AYES: Rapoza, Nelson, Prather, Vierra, Ross

NOES: None

ABSENT: None



District Secretary
San Lorenzo Valley Water District