

M E M O

TO: Board of Directors

FROM: District Manager

DATE: December 9, 2005

SUBJECT: COMMITTEE APPOINTMENTS FOR 2006

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 2006.

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. In addition, at the March 4, 2004 Board of Directors meeting your Board took action to amend established Committees for the Board of Directors (Resolution No. 21 (03-04) San Lorenzo Valley Water District Board of Directors Standing Committees)). See Attachment 2.

Current committee assignments are as follows:

Standing Committees:

Environmental	Prather (C), Nelson, Ross
Facilities and Planning	Prather, Rapoza (C), Vierra
Finance	Prather, Rapoza, Vierra (C)

Ad Hoc Committees:

Cal-Am Acquisition	Rapoza, Ross
Special Counsel Advisory	

Santa Margarita Groundwater	Rapoza, Nelson (Alternate)
Basin Advisory Committee	Rapoza, Ross

At the November 18, 2002 Board of Directors meeting, your Board created an Ad-Hoc Cal-Am Acquisition Committee (Dirs. Rapoza and Ross). The stated purpose of said Committee was to meet with Santa Cruz County representatives and other groups relative to the development of a process for the potential acquisition of California-American Water Company, Felton District (Cal-Am). With the approval of the Joint Facilities Agreement by and between the County of Santa Cruz and San Lorenzo Valley Water

District, establishment of Community Facilities District No. 1 (Felton) and passage of Measure W authorizing the levy of a special tax, the potential acquisition process has successfully been developed and established. The Ad-Hoc Cal-Am Acquisition Committee has completed their work and the Committee should be deemed expired.

At the September 1, 2005 Board of Directors meeting, your Board created an Ad-Hoc Special Counsel Advisory Committee (Drs. Rapoza, Ross). The stated purpose of said Committee was to produce a recommendation to the Board of Directors relative to the procurement of the services of a law firm to serve a Special Acquisition Legal Counsel to the District relative to the potential acquisition of Cal-Am. The Committee has made a recommendation to your Board. Should your Board authorize the engagement of Special Acquisition Legal Counsel, the Ad-Hoc Special Counsel Advisory Committee will have completed their work and the Committee should be deemed expired.

Staff is recommending that your Board create a new Ad-Hoc Advisory Committee 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.

The proposed FLOW Liaison Advisory Committee would not be defined as a "Legislative Body" pursuant to the Ralph M. Brown Act. Pursuant to California Government Code Section 54952(b), the proposed Committee would be exempt from Brown Act requirements because it would be comprised solely of less than a quorum of the members of the San Lorenzo Valley Water District Board of Directors, and it is charged with accomplishing a specific task within a limited period of time. Therefore, the proposed FLOW Liaison Advisory Committee would be a limited term Ad-Hoc Committee.

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 2006.
- 2) Abolish the Ad-Hoc Cal-Am Acquisition Committee and the Ad-Hoc Special Counsel Advisory Committee.
- 3) Establish the Ad-Hoc FLOW Advisory Committee and make appointments thereto.

James A. Mueller
District Manager

Attachment
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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

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