

TO: Board of Directors

FROM: District Manager

DATE: February 8, 2007

SUBJECT: Establishment of Personnel Committee

RECOMMENDATION:

It is recommended that the Board of Directors review this memo and by Motion of the Board approve the establishment of a Personnel Committee and appointments thereto.

BACKGROUND:

At the January 20, 2007 Strategic Planning Meeting your Board directed staff to agendize an item relative to the establishment of a Personnel Committee. The stated purpose of the proposed committee would be to review the existing Watershed Analyst position and overall District Staffing requirements.

Resolution No. 20 (03-04) adopted by the Board of Directors on March 4, 2004 established policies relative to committees. See Attachment 1. It is recommended that your Board consider the establishment of an ad hoc Personnel Committee comprised of two (2) board members relative to the subject matter.

The proposed committee would not be defined as a "Legislative Body" pursuant to the Ralph M. Brown Act. Pursuant to California Government Code section 54952(a) 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 Director's, and it would be charged with accomplishing a specific task within a limited period of time.

It is recommended that the Board of Directors review this memo and by Motion of the Board approve the establishment of a Personnel Committee and appointments thereto.

James A. Mueller, District Manager

JAM/bsb

Attachment 1

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of the San Lorenzo Valley Water District that it is the policy of the Board, until such policy shall be amended or rescinded, as follows: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