

## **M E M O**

TO: Board of Directors

FROM: District Manager

DATE: December 1, 2006

SUBJECT: PERSONNEL SYSTEM RULES AND REGULATIONS, 2007

### RECOMMENDATION:

It is recommended that the Board of Directors review this memo and attached Personnel System Rules and Regulations, and by Motion of the Board ratify the San Lorenzo Valley Water District Personnel System Rules and Regulations.

### BACKGROUND:

On November 16, 2000 your Board adopted Ordinance No. 99 which established a personnel system for the District. See Attachment 1. Ordinance No. 99, Section 5 provides for the adoption and amendment of personnel rules and regulations by resolution of the Board of Directors. On January 18, 2001 your Board adopted Resolution No. 24 (00-01) which established Personnel System Rules and Regulations for the San Lorenzo Valley Water District. See Attachment 2.

The District is a member agency of the Special District Risk Management Authority (SDRMA). SDRMA is a Joint Powers Agency consisting of approximately 400 Special Districts throughout California formed to provide risk management services and insurance coverage. SDRMA has an Incentive Credit Program which provides incentive credits to reduce an agency's general, auto liability and worker's compensation premium contributions. The Incentive Credit Program provides credits for development and adoption of the Personnel System Rules and Regulations. Credit is provided upon initial adoption of the Personnel System Rules and Regulations by the Board of Directors and thereafter credits are maintained upon annual review. There are no recommended revisions to the existing Personnel System Rules and Regulations for calendar year 2006. District Legal Counsel has reviewed the San Lorenzo Valley Water District Personnel System Rules and Regulations.

It is recommended that the Board of Directors review this memo and attached Personnel System Rules and Regulations, and by Motion of the Board ratify the San Lorenzo Valley Water District Personnel System Rules and Regulations. Further, said motion shall direct that the Personnel System Rules and Regulations shall be submitted annually to the District Counsel for review and the Board of Directors for review and adoption at the first meeting in December for subsequent years.

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James Mueller  
District Manager