

# Bighorn-Desert View Water Agency

## Board of Directors

J. Larry Coulombe, President  
Michael McBride, Vice President  
Judy Corl-Lorono, Secretary  
J. Dennis Staley, Director  
Terry Burkhart, Director

Marina D West, PG, General Manager



A Public Agency

## Agency Office

622 S. Jemez Trail  
Yucca Valley, CA 92284-1440

760/364-2315 Phone  
760/364-3412 Fax

[www.bdvwa.org](http://www.bdvwa.org)

## Board of Directors Regular Meeting Agenda

Tuesday, March 28, 2017 - 6:00 p.m.

Board Meeting Office  
1720 N. Cherokee Trail, Landers, CA 92285

1. **Call To Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Agenda**

**Discussion and Action Items** - The Board of Directors and Staff will discuss the following items, and the Board will consider taking action, if so inclined.

The Public is invited to comment on any item on the agenda during discussion of that item.

When giving your public comment, please have your information prepared. If you wish to be identified for the record then please state your name. Due to time constraints, each member of the public will be allotted three-minutes to provide their public comment.

### 5. **Board of Directors Handbook Review and Adoption**

Board considers taking the following action(s):

1. Consider adoption of Resolution No. 17R-XX adopting the Board of Directors Handbook for Purposes of Providing a Comprehensive Desktop Reference for Board Members.

**6. Emergency Back-up Power For Administration Building and “A” Booster Station: Award of Construction Contract and Authorize 10% Contingency on Project**

Board considers taking the following action(s):

1. Authorize General Manager to execute construction contract for the acquisition and installation of an emergency power system at 622 Jemez Trail to operate both the administration/shop buildings and the “A” Booster Station.

**7. Waterline/Water Meter Easement Encroachment by Private Owner**

Discussion Item Only.

**8. Consent Items** – The following items are expected to be routine and non-controversial and will be acted on by the Board at one time without discussion, unless a member of the Public or member of the Board requests that the item be held for discussion or further action.

- a. Financial Statements February 2017
  1. Balance Sheet
  2. Budget Status
- b. Receive and File Bank Reconciliation (AR Disbursements) February 2017
- c. Service Order Report, February 2017
- d. Production Report, February 2017
- e. Goat Mtn. Production Report February 2017
- f. Special BOD Meeting Minutes, February 24, 2017.
- g. Regular Board Meeting Minutes, February 28, 2017.
- h. Special Board Meeting Minutes, February 28, 2017.
- i. Authorization for Attendance for Special Districts Legislative Days May 16-17, 2017 at an estimated cost of \$1973.00 per Director.
- j. Receive and File Special FPREP Committee Meeting Reports, January 17, 2017
- k. Receive and File Regular PLEGS Committee Meeting Reports, October 18, 2016
- l. Approval of Agency Bad Debt Expenses “Write-Off” for period of April 15, 2015 to present in the amount of \$996.96.
- m. Adopt Resolution No. 17R-XX Adopting a Public Records Retention and Destruction Policy.
- n. Receive and File the Government Finance Officers Association 7<sup>th</sup> Annual “Certificate of Achievement for Excellence in Financial Reporting”.

Recommended Action:

Approve as presented (Items a - n):

**9. Matters Removed From Consent Items**

**10. Public Comment Period**

Any person may address the Board on any matter within the Agency’s jurisdiction on items not appearing on this agenda.

When giving your public comment, please have your information prepared. If you wish to be identified for the record then please state your name. Due to time constraints, each member of the public will be allotted three-minutes to provide their public comment. State Law prohibits the Board of Directors from discussing or taking action on items not included on the agenda.

## **11. Verbal Reports - Including Reports on Courses/Conferences/Meetings.**

- a. General Manager Report
- b. Director Reports
- c. President Report

## **12. Adjournment**

In accordance with the requirements of California Government Code Section 54954.2, this agenda has been posted in the main lobby of the Bighorn-Desert View Water Agency, 622 S. Jemez Trail, Yucca Valley, CA not less than 72 hours if prior to a Regular meeting, date and time above; or in accordance with California Government Code Section 54956 this agenda has been posted not less than 24 hours if prior to a Special meeting, date and time above.

As a general rule, agenda reports or other written documentation has been prepared or organized with respect to each item of business listed on the agenda.

Copies of these materials and other disclosable public records in connection with an open session agenda item, are also on file with and available for inspection at the Office of the Agency Secretary, 622 S. Jemez Trail, Yucca Valley, California, during regular business hours, 8:00 A.M. to 4:30 P.M., Monday through Friday. If such writings are distributed to members of the Board of Directors on the day of a Board meeting, the writings will be available at the entrance to the Board of Directors meeting room at the Bighorn-Desert View Water Agency.

Internet: Once uploaded, agenda materials can also be viewed at [www.bdvwa.org](http://www.bdvwa.org).

Public Comments: You may wish to submit your comments in writing to assure that you are able to express yourself adequately.

Per Government Code Section 54954.2, any person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in the meeting, should contact the Board's Secretary at 760-364-2315 during Agency business hours.

## AGENDA ITEM # 5

**BIGHORN DESERT VIEW WATER AGENCY  
AGENDA ITEM SUBMITTAL**

**Meeting Date:** March 28, 2017

**To:** Board of Directors

**Budgeted:** N/A

**Budgeted Amount:** N/A

**Cost:** N/A

**From:** Marina D. West

**General Counsel Approval:** N/A

**CEQA Compliance:** N/A

**Subject:** Adopt Resolution No. 17R-XX A Resolution of the Board of Directors of Bighorn-Desert View Water Agency Adopting a Board of Directors' Handbook for Purposes of Providing a Comprehensive Desktop Reference for Board Members.

---

**SUMMARY**

In 2016 the Agency developed a Director's Handbook at the request of the Board. The objective of the handbook is to provide a comprehensive "desktop" reference for Board Members. The handbook will aid newly elected members of the Board as well as serve as an ongoing reference for seasoned directors. As a condition of the Special District Leadership Foundation's "District of Distinction" Award, the Board must review the Board Handbook each year. The handbook was recently reviewed by the Board during the February 24, 2017 Board of Directors' Special Meeting.

**RECOMMENDATION**

That the Board considers taking the following action(s):

1. Adopt Resolution No. 17R-XX A Resolution of the Board of Directors of Bighorn-Desert View Water Agency Adopting a Board of Directors' Handbook for Purposes of Providing a Comprehensive Desktop Reference for Board Members.

**BACKGROUND/ANALYSIS**

The Board and General Counsel asked staff to develop a Board of Directors Handbook to offer guidance to the agency elected officials and staff covering specific rolls and duties in agency operations. General Counsel has already reviewed the Handbook and all corrections have been incorporated in this draft.

Some of the guidelines found within the Handbook include:

- Conduct and Ethics.
- Interaction with Staff and the Division of Responsibilities.
- General Board of Directors' Meeting Procedures and Definitions of Meetings/Meeting Content.
- Powers and Duties of an Individual Board Member.

**PRIOR RELEVANT BOARD ACTION(S)**

**3/1/2016** Adoption of 16R-01 the BOD Handbook for Purposes of Providing a Comprehensive Desktop Ref. for Board Members.

RESOLUTION 17R-XX  
BIGHORN-DESERT VIEW WATER AGENCY

RESOLUTION OF THE BOARD OF DIRECTORS OF  
BIGHORN-DESERT VIEW WATER AGENCY ADOPTING A  
BOARD OF DIRECTOR'S HANDBOOK FOR PURPOSES OF PROVIDING A  
COMPREHENSIVE DESKTOP REFERENCE FOR BOARD MEMBERS

**WHEREAS**, a comprehensive handbook provides the Board a current, updated set of guidelines relevant to the operation of the Board of Directors and the Agency; and

**WHEREAS**, a common set of policies maintain cohesive communication amongst the Board of Directors; and

**WHEREAS**, the handbook being adopted encompasses the guidelines and definitions subject to this resolution with a referenced appendix; and

**WHEREAS**, the appendix to the Handbook is not part of this resolution but incorporated by reference and therefore each item is subject to change on its own merit; and

**WHEREAS**, from time to time the Board should review the handbook and discuss its purpose and review any recommended changes or updates.

**WHEREAS**, this resolution rescinds and repeals Resolution 16R-01.

**NOW, THEREFORE, THE BOARD OF DIRECTORS HEREBY RESOLVES:**

1. The Board of Directors Handbook dated March 28, 2017, is hereby adopted as the Board of Directors' Handbook; and
2. The Board of Directors' Handbook shall apply to all Agency Directors; and
3. The Board of Directors' Handbook shall become effective immediately upon adoption of this resolution; and
4. The Board of Directors of the Agency may, by resolution duly passed upon the affirmative vote of the majority of the members of the Board of Directors, modify and amend the Board of Directors' Handbook at any time and from time to time; and
5. The President and Secretary of the Board of Directors, the General Manager, and the Agency staff are hereby authorized and directed to take such further steps as are reasonably necessary and appropriate to implement this Resolution.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of Bighorn-Desert View Water Agency this 28th day of March, 2017.

By \_\_\_\_\_  
J. Larry Coulombe, President

ATTEST:

\_\_\_\_\_  
Judy Corl-Lorono, Secretary

Resolution No. 17R-XX  
March 28, 2017

# Bighorn-Desert View Water Agency Board of Directors' Handbook



The policy of Bighorn-Desert View Water Agency, is to maintain the highest ethical standards for its Board members. Agency transparency is key in maintaining public trust.

The objectives of this handbook are to provide guidance in operating procedures, ethics, duties and responsibilities of the Board of Directors.



Adopted  
March 28,  
2017  
Resolution  
17R-XX



## Table of Contents

|   |   |
|---|---|
| AGENCY BACKGROUND   | 4 |
| ORGANIZATIONAL CHART                                      | 5 |
| MISSION STATEMENT, VISION STATEMENT, VALUES AND INTEGRITY | 6 |
| MAJOR MILESTONES  | 7 |
| RECENT ACCOMPLISHMENTS                                    | 8 |
| MAJOR FACILITIES & DEPARTMENT OVERVIEW                    | 9 |

"WHEN THE  
WELL IS DRY WE  
KNOW THE  
VALUE OF  
WATER"  
BENJAMIN  
FRANKLIN

|  |    |
|--|----|
| BOARD OF DIRECTORS ROLE & RESPONSIBILITIES | 10 |
| ORIENTATION                                | 11 |
| COMPENSATION AND EXPENSE REIMBURSEMENT     | 12 |
| FAIR POLITICAL PRACTICE COMMISSION FORMS   | 13 |

|                      |    |
|----------------------|----|
| RESPONSIBILITIES     | 16 |
| CONTINUING EDUCATION | 17 |

|                    |    |
|--------------------|----|
| POWERS AND DUTIES  | 19 |
| BOARD OF DIRECTORS | 20 |
| OFFICERS           | 21 |

|  |    |
|--|----|
| DEFINITIONS                              | 23 |
| NUMBER OF BOARD MEMBERS & QUALIFICATIONS | 24 |
| ELECTIONS & TERM OF OFFICE               | 25 |
| VACANCIES AND ATTENDANCE                 | 26 |
| TERMINOLOGY                              | 27 |

|                                    |    |
|------------------------------------|----|
| CONDUCT AND ETHICS                 | 31 |
| FAIR AND EQUAL TREATMENT           | 32 |
| USE OF AGENCY PROPERTY & RESOURCES | 33 |
| CONFLICT OF INTEREST               | 34 |
| SOLICITING POLITICAL CONTRIBUTIONS | 36 |
| INCOMPATIBLE OFFICES               | 36 |
| WHISTLE BLOWER PROTECTION          | 37 |
| VIOLATION OF ETHICS POLICY         | 39 |

|                              |    |
|------------------------------|----|
| INTERACTION WITH STAFF       | 40 |
| GENERAL                      | 41 |
| DIVISION OF RESPONSIBILITIES | 41 |

|                         |    |
|-------------------------|----|
| <b>MEETINGS</b>         | 43 |
| GENERAL                 | 44 |
| BROWN ACT               | 44 |
| VOTING                  | 44 |
| PROCEDURES (GENERAL)    | 44 |
| DEFINITIONS OF MEETINGS | 45 |

# Agency Background



The Bighorn-Desert View Water Agency is located in the southwest desert within San Bernardino County and encompasses 54-square miles serving the High Desert communities of Flamingo Heights, Johnson Valley and Landers.

The Agency consists of approximately 2200 active residential and commercial metered service accounts as well as 100 bulk meter accounts, via five water-hauling stations.

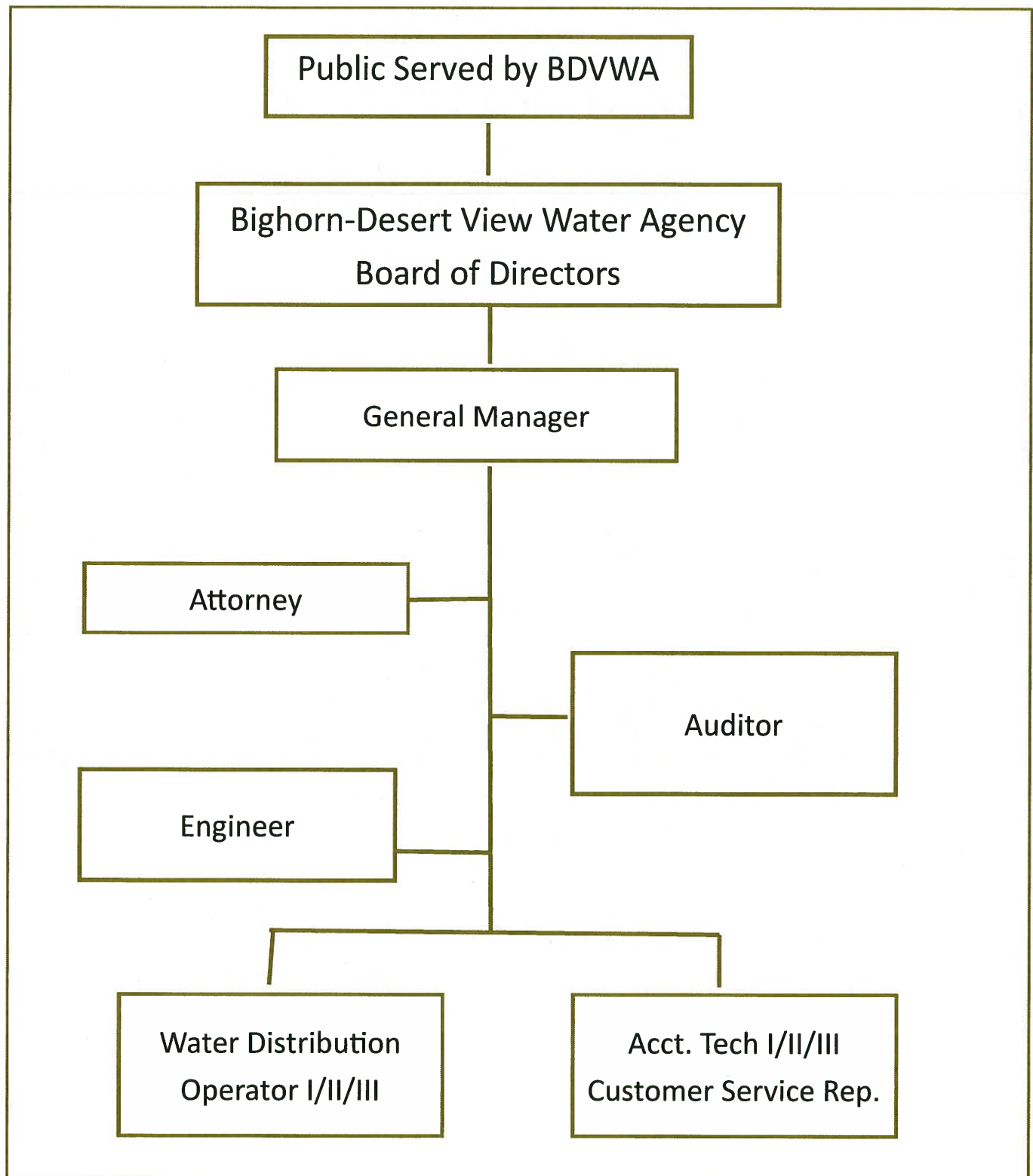
The Agency operates 9 deep wells and 13 above-ground reservoirs, maintains 519 fire hydrants and 160 miles of water mainlines.

The Agency has access to the State Water Project from the Mojave Water Agency via the Morongo Basin Pipeline (MBP). Water obtained through the MBP is recharged at the Ames/Reche Groundwater Recharge site operated and maintained by the Mojave Water Agency.

## Board of Directors Policy Handbook

---

### Organizational Chart



## **Board of Directors Policy Handbook**

---

### **Mission Statement, Vision Statement, Values & Integrity**

#### **Mission Statement**

To provide a high quality supply of water and reliable service to all customers at a fair and reasonable rate.

#### **Our Vision**

To demonstrate accountability by taking economically responsible action today to secure our water supply for tomorrow.

#### **Our Values**

We pledge to use all available resources for maintaining our existing facilities as well as plan, design, finance and construct our future infrastructure for benefit to our customers in our service area.

#### **Our Integrity**

Staff and Board are committed to a comprehensive evaluation of the most important issues while establishing a record of fairness to all customers and consideration for protecting our desert environment.

### Major Milestones

|                 |   |
|-----------------|---|
| 1990            | Consolidation of Bighorn Mountain Water Agency and Desert View County Water District.   |
| 1991            | Ames Valley Groundwater Basin Monitoring Program and stipulated judgment naming Hi Desert Water District  |
| 2013            | SB 246 Modernization of Bighorn-Desert View Water Agency Law.   |
| 2014            | Stipulated and amended and restated <b>judgment</b> for the <b>Ames/Reche Groundwater Storage and Recovery Program</b> enjoining Hi Desert Water Districts, County of San Bernardino Special Districts Water Zones W-1 (Landers) and W-4 (Pioneertown). |
| 2015            | Completion of the Dissolution of County San Bernardino Special Districts Zone W-1 and Annexation into Bighorn-Desert View Water District.   |
| 2016 to Present | See Page 8  |

### Recent Accomplishments

Recent accomplishments include, but are not limited to the following:

- Adopted balance budgets.
- Completed motions and filings for the Amended and Restated Judgement for the Ames Valley Water Basin with the Riverside County Court on behalf of project participants on September 17, 2014. In summary the judgement caps annual production and provides a facility of recharge of the State Water Project through the Mojave Pipeline. The judgement also allows inter-agency water transfers.
- Awarded 2015 Clair A. Hill Award of Water Agency Excellence by the California Association of Water Agencies for the Ames/Reche Groundwater Storage and Recovery Program.
- Completed and adopted a Hazard Mitigation Plan that which qualifies the Agency for grants to complete projects which results in a reduction of hazard vulnerability.
- Preventative maintenance of water distribution system appurtenances including pressure reducing stations, fire hydrants, isolation valves, air vacuum valves and emergency power connections.
- Continued outreach to the community through various forms of communications including newsletters, annual calendar, revised utility bill format and participation in local community events.
- Awarded Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada.
- Awarded the 2-year Certificate of Excellence in District Transparency from the Special District Risk Management Authority (SDRMA).
- Awarded the Special District Leadership Foundation "District of Distinction Award".

## **Board of Directors Policy Handbook**

---

### **Major Facilities**

Well 10 Bulk Hauling Station which includes production well, reservoir and booster station.

Ames Reche Recharge and Recovery Project—Managed by the Mojave Water Agency.

Bighorn-Desert View Water System (System No. 36 10 009)

Improvement District Goat Mountain Water System (System No. 36 10 060)

### **Department Overview/Function**

Administration handles the Agency's finances, billing, customer service, record keeping and retains all Board actions.

Operations and Maintenance department handles day-to-day routine plus emergency operations and maintenance of the water systems.

# Board of Directors Role & Responsibilities



Board members are obligated to uphold the Constitution of the United States and the Constitution of the State of California, and to comply with the applicable laws regulating their conduct including conflict of interest, financial disclosure and open government meeting laws. Rules and responsibilities begin once the elected officials are sworn into office. Brown Act obligations begin once elected officials are elected even before their term of office commences.

# Board of Directors Policy Handbook

---

## **Orientation**

New Board members are welcome to tour the Agency facilities with the General Manager. New Board members should also feel free to contact the General Manager regarding any questions or concerns they may have.

## **Authority of the Board**

The Board of Directors shall act only at regular, regularly adjourned, special meetings or emergency meetings as provided by the Brown Act.

Individual Directors shall have no power to act for Bighorn-Desert View Water Agency, or the Board, or to direct the staff except as authorized by the Board, and only the General Manager has the power to direct staff.

The Board sets the policy for the Agency. The General Manager also has the power to set the agenda for the Board based on the workload.

The General Manager serves at the pleasure of the Board and shall:

- Have full charge and control of the maintenance, operation and construction of the waterworks of the Agency.
- Have full power and authority to employ and discharge any employee or assistant, and to direct staff.
- Prescribe the duties of employees and assistants.
- Fix and alter the compensation of employees and assistants subject to approval by the Board of Directors.
- Perform other duties imposed by the Board of Directors.
- Report to the Board of Directors in accordance with Rules and Regulations adopted by the Board.

The Board will provide policy direction to the General Manager on matters within the authority of the Board by a majority vote of the Board members present during duly-convened Board meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager and not through other staff. Members of the Board will refrain from making requests directly to Agency staff (rather than to the General Manager) to undertake analyses, perform other work assignments or change the priority of work assignments. Members of the Board may request non-confidential, factual information regarding Agency operations from the General Manager.

# Board of Directors Policy Handbook

---

## **Compensation & Expense Reimbursement**

The reimbursement of Directors shall be made in accordance with the following provisions:

Directors shall be reimbursed by Bighorn-Desert View Water Agency for reasonable expenses, including travel, lodging and meals incurred when attending trips of official business of the Agency when so authorized by the Board. Directors shall submit to the Agency's accounting department on said form their expense reports no later than thirty days prior to the next regular Board meeting of the following month. All receipts documenting each expense will accompany the expense reports.

The amount of mileage reimbursement will be consistent with Board Policy. All Board members should keep travel, meals and lodging costs within reasonable constraints, keeping in mind that these expenses require use of public monies. Emphasis should be placed on keeping costs to acceptable practices.

Directors and/or consultants who bring personal guests to dinners, etc. are responsible to make payments for those guests in advance of the event.

In connection with all issues arising out of compensation and expenses, it is appropriate that elected Directors pose this series of questions:

- Does the law allow me to use public resources in this manner?
- How does this particular expenditure benefit the public's interest as opposed to my own personal interest?
- How would I feel if a particular expenditure were reported in the local newspaper?
- How would my next-door neighbor feel about my spending his or her rate payer money this way?

Reference: Policy for Reimbursement of Actual and Necessary Expenses for Board Members

## Board of Directors Policy Handbook

---

### **Fair Political Practice Commission Forms (Agency Maintained)**

It is important to note that the Agency must permit any member of the public to inspect and/or be provided a copy of any FPPC form filed by any Board member or staff member upon completion of an Agency Public Information Request Form.

#### **Form 700 (Statement of Economic Interest)**

Form 700 is a public document that must be filed with the Agency staff each year by April 1. Form 700 provides a mechanism for the Board member to mandatorily report investments, business positions in business entities, real property and income from sources that are located or doing business within the Agency's jurisdiction for the prior calendar year. Gifts of any type, regardless of source, are reportable regardless of jurisdiction. Specifics as to the types of expenses that must be disclosed on each statement are included with each Form 700. Form 700 are provided to each Board member by Agency staff as soon as the most updated version is available from the FPPC, which is generally by no later than the end of January. Form 700 and all statements are also available by accessing the Fair Political Practices Commission (FPPC) website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

#### **Form 806**

The Form 806 is a public document outlining Public Official Appointments. This form is completed annually by the Agency staff following reorganization of the Board of Directors.

## **Board of Directors Policy Handbook**

---

### **Fair Political Practice Commission Forms**

#### **Form 470 (Officeholder and Candidate Campaign Statement)**

The individual Director, not Agency staff, is responsible for filing forms associated with campaigns.

The reporting period for Form 470 is January 1 through December 31 of the prior year. Form 470 must be filed by July 31 each year, but must not be filed or executed prior to the closing date of June 30. Form 470 is for use by officeholders and candidates who:

- Do not have a controlled committee.
- Do not anticipate receiving contributions totaling \$1,000 or more during the calendar year.
- Do not anticipate spending \$1,000 or more during the calendar year.

Form 470 is generally routed directly to the officeholder at their home address; however, Agency staff will assist Board members with locating the appropriate forms, if needed.

#### **Form 470 Supplement (Officeholder and Candidate Campaign Statement)**

Individual Directors, not Agency staff, are responsible for filing forms associated with campaigns.

The supplement to Form 470 is used when the officeholder or candidate has filed Form 470 in connection with an election and subsequent to that filing receives contributions (including monetary and non-monetary contributions, loans and the candidate's personal funds) totaling \$1,000 or more prior to the election.

Notification via the Form 470 supplement must be sent within 48 hours of receiving contributions totaling \$1,000 or more or when making expenditures totaling \$1,000 or more. Notification must include the name and address of the candidate, the elective office and the date of election for which the Form 470 was filed and the date contributions or expenditures totaling \$1,000 or more were received or made.

## Board of Directors Policy Handbook

---

### Fair Political Practice Commission Forms

#### Form 460 (Recipient Committee Statement)

All filing requirements for Form 470 as identified above apply to Form 460 as well. Form 460 is for use by officeholders and candidates who:

- Have a controlled committee or who have raised or spent \$1,000 or more, or who anticipate raising \$1,000 or more during the calendar year.

Late filing of any FPPC form following the deadline date is subject to a daily fine. Responsibility for timely filing is the responsibility of the filing party, not the Agency. Elected Officials are solely responsible for completing and filing the campaign-related FPPC Forms 460 and 470. Assistance can be sought from the FPPC staff.

Please see the FPPC website at [www.fpc.ca.gov/](http://www.fpc.ca.gov/) for additional information.

# Responsibilities



The primary responsibilities of the Board of Directors include:

- Defining Agency Goals and Objectives
- Establish Agency Policies
- Act as Custodian of Agency Property & Resources
- Communicate with the General Public
- Employ the General Manager, who shall implement the Goals, Plans & Policies Established by the BOD
- Appointment of the Agency Legal Counsel, Auditor, Engineer & Treasurer.

Policies that supplement obligations of the Agency as set forth in the Bighorn Act are established by ordinances, resolutions or motions passed by the Board of Directors.

# Board of Directors Policy Handbook

---

## Continuing Education

Continuing education for the Board of Directors is anticipated and encouraged so that all Board members are up-to-date on the many changes and challenges that consistently occur within the water industry.

Conventions and seminars loaded with educational opportunity are held throughout the year, including those scheduled through the California Special Districts Association. Designated Agency staff will handle arrangements for registration, air travel and lodging, etc.

Details regarding reimbursable expenses are addressed in the most recent Board of Directors Expense Reimbursement Policy.

Reasonable expenses incurred in association with attendance at seminars, retreats and conferences will be reimbursed upon completion of the expense reimbursement form which is available through the Agency's accounting department.

**Examples of California and National Organizations include:**



Directors are encouraged to notify the GM of events they wish to attend as soon as possible so that Board approval if required, can be agendized and registration/reservations can be made in a timely manner to obtain the lowest cost possible.

## **Board of Directors Policy Handbook**

### **Continuing Education**

Compulsory Safety and Ethics Courses:

- Ethics (Bi-Annually or as otherwise required by law)
- Sexual Harassment (Bi-Annually or as otherwise required by law)
- Defensive Driving (Bi-Annually or as otherwise required by law)

# Powers And Duties



# Board of Directors Policy Handbook

---

## Board of Directors

The Board of Directors shall have and exercise all powers and responsibilities of the Bighorn-Desert View Water Agency as directed by State law. The Board shall have the following powers and duties.

- To establish and enforce all policies, rules and regulations necessary for the administration, governance, protection and maintenance of the Bighorn-Desert View Water Agency facilities.
- To appoint a General Manager who will be responsible for the management of all operations and affairs of the Agency. To define the qualifications, powers, and duties of such appointee, and evaluate performance.
- In compliance with all applicable provisions of the California Constitution and state law, shall fix such rate or rates for water in the Agency and in each improvement district therein as will result in revenues which will pay the operating expenses of the Agency and the improvement district. Revenues will also provide for repairs and depreciation of works, provide a reasonable surplus for replacements, improvements, extensions and enlargements, pay the interest on any debt and provide a sinking or other fund for the payment of the principle of such debt when it becomes due. *See also Section 22 of the BDVWA Act for Bonded Indebtedness.*
- By a majority vote of the Board of Directors, the Board shall appoint an attorney, chief engineer, general manager and auditor. As well as define their duties, and fix their compensation.
- A member of the Board shall not serve as the appointed attorney, chief engineer, general manager, or auditor.
- The Board of Directors shall act only by ordinance, resolution, or minute order. No ordinance, resolution, or minute order shall be passed or become effective without the affirmative vote of a majority of the Board.

**Note: The Bighorn-Desert Water Agency Act lists additional “Powers and Duties” of the Directors. Directors are encouraged to look over the Act. A full copy may be requested.**

**(See Appendix A)**

# Board of Directors Policy Handbook

---

## Officers

The officers of the Board of Directors, as dictated by the Bighorn-Desert View Act, shall consist of a President, Vice President and Secretary.

### President

In January of even years the Board of Directors shall elect one of the Directors to act as Board President. If at any time the Board President shall be unable to serve in that capacity, the Vice President shall act in his or her place. If the Vice President shall also be unable to act, the Board may appoint another member of the Board to do so, and such person shall be vested temporarily with all the authority and responsibility of the office of Board President.

The Board President, or member of the Board acting as such as above noted, shall:

- Preside over all meetings of the Board.
- Appoint members to serve on all standing and ad hoc committees of the Board.
- Sign as Board President on the Agency's behalf all instruments in which he/she has been specifically authorized to sign.
- Have general responsibility for making sure a General Manager or equal is in place during the President's term of office subject to the advise and control of the full Board.

### Vice President

The Vice President shall, in the event of death, absence, or other disability of the Board President, fulfill the duties of the President, and exercise all the powers and perform all of the duties herein given to the Board President.

### Secretary

The Secretary shall, in the event of death, absence or other disability of the Board President and Vice President, fulfill the duties of the President, and exercise all the powers and perform all of the duties herein given to the President.

Page Left Intentionally Blank

# Definitions



## Board of Directors Policy Handbook

---

### **Number of Board Members and Qualifications**

As prescribed by the Bighorn-Desert View Water Agency Act, the Board of Directors shall consist of five (5) members. Each Director must live within the Agency boundaries and be a registered voter.

## **Board of Directors Policy Handbook**

---

### **Elections and Term of Office**

A Director shall be elected for a term of four years, or until his or her successor is qualified and elected. The election of a Director shall be consolidated with the county-wide election and shall be held in each odd-numbered year.

An assigned Agency staff member will be available to provide and assist with Candidate Filing Documents. Candidates should be prepared to fill out the California Forms 700, 501, 410 and 470 as well as the Declaration of Candidacy Form, Ballot Designation Worksheet and the Candidate Statement Form (statement optional).

Information is also available the San Bernardino County Elections Office at  
777 E. Rialto Avenue  
San Bernardino, California, 92415  
Phone number 909-387-8300  
Email [communications@sbcountyelections.com](mailto:communications@sbcountyelections.com)

## **Board of Directors Policy Handbook**

---

### **Attendance and Vacancies**

Board members are expected to carry out their responsibilities to the best of their abilities. In order to accomplish this goal, members should be present for scheduled meetings or events whenever possible. The failure of a Director to attend three (3) consecutive regular monthly meetings of the Board (provided such meetings shall occur in a period of not less than three (3) successive months), except when prevented by sickness or physical disability, or except when absent from the State with prior consent of the Board, as provided by Government Code, Section 1770, shall cause such director's remaining term in office to be considered vacant. Also, a Director may resign from the Board.

Government Code Section 1780 gives the Board 60-Days to fill the Board vacancy. In order to accomplish this in an orderly and consistent manner, when a vacancy of an elected Director occurs, the Bighorn-Desert View Water Agency Board of Directors, after discussion and consideration, shall, when deemed appropriate, do the following:

- Direct staff to call for an election; or
- Determine to fill the vacancy by appointment; or
- Do nothing, thereby leaving the decision to San Bernardino County Board of Supervisors, either to appoint or to order the Agency to call an election, within ninety (90) days of the notice of resignation or determination of vacancy.

# Board of Directors Policy Handbook

---

## Terminology

Agenda: Formal document disclosing all matters to be discussed or considered by the Board at a scheduled meeting. In accordance with the “Brown Act” agendas must be posted no later than 72 hours prior to the beginning of a meeting.

Agenda item staff report: This relates to a report prepared by Agency staff for meeting agenda packets that provides detail regarding an agenda item, including staff’s recommendation, background information and fiscal impact.

Motion: A formal motion for action made by a Board member at any Board meeting. A motion initiates action on a subject on the agenda. Another member of the Board must offer a second to that motion for action to continue. Actions taken by motion are considered minute actions unless the motion is made to approve an ordinance or resolution.

Ordinance: A formal rule or law made by the Board of Directors.

Resolution: A formal action by a Board member for adoption of a policy or other action not intended to be a rule or law.

The following are water-related terms which may be useful in dealing with day-to-day matters involving the Agency:

Acre-foot: The volume of water necessary to cover one acre to a depth of one foot. An acre-foot is equal to 43,560 cubic feet or 325,851 gallons.

Adjudication: A judicial process to determine the extent and priority of the rights of all persons to use water in a defined water system.

Aquifer: An underground geological formation or structure that stores and/or transmits water.

Conjunctive Use: The planned use of both groundwater and surface water in an overall management system to optimize total water resources.

### Terminology

Conservation: The management of water resources so as to eliminate waste or maximize efficiency of use.

Consumptive use: A use that makes water unavailable for other uses, usually by permanently removing it from local surface or groundwater storage as the result of evaporation and/or transpiration.

Discharge: The volume of water that passes a given location within a given period of time.

Evaporation: The process of liquid water becoming water vapor including vaporization from water surfaces and land surfaces but not from leaf surfaces.

Excess capacity: Unused capacity to deliver water in a system of pipelines, canals and reservoirs.

Export: The conveyance of water outside the service territory of the Agency.

Groundwater: The supply of fresh water found beneath the Earth's surface, usually in aquifers, which supplies wells and/or springs.

Groundwater basin: A groundwater reservoir defined by the overlying land surface and the underlying aquifers that contain water stored in the reservoir.

Groundwater table: The upper surface of the zone of saturation.

Imported Water: The importation of water from another public agency for use within the Agency's service territory.

# Board of Directors Policy Handbook

---

## Terminology

Infiltration: Flow of water through the ground surface into the subsurface.

Injection well: A well used for injecting water or other fluid into a groundwater aquifer.

Monitoring well: A non-pumping well used for drawing water quality samples or measuring water levels.

Percolation: The downward movement of water through the soil to the ground water table.

Permeability: The ability of a material to transmit water through its pores when subjected to pressure.

Potable water: Water of a quality suitable for drinking.

Riparian: Of, or pertaining to, rivers and their banks.

Safe Yield: The amount of water that can be pumped from the aquifer without overdrafting (over using or exhausting) the aquifer.

Stream flow: The discharge that occurs in a natural channel.

Subsidence: Downward movement of the land surface associated with groundwater pumping, especially where such pumping exceeds safe yield and the water table has dropped.

### Terminology

Subsurface water: All water below the land surface including groundwater.

Transpiration: Water used by plants.

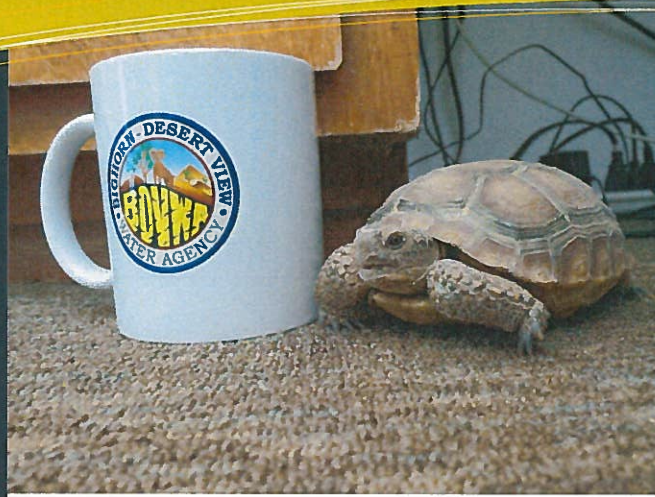
Water demand: The amount of water used over a period of time.

Water quality: The physical, chemical and biological characteristics of water and how they relate to a particular beneficial use.

Water transfer: A legal change in a water right reflecting some combination of a change of ownership, point of diversion and place of use.

Watershed: That surface area that contributes to the drainage or catchment area above a specific point on a stream, river or land surface.

# Conduct and Ethics



### **Fair and Equal Treatment/ Personnel Policies Relating to the Board of Directors**

Board members, in the performance of their official duties and responsibilities, will not discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, medical condition or disability (please see "Establishing a Policy for Mandatory Training for Board Members" in the appendix). A Board member will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group.

#### **Incompatible Employment**

Pursuant to the provision of Government Code, Section 53227, an employee of Big-horn-Desert View Water Agency may not be sworn into office as an elected or appointed member of the Agency's Board of Directors unless he/she resigns as an employee. If the employee does not resign, the employment shall automatically terminate upon his/her being sworn into office.

# Board of Directors Policy Handbook

---

## Use of Agency Property/Resources & Confidentiality

### Use of Agency Property and Resources

Except as specifically authorized, a Board member will not use or permit the use of Agency-owned vehicles, equipment, telephones, materials or property for personal benefit, use or profit. A Board member will not ask or require an Agency employee to perform services for the personal benefit, use or profit of a Board member or employee.

### Use of Confidential Information

A Director is not authorized, without approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act.

This section does not prohibit any of the following:

- Making a confidential inquiry or complaint to the Agency General Counsel, or to a District Attorney or Grand Jury concerning a perceived violation of law, including disclosing facts to Agency General Counsel or to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the Agency, an elected official or employee.
- Expressing an opinion concerning the propriety or legality of actions taken by the Agency in closed session, including disclosure of the nature and extent of the alleged illegal action.

Prior to disclosing confidential information pursuant to either items above, however, a Board member will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.

A Director who willfully and knowingly discloses for financial gain confidential information received by him/her in the course of his/her official duties may be guilty of a misdemeanor under Government Code Section 1098.

# Board of Directors Policy Handbook

---

## Conflict of Interest

A Board member will not have a financial interest in a contract with the Agency, or be a purchaser at a sale by the Agency unless the Board member's participation was authorized under Government Code Sections 1091 or 1091.5, or other provisions of law. A Board member will not participate in the discussion, deliberation or vote on a matter before the Board of Directors, or in any way attempt to use their official position to influence a decision of the Board, if the Board member has a prohibited interest with respect to the matter as defined in the Political Reform Act, Government Code Sections 81000 and following relating to conflicts of interest. Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect (as defined by Fair Political Practices Commission (FPPC) regulations) that is distinguishable from the effect on the public, for instance:

- Business entity in which the Director has a direct or indirect investment in the amount specified in FPPC regulations.
- Real property in which the Director has a direct or indirect investment interest, with a worth in the amount specified in FPPC regulations.
- A source of income of the Director in the amount specified in FPPC regulations within 12 months before the Board decision.
- A source of gifts to the Director in an amount specified in FPPC regulations within 12 months before the Board decision.
- A business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee.

An "indirect interest" means any investment or interest owned by the spouse or dependent child of the Director, by an agent on behalf of the Director or by a business entity or trust in which the Director or the Director's spouse, dependent child or agent owns directly, indirectly or beneficially a 10 percent interest or greater. An elected official will not accept honoraria or gifts that exceed the limitations specified in the Fair Political Practices Act or FPPC regulations. Board members will report all gifts, campaign contributions, income and financial information as required by the Fair Political Practices Act and FPPC regulations.

## Board of Directors Policy Handbook

---

### Conflict of Interest

If a member of the Board believes that he/she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to a conflict of interest, the following procedure will be followed:

- If the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the Agency's General Manager and the Agency's Legal Counsel of the potential conflict of interest so that a determination can be made whether it is a disqualifying conflict of interest.
- If it is not possible for the Director to discuss the potential conflict with the General Manager and the Agency's legal counsel before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting so that there can be a determination as to whether it is a disqualifying conflict of interest.
- Upon a determination that there is a disqualifying conflict of interest, the Director (1) will not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists, which will be so noted in the Board minutes, and (2) leave the room until after the discussion, vote and any other disposition of the matter is concluded.

A Board member will not recommend the employment of a relative by the Agency. A Board member will not recommend the employment of a relative to any person known by the Board member to be bidding for or negotiating a contract with the Agency.

A Board member who knowingly asks for, accepts or agrees to receive any gift, reward or promise thereof for doing an official act, except as may be authorized by law, may be guilty of a misdemeanor under Penal Code Section 70.

## **Board of Directors Policy Handbook**

---

### **Soliciting Political Contributions & Incompatible Offices**

#### **Soliciting Political Contributions**

Board members are prohibited from soliciting political funds or contributions at Agency facilities or from Agency employees. A Board member will not accept, solicit or direct a political contribution from (a) Agency employees, officers, consultants or contractors, or (b) vendors or consultants who have a material financial interest in a contract or other matter while that contract or other matter is pending before the Agency. A Director will not use the Agency's seal, trademark, stationery or other indicia of the Agency's identity or facsimile thereof, in any solicitation for political contributions contrary to State or Federal law.

#### **Incompatible Offices**

A Board member will not have a financial interest in a contract with the Agency, or be a purchaser at a sale by the Agency unless the Board member's participation was authorized under Government Code Sections 1091 or 1091.5, or other provisions of law. A Board member will not participate in the discussion, deliberation or vote on a matter before the Board of Directors, or in any way attempt to use their official position to influence a decision of the Board, if the Board member has a prohibited interest with respect to the matter as defined in the Political Reform Act, Government Code Sections 81000 and following relating to conflicts of interest. Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect (as defined by Fair Political Practices Commission (FPPC) regulations) that is distinguishable from the effect on the public.

## **Board of Directors Policy Handbook**

### **Whistle Blower Protection & Directors' Legal Liabilities**

#### **Whistle Blower Protection**

The General Manager has primary responsibility for:

- Ensuring compliance with the Agency's Personnel Policies and Procedures, and ensuring that agency employees do not engage in improper activities.
- Investigating allegations of improper activities.
- Taking appropriate corrective and disciplinary actions.

The Board has a duty to ensure that the General Manager is operating the agency according to law and the policies approved by the Board. Board members are encouraged to fulfill their obligation to the public and the agency by disclosing to the General Manager, to the extent not expressly prohibited by law improper activities within their knowledge. Board members will not interfere with the General Manager's responsibilities in identifying, investigating and correcting improper activity, unless the Board determines that the General Manager is not properly carrying out these responsibilities.

A Board member will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that demonstrates a perceived illegal activity or which could pose risk to the agency. As to agency employees, the matter is to first be brought to the attention of the employee's supervisor or to the General Manager. Should the matter not be resolved after following this chain of command, the employee may then address the matter with the Board President.

## Board of Directors Policy Handbook

---

### Whistle Blower Protection & Directors' Legal Liabilities

#### Examples or reportable actions:

- A work-related violation by a Board member or Agency employee of any law or regulation.
- Gross waste of Agency funds.
- Gross abuse of authority.
- A specified and substantial danger to public health or safety due to an act or omission of an Agency official or employee.
- Use of an Agency office or position or of Agency resources for personal gain.
- A conflict of interest of an Agency Board member or Agency employee.

A Board member will not use or threaten to use any official authority or influence to effect any action as a reprisal against an Agency Board member or Agency employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section.

#### Directors' Legal Liabilities

A Director may be personally criminally and civilly liable for any violation of the Conflict of Interest laws, the Fair Political Practices Act and Regulations, failure to timely and completely file all required FPFC Forms, interfering with the employee management responsibilities of the General Manager or for violating the Brown Act.

## Board of Directors Policy Handbook

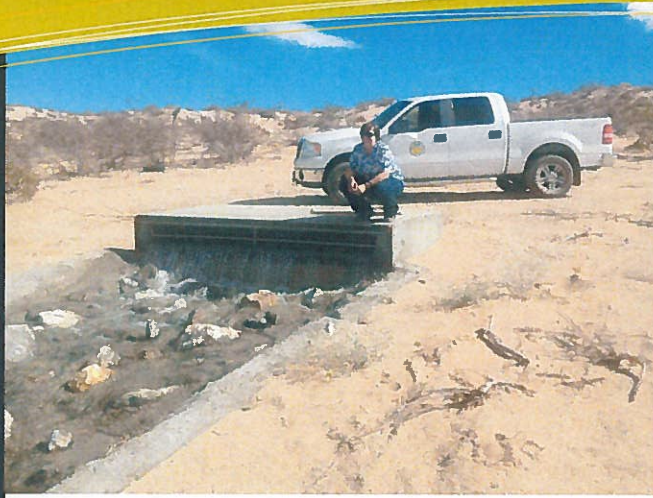
---

### Violation of Ethics Policy

A perceived violation of the ethics policy by a Board member should be referred to the President of the Board or the full Board of Directors for investigation and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to the Agency, including but not limited to:

- Adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy;
- Injunctive relief;
- Censure;
- Discipline;
- Referral of the violation to the District Attorney and/or the Grand Jury.

# Interaction With Staff



The Board of Directors will deal with the administrative services of the Agency through the General Manager. The General Manager is the Board's link to operational achievement and conduct. All authority and accountability of staff is considered the authority and accountability of the General Manager.

## **Board of Directors Policy Handbook**

---

### **Division of Responsibilities**

The Board of Directors is responsible for setting Agency policy since each individual Director is accountable to the public as an elected official. The Board appoints the General Manager and defines the duties of his position. The Board is not to instruct management on the implementation of Agency policies.

The Board of Directors is responsible for:

- Establishing policies, i.e. programs, at public meetings.
- Appointing a General Manager, who will be responsible for the management of all operations and affairs of the Agency.
- Delegating certain powers to the General Manager in the operation of Agency affairs.

The General Manager is responsible for:

- Recommending policies to the Board of Directors.
- Recommending programs to the Board of Directors for implementation of Agency policies.
- Carrying out policies and projects approved by the Board of Directors.
- Responding to the Board of Directors on the status of projects.
- Helping to orientate new Board members to Agency departments and facilities.

Additionally, Directors are to refrain from having open discussions regarding the Agency's operations or topics of a potentially sensitive nature with any staff member other than the General Manager. Since doing so could undermine management, jeopardize the organization's credibility or even put the Agency at risk legally.



# Meetings



# Board of Directors Policy Handbook

---

## General

All meetings of the Board, whether regular, special or adjourned, shall be open to the public, except for closed or executive sessions authorized by law. Members of the public may address the Board on matters of interest to the public if such matters are within the subject matter jurisdiction of the Board, and provided further that no action shall be taken by the Board on any item arising out of such speeches unless the matter already appears on the agenda for that meeting. The Board may adopt reasonable regulations which limit the total amount of time allotted for each speaker and in total.

## Brown Act

The Ralph M. Brown Act (G.C. 54950) is essentially known as the "Open and Public Meeting" Act. The Act was established to ensure that all meetings of legislative bodies are open so that the public has an opportunity to participate in the decision-making process.

## Voting

Directors shall have one (1) vote each at any meeting of the Board of Directors on any item. There shall be no voting by proxy.

## Procedures (general)

Agendas for all meetings of the Board of Directors and standing committees shall be posted in accordance with the Brown Act. Additionally, the entire agenda packet for these meetings will be available for public review at the Bighorn-Desert View Water Agency, 622 S. Jemez Trail, Yucca Valley, California. The packet is also available on the agency web site at [www.bdvwa.org](http://www.bdvwa.org)

# Board of Directors Policy Handbook

---

## Definitions of Meetings

**Regular Meeting:** Regular meetings of the Board of Directors shall be in accordance with the adopted Board Policy. The Board may, from time to time, change the day of the month and/or the time of such regular meetings as dictated by holiday schedules or changing circumstances and in accordance with Section 54954 of the California Government Code. Agendas shall be posted as required by law. The agenda for a regular meeting or standing committee must be posted at least 72 hours prior to the date and time the meeting commences.

**Adjourned Meeting:** A regular or special meeting can be adjourned and re-adjourned to a time and place specified in the order of adjournment. If no time is stated, the meeting is continued to the hour for regular meetings. Less than a quorum may so adjourn a meeting, and if no member of the legislative body is present, the clerk or secretary may adjourn the meeting. A copy of the order of adjournment must be posted within 24 hours after the adjournment at or near the door of the place where the meeting was held. If a meeting is adjourned for less than five calendar days, no new agenda need be posted as long as a new item of business is not introduced.

**Special Meeting:** A special meeting of the Board of Directors may be called by the Board President, General Manager or at the written request of three Directors. Notice of such special meeting shall be delivered personally, by email or fax, or by mail to each member of the Board, and said notice shall be received at least 24 before the meeting. Written notice may be dispensed with in the case of Directors who are actually present at the meeting when it convenes or who, at or prior to the time of the meeting, files a written waiver of notice with the Secretary of the Board. Public notice shall be given as required by law, except for emergency meetings held in compliance with California Government Code Section 54956.5. This notice shall state the time and place of the special meeting and the business for which the special meeting has been called, and no business other than that stated in the notice shall be transacted at such special meeting.

# Board of Directors Policy Handbook

---

## Definitions of Meetings

Emergency Meeting: A public agency can hold an emergency meeting when prompt action is needed due to the actual or threatened disruption of public facilities. An emergency situation exists if the legislative body determines a work stoppage, crippling disaster, or other activity that would severely impair public health, safety or both. Emergency meetings do not need to adhere to the 24-hour notice or posting requirement for special meetings.

Closed Session Meetings: Part or all of a regular or special meeting may be closed to the public under specified conditions as noted below. However, notice and posting of the meeting is still required even if no action is contemplated.

Following are the topics that may be discussed in closed session. Additional details may be found by referring to the Brown Act (G.C. 54950):

- Personnel
- Pending litigation
- Existing litigation
- Threatened or anticipated litigation against the local agency
- Potential litigation initiated by the local agency
- Real estate negotiations
- Labor negotiations

Standing Committee Meeting: A standing committee of the governing body is one that has a continuing subject matter and/or that has a schedule fixed by formal action of the governing body. All standing committees serve only in an advisory capacity to the Board of Directors and are legally constrained from adopting policy or making decisions on behalf of the Board of Directors. Standing committees are comprised of two members of the Board, appointed annually by the Board President with Board consensus. Standing committees currently in place at the agency include:

- Finance/Public Relations/Education and Personnel Standing Committee
- Planning/Legislative/Engineering Grant and Security Standing Committee

# Board of Directors Policy Handbook

---

## Definitions of Meetings

- Financial/Personnel/Public Relations & Education Committee: This committee addresses financial management of the agency. This includes the preparation of an annual budget, periodic reviews of agency revenues, agency investments, expenditures and audit. The personnel portion of the committee concerns itself with the functions, activities, compensation and welfare of agency staff and works directly with the General Manager on personnel related matters. The committee also assures information relative to the affairs of the agency is accurately and appropriately communicated to the public.
- Planning & Legislative/Engineering/Grant and Security Committee: This committee addresses planning and engineering and shall be concerned with, but not limited to, the study and development of agency operational goals, including planning/engineering reviews and proposals for capital improvement projects as well as the development and periodic review of the Agency's general plan, master plan and safety/security plans.

The legislative portion of the committee shall be concerned with matters related to, or involving other governmental and/or regulatory agencies which may have an affect on the agency. It shall monitor and review legislation or potential legislation which may also affect the agency.

This committee shall review existing ordinances, resolutions and/or agency policies, except those pertaining specifically to personnel matters as well as work with the General Manager in efforts to obtain/secure grants. The committee shall monitor and review grant legislation or potential grant legislation which may affect the agency and monitor and review progress of grant funded projects.

The committees referenced above will remain in existence until discharged by majority vote of the Board of Directors. Committee members shall serve a term of one year, or until such time as successors are appointed. Directors appointed to one of these committees are required to attend the regularly scheduled meetings. In the event a committee member is absent from a meeting the alternate member appointed by the Board President shall participate in the meeting.

# Board of Directors Policy Handbook

---

## Definitions of Meetings

Ad Hoc Committee Meeting: An ad hoc committee is made up solely of members of the Board of Directors, constitutes less than a quorum of the legislative body, and is not considered a legislative body subject to the Brown Act. An ad hoc committee is established to deal with a single and specific subject on a short-term basis, and once the issue for which the committee was established has been resolved, the committee will cease to exist. All ad hoc committees serve only in an advisory capacity and are legally constrained from adopting policy or making decisions on behalf of the Board of Directors.

The Board President shall, with Board consensus, appoint such an ad hoc committees as may be deemed necessary by the General Manager, Board President or the Board of Directors. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

Quorum: A majority of the members of the Board shall constitute a quorum for the transactions of business at any duly convened meeting of the Board or a standing committee.

Actions/Minutes: The appointed agency staff shall cause to be kept at the principal office of the agency a complete record of minutes for all meetings of the Board of Directors and all committees of the Board. Minutes shall identify the meeting date, time and place, whether regular, special, etc. and a brief detail of the actions taking place at the meeting.





# Resolutions & Policies

