



Policy and Practices Update

March 28, 2023

Finance and Administration
Committee/Board of Director's
Meeting



Presentation Overview

- Timing of Board Officer Elections and Setting the Board Calendar
- Update to the General Manager/Risk Management Committee Settlement Authority
- Dual Notice for Committee/Special Board meetings
- Update to Reserve and ADA Grievance Policy
 - Consider Legislative Advocacy Policy

Election of Board Officers; Setting of Board Calendar

- California Water Code section 71253 provides: “. . . directors elected to office shall take office at noon on the first Friday in December succeeding their election.”
- District Code section 2.20.010 provides for the election of Board Officers at the first meeting in January.
- The Board Handbook (Bd. Policy No. 1) provides for setting of the Board calendar by January 31 each year.



Proposed Realignment with Water Code

- Clarify time for taking office - The First Friday in December, in accordance with Water Code section 71253, but not prior to certification of election results.
- Change date for election of Board Officers in an election year to the first meeting following newly elected directors taking office.
- Change date for adoption of Board Calendar to occur prior to beginning of the new year, but following any newly elected directors taking office

Update General Manager/RMC Settlement Authority

- Update General Manager's Authority to settle Liability claims, worker's compensation claims and pending litigation up to \$25,000 (from \$20,000), with evaluation from the General Counsel's Office.
- Provide settlement authority for the District's Risk Management Committee to settle liability claims up to \$5,000 (from \$2,500), with evaluation from General Counsel's Office.



Consider Dual Notice for Committee Meetings

- In January 2020, the Board provided staff direction to continue the practice of dually noticing Committee/Special Board Meetings.
- Dual notice allows a quorum of the Directors to attend and participate.
- Pursuant to the Board Handbook, Bd. Policy No. 1, no action is normally taken at these meetings, unless there is an urgent need.
- Consider whether to discontinue the practice of dual noticing, which would allow only the two Committee appointees to discuss Committee business.

Update Reserve and ADA Grievance Policies; Consider Legislative Advocacy Policy

- Update Board Policy No. 46; Reserves, to add Water Supply Reserve Fund and other language updates.
- Update Board Policy No. 31 to bring current the District's ADA Grievance process and named ADA Coordinator(s).
- Consider direction to staff to proceed with a legislative advocacy policy, which would set a process to determine Board positions on pending legislation.



RECOMMENDATIONS FOR REVIEW AND REFERRAL:

- Changes to District Code and the Board Handbook to:
 - Clarify the date newly elected directors take office,
 - Set election of Board Officers for the first meeting following seating of newly elected directors in election years, and
 - Set adoption of Board Calendar to occur prior to the beginning of the new year, but following any newly elected directors taking office
- Update to the General Manager's authority to settle liability claims, worker's compensation claims and pending litigation in an amount up to \$25,000, and to Risk Management Committee to settle liability claims in an amount up to \$5,000.
- Updates to the Board Reserve and ADA Grievance policies

Consider, and Provide Direction on:

- The District's practice of dually noticing Committee/Special Board Meetings
- Whether to pursue a Board Policy on Legislative Advocacy