

**Title 2**

**BOARD OF DIRECTORS**

**Chapters:**

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## Chapter 2.04

### RESPONSIBILITIES

**Sections:**

|                 |   |
|-----------------|---|
| <b>2.04.010</b> | <b>Purpose.</b>                                 |
| <b>2.04.020</b> | <b>Responsibilities.</b>                        |
| <b>2.04.030</b> | <b>Individual Directors--Powers and Duties.</b> |

**2.04.010 Purpose.**

The regulation codified in this chapter identifies the responsibilities of the Board of Directors. The citations in parenthesis are to sections of the County Water District Law (Division 12 of the Water Code). (Reg. 201 § 1)

**2.04.020 Responsibilities.**

A. The Board of Directors is the governing body of the District (§ 30575) and as such exercises all the legal powers of the District except the functions assigned by law to the General Manager, the secretary and the auditor (§ 30576).

B. The Board acts in a discretionary, legislative capacity by establishing policy, adopting regulations, setting the budget and authorizing the officers and employees of the District to execute contracts, and to take other actions for the District. The Board does not act in an administrative capacity.

C. The Board can act by enacting ordinances, adopting resolutions, and passing motions (§ 30523) by the affirmative vote of three directors (§ 30525).

D. The Board appoints the General Manager, secretary and auditor of the District (§ 30540).

E. The Board may prescribe the authorities and duties of the officers and employees of the District (§ 30544). (Reg. 201 §2)

**2.04.030 Individual Directors--Powers and Duties.**

Outside of Board meetings, an individual director has only the authority to administer oaths (§ 30577) and to perform such duties as may be expressly or impliedly authorized by the Board. (Reg. 201 § 3)

**Chapter 2.08**  
**PROCEEDINGS**

each committee shall be appointed, and may be removed, by the President, subject to confirmation by the Board. (Reg. 202(g))

**Sections:**

- 2.08.010 Authority.**
- 2.08.020 Meetings--Regular and Special.**
- 2.08.030 Meetings--Notice.**
- 2.08.040 Meetings--Conduct.**
- 2.08.050 Officers of the Board--Election -- Term.**
- 2.08.060 Committees.**

**2.08.010 Authority.**

The regulation codified in this chapter sets forth the rules for proceedings of the Board of Directors of the District established pursuant to Water Code Sections 30521 and 30530 and Government Code Section 54954. (Reg. 202(a))

**2.08.020 Meetings--Regular and Special.**

A. Regular meetings of the Board of Directors shall be held at the District Center on the first and third Wednesday of each month commencing at 6:30 p.m. If a regular meeting falls on a holiday, the meeting shall be held on the next business day.

B. Special meetings of the Board of Directors shall be held on the call of the president or any three directors. (Res. 96-1 Exh. A: Reg. 202(b)(c))

**2.08.030 Meetings--Notice.**

All meetings and hearings of the Board of Directors shall be noticed and held, and may be adjourned or continued, in accordance with the provisions of the Ralph M. Brown Act (Government Code § 54950, et seq.) and as that Act may from time to time be amended and supplemented. (Reg. 202(d))

**2.08.040 Meetings--Conduct.**

The latest edition of Robert's Rules of Order shall govern the conduct of all meetings and hearings of the Board of Directors. (Reg. 202(e))

**2.08.050 Officers of the Board--Election--Term.**

The officers of the Board of Directors shall be a president and a vice president who shall be elected by the directors from their own number within the first thirty days after the newly elected members take office in each odd numbered year. Officers shall hold office for two years and until their successors are elected, unless sooner removed from office by vote of a majority of the entire Board. (Reg. 94-23 Exh. A: Reg. 202(f))

**2.08.060 Committees.**

The Board may from time to time establish committees of the Board. No committee shall have more than two directors among its members. The members of

## Chapter 2.12

### COMPENSATION

#### Sections:

|                 |                                   |
|-----------------|-----------------------------------|
| <b>2.12.010</b> | <b>Authority.</b>                 |
| <b>2.12.020</b> | <b>Attendance at Meetings.</b>    |
| <b>2.12.030</b> | <b>Service of Directors.</b>      |
| <b>2.12.040</b> | <b>Limitations.</b>               |
| <b>2.12.050</b> | <b>Reimbursement of Expenses.</b> |

#### **2.12.010 Authority.**

The regulation codified in this chapter is subject to, and in furtherance of, the provisions of Section 30507.1 and 20202 of the Water Code. (Res. 93-50 Exh. A. (part): Reg. 203 § 1)

#### **2.12.020 Attendance at Meetings.**

A. Directors shall be compensated at the rate of one hundred dollars for attending each meeting and each adjournment of a meeting of the Board, except that an adjournment of a meeting to a later hour on the same day shall not be separately compensated.

B. "A meeting of the Board," as used in this chapter, includes regular and special meetings, study sessions, hearings conducted by the Board and any other gathering of a quorum of the directors that meets all of the following requirements:

1. The purpose of the meeting is to transact or deliberate on the business of the District;

2. Notice is given to each director of the place, date and time of the meeting;

3. The meeting is open and public except to the extent that a closed session is permissible under the Ralph M. Brown Act (Government Code Section 54940 et seq.).

C. "A meeting of the Board," as used in this chapter, also includes meetings of any standing or ad hoc Board or District committee consisting of less than a quorum of the directors, if:

1. The committee has been created by, or District participation approved by, the Board of Directors;

2. The directors who participate are nominated by the President of the Board and appointed by the Board of Directors;

3. Notice is given to each director of the place, date, and time of the meetings; and

4. The meeting is open and public except as provided by law. (Amended during 4-01 supplement; Res. 93-5 Exh. A (part); Reg. 203 §2)

#### **2.12.030 Service of Directors.**

A. Directors shall be compensated for each day of service rendered as a director at the request of the Board at the rate of one hundred dollars. Requests for a director's service shall be recorded in the minutes of the meetings of the Board.

B. Directors shall be compensated for attendance at conferences (such as the semiannual ACWA conferences) or for meetings with local government agencies, service organizations, or civic groups, if:

1. They are invited to be a program participant (e.g., deliver a speech, serve as a panel member on behalf of CCWD); or

2. The Board approves their participation in advance.

C. Directors shall be compensated for attendance at meetings with members of District staff only in the following limited circumstances:

1. The regularly scheduled meetings between the Board President (or vice president, in absence of the president) and the General Manager (or the General Manager's designee); and

2. Meetings requested by the General Manager, the General Manager's designee or the internal auditor, regarding specific matters of District business. (Amended during 4-01 supplement; Res. 94-46 Exh. A; Res. 93-50 Exh. A (part): Reg. 203 § 3)

#### **2.12.040 Limitations.**

A. The compensation paid to a director for attending meetings and performing services in any calendar month shall not exceed a total of one thousand dollars.

B. The compensation paid to a director for attending meetings and performing services on any day shall not exceed a total of one hundred dollars, and shall not exceed a total of ten days in any calendar month. (Water Code § 30507.1) (Res. 93-50 Exh. A (part): Reg. 203§4)

#### **2.08.050 Reimbursement of Expenses.**

In addition to compensation, directors shall be reimbursed for their reasonable expenses necessarily incurred in performing service as a director at the request of the Board, including travel expenses in accordance with Chapter 3.20 of this Code. (Reg. 203 § 5)

## Chapter 2.16

### ATTENDANCE AT DISTRICT-RELATED ACTIVITIES

**Sections:**

- 2.16.010**      **Notice.**
- 2.16.020**      **Meetings Outside the State.**
- 2.16.030**      **Congressional Hearings.**

**2.16.010**      **Notice.**

When the Board authorizes or directs three or more members to attend a meeting, conference or other activity related to the business of the district, the secretary shall give written notice thereof to each newspaper, radio and television station that has requested notices of meetings of the Board and shall post a notice thereof in the manner of noticing special meetings of the Board. Said notices shall be mailed or delivered and posted at least twenty-four hours prior to the meeting. (Reg. 204(a))

**2.16.020**      **Meetings Outside the State.**

Unless specifically authorized by the Board, no more than two directors shall attend at the District's expense any District-related activity held outside the state of California. (Reg. 204(b))

**2.16.030**      **Congressional Hearings.**

The President of the Board of Directors and one Director shall be authorized to attend at District expense the annual congressional hearings on water project appropriations and meetings in Washington, D.C. in connection with the hearings. Directors shall be invited to attend the hearings in the numerical order of their respective division, beginning in 1988 with the director from Division 1. Any director not attending in his or her numerical turn shall forfeit eligibility until the director's normal turn again occurs. (Reg. 204(c))

Effective March 2007, a director not able to attend during his or her numerical turn will be allowed to trade turns only with the director whose turn immediately follows, and subject to agreement of that director.

## Chapter 2.20

### USE OF DISTRICT SERVICES AND SUPPLIES

**Sections:**

- |                 |   |
|-----------------|---|
| <b>2.20.010</b> | <b>Authority.</b>                               |
| <b>2.20.020</b> | <b>Requests.</b>                                |
| <b>2.20.030</b> | <b>Responsibilities of the General Manager.</b> |

**2.20.010 Authority.**

Directors are authorized to use District stenographic and clerical services, printing, reproduction facilities, stationery, postage and other similar services and supplies provided that the use will serve a proper District purpose, the use will not unduly interfere with the performance of duties by the District's employees, and the use is reasonable and justified under the circumstances. (Reg. 205(a))

**2.20.020 Requests.**

Directors shall submit requests for services and supplies to the General Manager or his delegate. Requests for services, except those involving insignificant expense or time of a District employee, shall be in writing on a form provided by the General Manager. (Reg. 205(b))

**2.20.030 Responsibilities of the General Manager.**

A. The General Manager, or his delegate, shall arrange for the requested services and supplies to be furnished consistent with the provisions of Section 2.20.010.

B. The General Manager, or his delegate, shall submit to the Board of Directors monthly written reports detailing the services and supplies furnished and the cost thereof to the District. (Reg. 205(c))

## Chapter 2.24

### CANDIDATES' STATEMENTS

**Sections:**

- |                 |   |
|-----------------|---|
| <b>2.24.010</b> | <b>Authority.</b>                       |
| <b>2.24.020</b> | <b>Content--Costs.</b>                  |
| <b>2.24.030</b> | <b>Additional Materials Prohibited.</b> |

**2.24.010 Authority.**

The regulation codified in this chapter is adopted pursuant to Section 10012 of the Elections Code. (Reg. 206(1))

**2.24.020 Content--Costs.**

A. Candidates' statements for inclusion in the voters' pamphlet shall not exceed two hundred words.

B. Each candidate who files a statement shall be charged the actual prorated cost of printing, handling, translating and mailing his statement. The candidate shall be required to pay the estimated amount of said cost at the time the statement is filed. (Reg. 206(2))

**2.24.030 Additional Materials Prohibited.**

No materials on behalf of a candidate other than the candidate's statement shall be mailed with the sample ballot. (Reg. 206(3))

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