

Policy Number: 1.0.0

Title:
BOARD OF DIRECTORS POLICY OF OPERATION

Introduction:

The Board of Directors (Board) of the Alpine Springs County Water District (District) based on the Certificate of Formation, dated March 19, 1963, desires to define the terms and conditions under which the Board operates. This document is meant to define the scope and breadth, as closely as is reasonable, of that operation.

Ends:

It is the objective of this Board to establish policy regarding certain aspects of the District operation. Those aspects include:

1. Budget, Finance and Long Term Financial Planning
2. Personnel
3. Administrative
4. Capital Projects
5. District Services
6. Development Standards
7. District Owned Facilities
8. Maintenance of a long term strategic plan

Responsibility:

The Board is an elected body, authorized by popular vote by the registered voters of the District to oversee and guide the operations of the District. As such, each member of the Board, by definition, is a politician. Because of the political nature, the Board recognizes that there are appropriate limits to its involvement in matters of the District. Therefore the focus of interest of the Board is as follows:

- a. **Financial Condition:** The Board has the fiduciary responsibility for the District. Therefore, the financial condition of the District is of paramount interest to the Board. The Board will be apprised by the General Manager (GM), or the GM's representative, on a monthly basis of the financial assets and liabilities, both present and future, as well as can reasonably be foreseen. This includes an accounting of payables, receivables and budget variations. In addition, the Board must approve any major change in the financial workings of the District, the annual budget and changes in rate charges.
- b. **Policy:** The Board will set all major policies for implementation by the GM. Periodically the GM will make recommendations to the Board on new policies and/or revisions of existing policy.
- c. **Relationship to the Manager of the District:** The Board is a political body of five members. This political body acts with one voice, as defined by a majority of its members. The Board acts through its written policy while the GM is authorized to reasonably interpret that policy and take any actions within the limits of the Board's policy.
- d. **Description of Responsibilities:** The Board of five members annually elects amongst itself two positions, one of President and one Vice President. The President is the Board's representative to and liaison with the GM. The President is also the public

representative of the District. The GM and the President will confer from time to time to discuss matters of interest to the Board, which arise or change between regularly scheduled meetings of the Board. The President has final authority over all agendas, including Committee agendas. The Vice President will assume the responsibilities of the President when and if the President is unable or unwilling to perform those duties. Directors are obligated to attend and participate in person at the meetings of the Board and any Committee appointments that they may receive. Teleconference is permissible following the requirements set forth in the Brown Act. It is not necessary for a Director to teleconference when they are unable to attend in person.

- e. **Committee Assignments:** The Board, as a matter of policy, has created several standing Committees. Each Committee is made up, at a minimum, of two Board members (as appointed by the President) and the GM. Each Committee has a defined sphere of influence and meets at the direction of the President, to review issues and develop recommendations to be subsequently presented to the Board as a whole for action.
- f. **Relations with the Public:** The Board is responsible to the public and every effort will be made to accurately relate to the public information regarding the District. This includes newsletters on a semiannual basis; supplemental mailings as required; and development, management and updating of the Districts web page. It is very important to the Board that accurate information be provided to and made easily accessible by the residents of the District. Members of the Board are encouraged to develop and/or maintain strong ties with the public in order to provide avenues of direct contact by the public in addition to District staff.
- g. **Limitations:** By omission, any topic that is not specifically included in this document is excluded.

This policy is written as a guide for both existing and future Boards and General Managers and is the compilation of ideas, thought and desires of the current Board. This policy is no way meant to limit any future Board and should be regularly reviewed and edited as needed.