

PUBLIC NOTICE

**Administration and Personnel Committee
Alpine Springs County Water District**

Date: March 24, 2021
Location: District Office, Board Room
270 Alpine Meadows Road
Time: 9:00 a.m.
Members: Janice Ganong, District Director, Chair
Evan Salke, District Director
Joe Mueller, General Manager

AGENDA

NOTE: IF YOU NEED A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION, INCLUDING AUXILIARY AIDS OR SERVICES, TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE DISTRICT OFFICE AT THE TELEPHONE NUMBER AND ADDRESS LISTED BELOW PRIOR TO THE MEETING.

Pursuant to the Governor's Executive Order N-29-20, issued March 17, 2020, the Alpine Springs County Water District Board Room will not be accessible to the public for this meeting. The meeting will be accessible via teleconference only. Public comments will be accepted by the committee and should be submitted to the Board Secretary at info@alpinesprings.org; by mail or in person (drop box) 270 Alpine Meadows Rd., Alpine Meadows, by Monday March 19th, 2021 at 9:00 a.m. and via ZOOM on any item on the agenda until the close of public comment on the item.

ZOOM LINK: At the specified time, 9:00 a.m., connect to the ZOOM Mtg. ID: 940 3412 8102; Passcode: 700733 . Please mute yourself unless you are speaking. Times listed are approximate.

1. **CALL TO ORDER**
2. **PUBLIC COMMENT**

It is the policy of the Alpine Springs County Water District to give the public the opportunity to address any item of interest, related to the Committee's activities, at this time. No action can be taken on items addressed under Public Comment that are not on the agenda. Individual public participation will be limited to five minutes in duration.

If a member of the public wishes to address the Committee on an agenda item after consideration by the Committee, but prior to a vote, the individual should raise his/her hand to be recognized by the Chair of the Committee.

3. **ITEMS FOR COMMITTEE DISCUSSION & ACTION**

- a. Discuss and formulate proposed goals and objectives for 2021-2022 fiscal year.
- b. Discuss the District's Mission Statement.
- c. Discuss the General Manager's annual review.
- d. Discuss the Board of Directors annual review.
- e. Discuss A&P Policies 4.0.0 to 4.18.0
- f. Discuss and develop salary steps for employee advancement.

4. **MEMBERS' COMMENTS**

In accordance with Government Code Section 54954.2(a), Committee members may make brief announcements or brief reports on their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

5. **CORRESPONDENCE**

NONE

6. **ADJOURNMENT**

Agenda items may or may not be taken in the order sequence presented above.

I certify that on or before Friday March 19th, 2021 at 9 :00 a.m., I personally posted this agenda as required.

Pam Zinn
Pam Zinn, Office Manager

2020/2021 GOALS AND OBJECTIVES

Per Policy 4.6.0, the Board of Directors and the General Manager are to develop annually a list of goals and objectives for the fiscal year. These goals and objectives can be directed towards staff, the General Manager and/or the Board itself and will be used to measure the overall performance of each. This list, per the policy, is to be completed prior to June 1 so that it will coincide with the fiscal year.

Also, per the policy, ambiguous and subjective goals or objectives are excluded since the objective of the policy is to provide measurable criteria.

The following list has been created as a collaborative effort between the Administration & Personnel Committee, the General Manager and the Board of Directors.

Board Goals and Objectives

1. Review the District's Mission Statement and the Goals and Objectives in May of each year.
2. Review existing policies at the Committee and Board level and make new policies as required for the management and operation of the District at a committee and board level.
3. Budget resources to ensure that money, staff, and facilities are available for the District to operate within all of the policies of the Board.
4. Provide the public with information about the District's activities, goals, and objectives through the semi-annual newsletter, annual valley-wide meeting, Board meetings and on-the-street communications.
5. Always communicate with each other, the General Manager and the public in a polite and respectful manner.

General Manager Goals and Objectives

1. Personnel
 - a. Provide a work environment for staff that promotes employee retention.
 - b. Provide guidance to the Board regarding the resources necessary for adequate training and continuing education of staff.
2. Budget & Finance
 - a. Provide guidance to the Board regarding the budgetary needs of the District, both in annual operations and future capital expenditures.
 - b. Provide guidance to the Board regarding the financial condition of the District and manage the District's financial resources in a fiscally efficient way.
 - c. Continue to update the capital asset 30 year study
3. Planning and Implementation
 - a. Prepare and carry out the necessary plans and actions to implement the approved operating and capital improvement budgets for FY 2019/2020.
 - i. Oversee completion of tank 4 and 4a replacement project.
 - b. Carry out the following tasks not specified in the operating or capital budgets.
 - ii. Continue to work on retroactively obtaining easements for installed water and sewer facilities, including consultation with Legal regarding lot transfers.
 - iii. Complete at least 30 service application updates annually.
 - iv. Continue to work on capital asset 30-year replacement schedule.
4. Communications
 - a. Communicate with the Board regarding:

- i. Operation and management of the District.
 - ii. Follow-up items from Board meetings.
 - iii. Legal, financial and operational impacts of projects
- b. Communicate to the public District activities including:
 - i. Newsletters
 - ii. Web page
 - iii. If possible, attendance at the annual All-Valley Meeting

For Evaluation Purposes:

General Comments:

- 1. Areas of strength
- 2. Areas for improvement
 - a. Continue to work on private homeowner easements

Effective: 7/1/20

ALPINE SPRINGS COUNTY WATER DISTRICT MISSION STATEMENT

The mission of Alpine Springs County Water District is to serve the residents of Alpine Meadows with:

1. Adequate, safe, dependable drinking water and fire flow to meet community needs
2. Safe, efficient and non-hazardous collection of waste water and refuse
3. Adequate and dependable fire protection services
4. Protection, preservation and enhancement of the urban forest setting with consideration for the property owner's continued use and enjoyment
5. Offer recreation services and facilities serving all age groups

OBJECTIVES:

1. Conduct open and public meetings
2. Be responsible to the needs and desires of the constituency
3. Be fiscally responsible and accountable
4. Communicate to the general public on a regular basis the affairs of the District
5. Maintain the necessary certifications, education and information in order to carry out responsibilities in a safe and orderly manner

2020/2021 GOALS AND OBJECTIVES

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1. Review the District's Mission Statement and the Goals and Objectives in May of each year.

2. Review existing policies at the Committee and Board level and make new policies as required for the management and operation of the District at a committee and board level.

3. Budget resources to ensure that money, staff, and facilities are available for the District to operate within all of the policies of the Board.

4. Provide the public with information about the District's activities, goals, and objectives through the semi-annual newsletter, annual valley-wide meeting, Board meetings and on-the-street communications.

5. Always communicate with each other, the General Manager and the public in a polite and respectful manner.

General Manager Goals and Objectives

1. Personnel
 - a. Provide a work environment for staff that promotes employee retention.

- b. Provide guidance to the Board regarding the resources necessary for adequate training and continuing education of staff.

2. Budget & Finance

- a. Provide guidance to the Board regarding the budgetary needs of the District, both in annual operations and future capital expenditures.

- b. Provide guidance to the Board regarding the financial condition of the District and manage the District's financial resources in a fiscally efficient way.

- c. Continue to update the capital asset 30-year study.

3. Planning and Implementation

- a. Prepare and carry out the necessary plans and actions to implement the approved operating and capital improvement budgets for FY 2020/2021.
 - i. Oversee completion of tank 4 and 4a replacement project.

- b. Carry out the following tasks not specified in the operating or capital budgets.
 - ii. Continue to work on retroactively obtaining easements for installed water and sewer facilities, including consultation with Legal regarding lot transfers.

 - iii. Complete at least 30 service application updates annually.

 - iv. Continue to work on capital asset 30-year replacement schedule.

4. Communications

- a. Communicate with the Board regarding:

i. Operation and management of the District.

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iii. Legal, financial and operational impacts of projects

b. Communicate to the public District activities including:

i. Newsletters

ii. Web page

iii. If possible, attendance at the annual All-Valley Meeting

For Evaluation Purposes:

General Comments:

1. Areas of strength

2. Areas for improvement

a. Continue to work on private homeowner easements.

Effective: 7/1/20

Policy Number: 4.0.0

Title: ADMINISTRATION & PERSONNEL COMMITTEE POLICY OF OPERATION

Introduction:

This policy has been developed to establish a scope of influence and provide operational parameters under which to operate.

Ends:

It is the objective of this Committee to recommend policy to the District Board of Directors regarding the following issues:

1. Administration
 - a. Contracts & agreements (i.e. District Insurance, etc.)
 - b. Board of Directors Rules, Procedures & Responsibilities: (i.e. Board meeting format, Agenda policy, etc.)
 - c. Relationships with governmental and outside entities
 - d. Annexations and re-organizations
 - e. Dissemination of information
2. Personnel
 - a. Wages and salaries
 - b. Relations between the District and its employees
 - c. Legal matters regarding employment with the District
 - d. Position of the General Manager is adequately filled

Responsibility:

It is the responsibility of the members of this Committee to meet, discuss, evaluate, draft, edit or revise policy under the legitimate categories outlined above. Meetings shall be held at the direction of the President of the Board of Directors and scheduled by the Chair of the Committee.

The Committee shall have three members:

1. Two members of the District Board of Directors
2. The General Manager of the District.

It is the further responsibility of the Chairperson of the Committee to preside over the Committee meetings and prepare a written report, to be included in the District Board of Directors Agenda Package, a brief reference should be included for alternative views.

Policy Number: 4.1.0

Title: PUBLIC PARTICIPATION POLICY

Introduction:

This policy has been developed to establish a protocol for public participation during any Board or Committee meeting of the District.

Ends:

It is the policy of the Alpine Springs County Water District to give the public the opportunity to address any item of interest. The public may speak on agenda items at this time or after the Board has discussed the item, but prior a vote. No action can be taken on items addressed under Public Comment that are not on the agenda. Individual public participation will be limited to 5 minutes in duration.

Responsibility:

It is the responsibility of the President or Chairperson to allow for full public participation under this policy.

Policy Number: 4.2.0

Title: REGULARLY SCHEDULED MEETING LENGTH POLICY

Introduction:

This policy has been developed to establish the maximum duration of a regularly scheduled meeting of the Alpine Springs County Water District Board of Directors.

Ends:

The Board of Directors of The Alpine Springs County Water District, as a general rule does not wish to have regular meetings extend beyond 4 hours in duration. To accommodate this policy, the Board President will query the Directors as to their wishes on finishing Board business. This can take the form of continuing on, postponing the meeting or moving remaining agenda items to the next regularly scheduled meeting, whichever is acceptable to the majority.

Responsibility:

It is the responsibility of the President to manage regularly scheduled meetings of the Board under the provisions of this policy.

Policy Number: 4.3.0

Title: DISTRICT PRACTICES AND CONDUCT

Introduction:

This policy has been developed to establish the manner in which the Board of Directors of the District shall operate. If any inconsistencies exist between this policy statement and the California Government Code (the "Brown Act" and the "Public Records Act"), which governs Board meetings and the dissemination of information to the public, and/or the California Water Code, which controls the manner in which water districts are organized, the statutory provisions shall prevail. This policy shall replace in its entirety the Alpine Springs County Water District By-Laws adopted by the District on April 1, 1963.

Ends:

1. NAME OF DISTRICT. The name of the District is Alpine Springs County Water District.
2. OFFICE OF DISTRICT. The office of the District is located at 270 Alpine Meadows Road, Alpine Meadows, California 96146, located in Placer County in the State of California. All meetings of the Board of Directors and its committees shall be held at the District office, unless the Board decides otherwise, after proper notice to the Directors and the public.
3. OFFICERS. The Officers of the District shall be the President and Vice President. Other officers may be designated as provided in California Water Code Section 30540. The President shall preside at all meetings of the Board of Directors. In the President's absence, the Vice President shall preside. At the December Board of Directors meeting, the Board of Directors shall elect the President and Vice President from among the members of the Board of Directors. The newly-elected President and Vice President shall assume office immediately following the December Board meeting. In the event that both the President and Vice President are not available to preside at the December Board of Directors meeting, the Board member with the most seniority shall preside. The President and Vice President shall hold office for one year or until their successors are elected.
4. VACANCIES. All vacancies occurring in the office of Director shall be filled in one of two ways, as follows: (a) by special election or (b) by appointment, as selected by majority vote of the remaining Directors. Persons appointed to fill a vacancy by appointment shall hold office until the next general district election that is scheduled at least 130 days after the Board of Directors is notified of the vacancy or until the end of the unexpired term of office, whichever occurs first. In either case, any person elected to fill a vacancy shall hold office for the unexpired balance of the term of office.
5. APPOINTMENT AND REMOVAL. The Board of Directors may at any time appoint or employ or engage and/or remove or terminate employees, attorneys, engineers, consultants and other independent contractors and prescribe the authorities and duties of such individuals and entities.
6. MINUTES OF MEETINGS. The Board of Directors shall appoint a Recording Secretary who shall record minutes of each meeting of the Board of Directors. Committee Chairs shall submit a written report of committee meetings at the next

regularly scheduled Board meeting. All meetings of the Board of Directors shall be recorded on audiotape and kept until the minutes of the meeting are approved by the board.

7. **REGULAR MEETINGS.** Regular meetings of the Board of Directors shall be held monthly on the second Friday of the month at 9:00 a.m. at the District office unless the Board, by majority vote, reschedules the meeting time or place in sufficient time to give adequate notice. At least 72 hours before a regular meeting of the Board of Directors or a meeting of a Standing Committee, the District shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the meeting and shall be posted at the District office and on the District web site, if available.
8. **SPECIAL MEETINGS.** The President may, when he/she deems it expedient, and shall, upon written request of three or more members of the Board of Directors, call a special meeting of the Board of Directors for the purpose of transacting any business designated in the call. Written notice of the special meeting shall be delivered to all members of the Board of Directors 24 hours prior to the meeting. Notice of the special meeting shall be posted at least 24 hours before the meeting at the District office and on the District web site, if available.
9. **QUORUM.** A majority of the members of the Board of Directors constitutes a quorum at any meeting of the Board. A majority of the members of the Board of Directors is required for an official action to be taken by the District.
10. **BOOKS AND RECORDS.** The District's books and records, together with all of the documents and papers pertaining to the business of the District, shall be kept and maintained at the District office.
11. **ANNUAL FINANCIAL AUDIT.** Annually, the District shall retain an auditor as an independent contractor, who is a licensed Certified Public Accountant in the State of California, to review the District's books, records and financial affairs. The auditor shall report its findings, including its opinion on the District's annual financial statements, to the Board of Directors.

Responsibility:

The Board of Directors has the responsibility to adhere to the requirements of this policy, the Brown Act, the Public Records Act, the Water Code and any other statute which governs its activities.

Policy Number: 4.3.1

Title: BOARD MEETING PROCEDURE

Introduction:

This policy has been developed to establish the procedures by which meetings of the Board of Directors shall operate.

Ends:

1. ROBERT'S RULES OF ORDER. The rules contained in Robert's Rules of Order, 10th Edition ("Rules"), shall govern all meetings of the Alpine Springs County Water District ("District") Board of Directors and its committees except where the Rules are inconsistent with provisions of the California Government Code (the "Brown Act" and the "Public Records Act"), the California Water Code, this policy or any other Policy established by the District.
2. STANDING COMMITTEES. At the first regular meeting of the calendar year, the District President shall appoint members to the following Standing Committees: Administration & Personnel Committee, Budget & Finance Committee, Long Range Planning Committee, Park, Recreation & Greenbelt Committee. Each committee shall, at a minimum, consist of two members of the Board of Directors and the General Manager of the District. The President shall appoint the Chair of each committee. The Chair may appoint up to three Alpine Meadows residents to the committee or as otherwise approved by the President of the Board.
3. TAHOE TRUCKEE SANITATION AGENCY (TTSA). At the first regular meeting of the calendar year, the Board of Directors shall, by majority vote, appoint a representative from Alpine Meadows to TTSA.
4. DIRECTORS' COMMENTS. After all agenda items have been discussed, the President of the Board shall ask each Director if he/she wishes to comment or report on any subject. At this time, Directors' comments shall be limited to no more than 10 minutes each.
5. PUBLIC PARTICIPATION. The Board of Directors wishes to encourage meaningful public participation and vigorous debate on all issues discussed at Board meetings. However, in the interest of time and conducting a meeting focused on the issues before it, the President may limit each person's speech on any issue to five (5) minutes.
 - a. Any person who wishes to speak on an issue which is on the agenda may do so by informing the President in writing at the beginning of the meeting or by raising his/her hand during the time allocated for public comment on the issue. The President shall recognize the person making the request before the person may speak. Public comment on any issue on the agenda shall occur after the Board has had the opportunity to debate the issue and before a vote is taken. The public shall confine its remarks to the merits of the question at hand. When all members of the public who wish to speak on an issue have done so, the President may call for the question (the vote.)
 - b. At the beginning of the meeting, any member of the public may address the Board on any item of interest to the public. Such comments by the public shall be limited to no more than five (5) minutes.

6. NOTICE AND AGENDAS.

- a. At least 72 hours prior to a regular meeting of the Board of Directors or a meeting of a Standing Committee, the District shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall specify the time and location of the meeting and shall be posted at the District office and on the District web site.
- b. Notice of a special meeting shall be posted at least 24 hours before the meeting at the District office and on the District web site.
- c. Any member of the public may request, in writing, that the agenda and all documents constituting the agenda packet be mailed to him/her at the time the agenda is posted. The District shall establish a fee for providing this service.

Responsibility:

The Board of Directors has the responsibility to adhere to these procedural rules.

Policy Number: 4.4.0

Title: Confidential Information

Introduction:

This policy has been developed to establish what information the District has or receives that is considered confidential in nature and how that information shall be handled by District staff.

Ends:

1. The Board of Directors has determined that the following information is confidential in nature based on California Government Code Sections 6254, 6254.16 and 6254.21 ("California Public Records Act"):
 - a. Preliminary drafts, notes or interagency or intra-agency memoranda that are not retained by the District in the ordinary course of business.
 - b. Records pertaining to pending litigation
 - c. Information, the disclosure of which would constitute an unwarranted invasion of personal privacy.
 - d. Name, credit history, utility usage data, home address and telephone number of utility customers, except that name and utility usage data are not confidential in the case of elected or appointed members of the Board of Directors and home addresses of members of the Board of Directors are not confidential if the member(s) give their permission.
2. As such, this information shall not be discussed or disclosed to the public unless authorized by the Board of Directors.

Responsibility:

The General Manager shall be responsible for the protection of the confidentiality of the referenced information.

Policy Number: 4.5.0

Title: Board Correspondence

Introduction:

This policy has been developed to establish the procedure for forwarding, to the Board of Directors, correspondence which is sent to their attention.

Ends:

Any correspondence sent to the attention of an individual member of the Board of Directors at the District office shall be placed in that member's file folder. Any correspondence sent to the attention of the Board of Directors as a whole shall be placed on the agenda for the next regularly scheduled Board meeting as an action item.

The exception to this procedure shall be when the sender of the correspondence has made the General Manager or an individual Board Member aware that they would like the correspondence to be made part of a Board meeting, or an individual Board Member or the General Manager feels that it should be made part of the Board package, in which case the General Manager shall include such correspondence, regardless of the addressee, as part of the Board package at the next regularly scheduled Board meeting.

Responsibility:

The General Manager shall be responsible for implementing this policy.

Policy Number: 4.6.0

Title: Annual Goals and Objectives

Introduction:

This policy has been developed to establish the requirement and procedure for the Board of Directors to produce a document outlining the goals and objectives of the District for the next fiscal year.

Ends:

It is necessary that the Board of Directors impart to the General Manager its desires for the upcoming fiscal year. To that end, the Board of Directors along with the General Manager shall undertake annually to create a document establishing those goals and objectives formally. This document shall be completed prior to June 1 of each year to accommodate the budget process. This document shall be used as the yard stick by which success is measured. Because of this, the document must be developed in such a way as to create measurable end points. For that reason, ambiguous and subjective goals and objectives shall not be included in this document. On an annual basis or more frequently at the discretion of the Board, the Board and the General Manager shall evaluate progress compared to the annual goals and objectives and make changes and revisions if necessary.

Responsibility:

This document shall be a collaborative effort between the Board of Directors and the General Manager. Once the document is drafted and agreed to by both parties, it will then be the General Manager's responsibility to take appropriate steps to move the District forward in the direction of the goals and objectives.

At the end of the fiscal year, the General Manager will be responsible for reporting to the Board of Directors the relative success of the year's achievement of the goals and objectives.

Policy Number: 4.7.0

Title: Public Access to Board Packages

Introduction: This policy establishes the procedure for providing members of the public with copies of the information packages associated with a Board of Directors meeting.

Ends: It is the desire of the Board of Directors to provide copies of the informational packages associated with Board meetings to any member of the general public for their review. It is however recognized that providing copies of this information in advance of a meeting has some logistical problems. It is often necessary to change information that is included in the packages and those changes can come as late as the beginning of the meetings. If the District provided the public with advanced copies of the information packages, and there were changes, additions or deletions to that document, then the District would need to redistribute those changes to each member of the public who received an advance copy.

To accommodate public interest, the District will make available for review a copy of the information packet at the District office. At the same time as the distribution to the Directors, this packet will be available for review only and shall not be removed from the District office. This notwithstanding, the District shall mail a copy of the agenda or copies of all the documents in the agenda packet, to any person who has filed a written request for such materials. The mailed copies of the agenda, or agenda packets, shall be mailed at the time the agenda is posted. The District will establish a fee to recover the cost of providing the service. Failure of the requesting person to receive the agenda does not constitute grounds for invalidation of actions taken at the meeting.

The District may delete from the review copy and from any copies mailed to members of the general public who file a written request any information that is not subject to the disclosure requirements of the California Public Records Act, Government Code Sections 6250 et seq.

Responsibility: The General Manager shall be responsible for the implementation of this policy.

Policy Number: 4.8.0

Title: Meeting Minutes

Introduction:

This policy has been developed to establish the policy of the Board of Directors regarding minutes of meetings.

Ends:

The minutes of public meetings are typically the only historical means by which an unbiased understanding of District action can be gleaned. Because of this fact, it is important the Board establish its wishes in regards to these documents.

1. Minutes of each and every meeting of the Board of Directors shall be recorded and later transcribed to written format. The recording shall be retained and made available to the public for a period no less than 90 days or until the minutes of the meeting are approved.
2. Minutes of Committee meetings are not taken, however, the Committee Chair shall report to the Board, in writing, about the meeting.
3. The intent of the transcribed meeting minutes is to impart the action taken during the meeting. It is not a verbatim transcription of the recorded meeting, but rather a summary of events and actions.
4. Any request for a verbatim inclusion into the minutes of a meeting shall be denied unless a legible copy of the speech or document is provided at that time. Any verbatim request, if accompanied with the required documentation shall then simply become an attachment to the minutes and not made part of the actual text, except as reference.
5. After the minutes have been approved, staff shall post them to the District web page, if available. If any verbatim documentation is included and has been provided to the District in electronic format, it will also be posted as an attachment to the minutes document.

Responsibility:

It is the responsibility of the Board of Directors to review and approve the minutes of all meetings. Draft minutes will be provided by staff to the Board for review and comment before approval.

Policy Number: 4.9.0

Title: Requests for Information and Documents

Introduction:

This policy establishes the procedure for providing members of the public with non-confidential information and/or copies of documents maintained by the District. If any inconsistencies exist between this policy statement and the California Government Code (the "Brown Act" and the "Public Records Act"), which governs dissemination of information to the public, the statutory provisions shall prevail.

Ends:

DOCUMENTS

1. A member of the public may review and/or obtain a copy of any non-confidential and/or non-privileged writings distributed to a majority of the Board of Directors. See District Policy 4.4.0 – Confidential Information or a summary of information that is considered confidential and will not be disclosed.
2. Documents distributed during a public meeting shall be made available for public inspection at the meeting if the documents are prepared by the District. Documents distributed during a public meeting which are prepared by some other person shall be available for inspection after the meeting.
3. Upon written request, the District will make available a copy of requested documents at a charge of \$.10 per page, payable in advance.
4. See District Policy 4.7.0 – Public Access to Board Packages for the policy related specifically to agendas and information packages associated with a Board of Directors meeting or meetings of the standing committees. A \$.10 per page charge for reproduction of documents, estimated to be the District's cost to copy the documents, and the cost of mailing, payable in advance, shall be charged to individuals who request copies of Board packages in advance of the meeting.
5. Notwithstanding the above, no member of the general public is permitted to remove original documents from the District office.

RECORDINGS

1. Any recording of an open and public meeting made at the direction of the District shall be subject to inspection by the general public. The inspection shall be conducted at the District office, without charge and on a player of a suitable nature provided by the District.
2. Upon request from a member of the general public, the District shall make a copy of any recording identified in 1. above if the individual making the request provides

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the means for copying. A fee to cover the cost of copying shall be charged for this service.

3. Notwithstanding the above, no member of the general public is permitted to remove the original recordings identified in 1. above from the District office.

Responsibility:

The General Manager shall be responsible for the implementation of this policy.

Policy Number: 4.10.0

Title: Easements

Introduction:

This policy has been developed to establish the District's policy with regards to the disposition of easements for which the District is the beneficiary or where the District is asked for an easement across its lands.

Ends:

With respect to easements for which the District is the beneficiary:

1. The Board of Directors has determined that any easements which benefit the District shall be kept intact and without diminishment.
2. If the owner of land to which an easement benefiting the District is attached wishes to, in any way, diminish these rights associated with the easement by the District, the Owner shall be required, as a minimum to provide the District with adequate compensation for the diminishment of that right. It shall be at the sole discretion of the Board of Directors to determine the adequacy of any proposed compensation.
3. At no time shall the Board of Directors be bound to consider only compensation as a factor in its decision. Existing and/or potential future need may be the most dominant determining factor in its decision. In this case, compensation, in any amount, may not justify the diminishment of the District's rights and may therefore not be considered at all.
4. If there are existing District facilities within the easement, encroachment will be considered on a case by case basis.
5. If there are no existing District facilities within the easement:
 - a. Encroachment will be considered only if the requesting property owner is willing to pay for potential future costs associated with realignment of future facilities outside of the existing easement or to otherwise accommodate the encroachment. The potential costs will be estimated by District staff.
 - b. Abandonment will be considered only if the District determines that there is no reasonable expectation of use of the easement in the future.

With respect to easements which the District is asked to grant across its lands:

1. Easements requested across District lands shall be considered on a case by case basis.

Responsibility:

The Board of Directors shall be responsible for the implementation of this policy.

Policy Number: 4.11.0

Title: Agreement Negotiations

Introduction:

This policy has been developed to establish how agreements for the District are to be negotiated and the process by which they are ratified.

Ends:

1. From time to time, the District needs to negotiate agreement with other parties. At times, it may not be in the best interest of the District, nor be appropriate that members of the Board, participate in such matters. At these times, the Board, at its discretion, shall direct the General Manager to undertake these negotiations.
2. The GM is authorized to negotiate and execute for the benefit of the District any and all contracts and agreements which meet the following criteria:
 - a. The aggregate amount of indebtedness or final obligation of the District in reference to any one such contract or agreement shall not exceed the amount of \$7,500.00.
 - b. The contract or agreement shall be within the approved budget of the District.
3. On a regular basis, the General Manager shall report to the Board on the progress of ongoing negotiations.
4. Upon completion of the negotiations by the General Manager, the General Manager shall present the agreement for consideration by the Board. This presentation will be completed in closed session, if applicable. The Board will then direct the General Manager to continue the negotiations, ratify the proposed agreement or cancel further negotiations with the other party(ies).

Responsibility:

The Board of Directors and the General Manager shall be responsible for the implementation of this policy.

Policy Number: 4.12.0

Title: Consultant and Contractor Selection

Introduction:

This policy has been developed to establish the procedures for the selection of Consultants and Contractors who perform work for the District.

Ends:

1. The Board of Directors has determined that the selection of Contractors and Consultants including, but not limited to Engineering, Auditor, Legal Counsel, and Financial Experts, who perform work for the District should be based on the following prioritized criteria:
 - a. Qualifications
 - b. Historical relationship with the District
 - c. Value
 - d. Availability
2. When the Board determines that a Consultant or Contractor is required, the actual method of selection of the Consultant or Contractor shall be determined by the Board of Directors based upon one of the following:
 - a. The General Manager shall be asked to make the determination, negotiate a contract and bring back an agreement (if applicable) to the Board for review.
 - b. The President of the Board shall direct an existing Committee to review proposals for the specific work to be provided. The Committee shall then meet and make a recommendation to the Board for action.

Responsibility:

The Board of Directors and the General Manager shall be responsible for the implementation of this policy.

Policy Number: 4.13.0

Title: Development Procedures

Introduction:

This policy has been developed to establish the procedures for the review, negotiations, cost allocation, study, design and construction of infrastructure associated with development within the District boundaries.

Ends:

The Board of Directors requires that all of the costs, including staff costs, associated with new construction and development of lands within the service area which fall under the jurisdiction of the Subdivision Map Act, shall be borne by the Owner/Developer and not the District or its existing customers. Also, the District wishes to retain control of all aspects of all infrastructure, which are to be dedicated to the District upon completion. To that end, the Board has determined that the following procedure shall be utilized for the orderly processing of these projects:

- a. The Owner/Developer shall meet with the District staff at the earliest possible time to discuss the project with regards to water, sewer, and fire protection services. These talks will include discussions of studies that may be required, impacts to existing facilities and mitigation measures.
- b. If staff feels it appropriate, the Owner/Developer will be required to fund via bond or deposit with the District, a study of the development's impacts on the District's services (impact study), which shall be conducted by the District's Engineer or other entity of the District's choosing. The scope of the study shall be dictated by the District. The findings of the impact study shall be utilized to determine and negotiate the mitigations which will be required by the District.
- c. If the impact study, environmental reports and determinations, and subsequent mitigation negotiations require design and construction of improvements to the District facilities, which will become the property and responsibility of the District, the District will contract with the District's Engineer or other entity of the District's choosing, to design said improvements. Again, the Owner/Developer shall be required to fund the cost of the design via bond, cash deposits or other form of secured financing acceptable to the District.
- d. Once design has been completed, the District shall at its discretion, put the project out to public bid. The costs associated with the bidding process, construction, staff time, construction management, material testing, etc, shall all be borne by the Owner/Developer via bond, cash deposits or other form of secured financing acceptable to the District.

Responsibility:

The Board of Directors and the General Manager shall be responsible for the implementation of this policy.

Policy Number: 4.14.0

Title: Ethics & Conflict of Interest

Introduction:

This policy has been developed to set forth the expected ethical conduct of the Board of Directors, including when dealing with conflicts of interest. When a conflict of interest exists as defined herein, the Director shall excuse him/herself from discussion and any vote taken on the matter pending before the Board.

Ends:

Ethical Conduct –

1. No Director shall accept or solicit any gift, favor, or service that might reasonably tend to influence him or her in the discharge of official duties, or that the Director knows or should know is being offered with intent to influence his or her official conduct.
2. No Director shall accept or solicit any gift, favor, or service that might reasonably tend to influence him or her in the discharge of official duties, or that the Director knows or should know is being offered with intent to influence his or her official conduct
3. No Director shall accept other employment or compensation which could reasonably be expected to impair the Director's independence of judgment in the performance of his or her official duties
4. No Director shall make personal investments that could reasonably be expected to create a substantial conflict between the Director's private interest and the public interest.
5. No Director shall intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed his or her official duties in favor of another.
6. No Director shall hold financial interests that are in conflict with the conscientious performance of his or her official duties and responsibilities.
7. Directors shall put forth honest effort in the performance of their duties.
8. Only Directors authorized by the Board of Directors shall make commitments or promises of any kind purporting to bind the District.
9. No Director shall use his or her public office or position for private gain.
10. A Director shall act impartially and not give preferential treatment to any private or public organization or individual.
11. Directors shall protect and conserve public property and shall not use it for other than authorized activities.

12. Directors shall promptly disclose waste, fraud, abuse, corruption, and noncompliance with federal and state laws to appropriate authorities.
13. Directors shall adhere to all laws, regulations, and policies that provide equal opportunity for all persons regardless of race, color, religion, sex, national origin, age, disability, or sexual orientation.
14. Directors are obligated to comply with the District's harassment policy.
15. Directors shall endeavor to avoid any actions that would create the appearance that they are violating the law or the ethical standards of District.
16. Directors shall not knowingly or intentionally violate policies of the Board of Directors or state or federal laws.

Conflict of Interest -

A Director has a conflict of interest whenever the Director, a Director's family member or a business associated with a Director or a Director's family member has an existing or potential financial/personal interest in a matter pending before the Board of Directors. Any potential conflicts of interest or uncertainty regarding a conflict shall be brought to the immediate attention of the President of the Board of Directors.

1. Family Member includes: spouse, parents, siblings, aunts/uncles, children, step children, domestic partner, and any person residing in a Director's household.
2. Business Associated with a Director means an organization, corporation, partnership, joint venture, proprietorship or other entity or associate(s) with respect to which either the Director or a member of the Director's family:
 - a. Receives compensation or has any contractual right to future income, or any governmental source, investment or savings income, retirement or insurance benefits, rents or alimony, or non-financial consideration and benefits.
 - b. Serves as an officer, director, partner, or employee
 - c. Holds a foreseeable financial interest, which may result from a Director's official authority as a member of the Board of Directors.

Responsibility:

The Board of Directors shall be responsible for the implementation of this policy.

Policy Number: 4.15.0

Title: Public Complaint Policy

Introduction:

This policy has been developed to establish the procedures for the review and action regarding public complaints.

Ends:

1. A person who wishes to file a complaint about a District policy or procedure, a service, or a staff member's conduct should submit a complaint in writing to the General Manager or Board President. Complaints about Board policy should be sent to the General Manager. The written complaint should include date of the complaint; the name, address, and telephone number of the individual making the complaint; and a detailed discussion of the issue. If the complaint deals with a specific incident, it should also include the date of the incident. The General Manager will investigate the complaint and respond in writing within ten working days of receipt of the complaint.
2. Complaints regarding the General Manager shall be directed to the Board President. Complaints regarding the Board President shall be directed to any other member of the Board.
3. The General Manager shall have the discretion of notifying the Board regarding complaints received against employees.
4. If the complaint is not resolved to the individual's satisfaction, the individual may request that the issue be brought before the Board of Directors. Requests for Board consideration must be in writing and be presented no longer than 90 days after the decision by the General Manager. The issue will be placed on the agenda of the next board meeting, unless the request is received by the board secretary (General Manager) eight (8) or fewer working days before the meeting. In that case, it will be placed on the agenda of the following month's meeting.
5. The issue will be discussed at a meeting of the Board of Directors. If appropriate, the discussion will be held in closed session. If the Board finds that it has ample information to make a decision, the Board will render a decision at that time. Summaries of all discussion in open session at District board meetings will be recorded in the minutes as part of the public record. Board minutes are open to the public after they have been approved by the Board of Directors.
6. The Board may determine that additional information, testimony, or expert advice is needed to render a fair decision. In that case, the Board may choose to postpone the decision to the following meeting or to hold a special meeting of the Board of Directors for the express purpose of handling the complaint. In the event a special meeting is called, all rules and requirements for a special meeting will be followed including legal public notice. All efforts will be made to hear the complaint and to render a decision in a timely manner. The final decision will be rendered within 90 days after the complaint to the Board is received by the Board secretary, if at all possible.
7. The decision of the Board of Directors is final.

The District will maintain an accurate record of the action taken at each level of the complaint process

Responsibility:

The Board of Directors and the General Manager shall be responsible for the implementation of this policy.

Policy Number: 4.16.0

Title: ATTENDANCE AT COMMITTEE MEETINGS

Introduction:

This policy has been developed to establish the requirements for attendance at Committee meetings.

Ends:

1. A Committee of the Board should have in attendance at each and every meeting the following Committee members.
 - a. Both Director members
 - b. The General Manager
2. If any of those listed above cannot attend a meeting of the Committee, the Committee Chair, shall within reason, reschedule the meeting to accommodate the schedule of the three Committee members. Upon agreement of both Director members and the General Manager, a committee meeting may be held with only two of the required three members present.
3. At least 50% of the Committee members shall be present at all Committee meetings.

Responsibility:

The Board of Directors and the General Manager shall be responsible for the implementation of this policy.

Policy Number: 4.17.0

Title: MEETING DECORUM

Introduction:

This policy has been developed to establish the standards for personal behavior during meetings of the Board of Directors as well as Committee meetings. The members of the Board pledge themselves, as self-directed and responsible persons, to abide with the following standards of conduct.

Ends:

Board members shall:

1. Treat all individuals fairly, with respect and courtesy;
2. Refrain from the use of profane, vulgar, inflammatory, threatening, abusive or disparaging language or racial or ethnic slurs directed at the President, Vice President, members of the Board of Directors, District officials or employees or members of the general public;
3. Maintain the proper decorum at Board and Committee meetings;
4. Seek and encourage active participation by the public in the processes prescribed by the Board;
5. Uphold the laws, by-laws, rules and policies relating to the operations of the Board;
6. Attend all Board and Committee meetings promptly; remain in attendance for the duration of the meeting; and/or inform the Board or Committee Chair if late arrival or early departure is necessary;
7. Review all materials essential for full participation and informed decision-making at Board or Committee meetings;
8. Avoid being placed in a position of conflict of interest and refrain from using a member's Board position for personal gain;
9. Abide by the decisions of the Board regardless of how individual members voted and making clear that when a differing opinion is expressed, that it's an individual opinion and not the opinion of the Board as a whole;
10. Respect other Board members' rights and opinions and express differing points of view using appropriate language at all Board and Committee meetings;
11. Turn off electronic devices so as not to disturb board meetings.

Responsibility:

The Board of Directors shall be responsible for the implementation of this policy.

Policy Number: 4.18.0

Title: Records Retention

Introduction:

This policy establishes the time period for retention of District records. Following the retention period for each type of record or file, that record or file may be destroyed. The time period for each type of record or file meets or exceeds that set forth in the appropriate legal authority.

Ends:

The attached table sets forth the retention period for each type of record and/or file that the District maintains. Following the time period indicated, the record or file may be destroyed. At that time, the records shall be inventoried. The Board Secretary shall certify that the retention period for each record or file to be destroyed, as set forth in this policy, has been exceeded. The Board Secretary shall also certify that the records or files: (1) do not affect title to real property or liens thereon, (2) are not court records, (3) are not the minutes, ordinances or resolutions of the District, and (4) to the knowledge of the Board Secretary, are not statutorily required to be kept for a longer period of time. The Board Secretary shall request the Board to grant authority to destroy the records and/or files pursuant to California Government Code section 34090.

Responsibility:

The General Manager shall be responsible for the implementation of this policy.

Type of Record / File	Description or Example of Record / File	Retention Period	Legal Authority
ACCIDENTS/DAMAGE TO DISTRICT PROPERTY	Documentation regarding accident & damage	10 years	
BOARD RECORDS -- BOARD & COMMITTEE AGENDAS/NOTICES	Agendas & full packet Staff reports Meeting notices Legal postings (notices, publication of ordinances, etc.) Documents distributed at meetings Maddy List (list of appointees to committees)	2 years	
BOARD RECORDS – ECONOMIC INTEREST STATEMENTS (FORM 700)	Original statement forwarded to Fair Political Practices Commission (Board members and others)	7 years	Board members – can be destroyed after 4 years
BOARD RECORDS - ETHICS TRAINING RECORDS	Records showing officials satisfied the training requirement	5 years after receipt of training	
BOARD RECORDS -- MINUTES	Paper records	Permanent	
BOARD RECORDS – OATHS OF OFFICE	Elected and public officials	Current + 6 years	
BOARD RECORDS -- VIDEOTAPED/TAPED RECORDINGS	Board meetings Other meetings/events	90 days	Taped recordings of Board meetings need, by law, be kept only until minutes are approved
BONDS (NON-EMPLOYEE & NON-SURETY)	Authorization Public hearing records Prospectus/proposals/certificates/notices, etc.	Permanent	District has not issued bonds

Type of Record / File	Description or Example of Record / File	Retention Period	Legal Authority
CONTRACTS/AGREEMENTS	Original contracts & agreements including back-up materials & records Leases Surety bonds (documentation created or received in connection with the performance of work/services for the District)	4 years after termination/completion	
CONTRACTS/AGREEMENTS - BIDS	Bids (notices, affidavits, plans, specifications) Unaccepted bid packages Requests for qualifications/proposals	4 years	By law, unaccepted bids must be retained for only 2 years
CORRESPONDENCE	Citizen correspondence including emails Complaints/requests (not related to lawsuits)	2 years	
DISTRICT FORMATION/ ORGANIZATION/ GOVERNING DOCUMENTS	Articles of Incorporation Annexations/Reorganizations (notices, resolutions, certificates of completion) Public works documents (planning, design, construction, modification of facilities, structures, underground utilities, systems) System improvements (supporting documents – bonds, taxes, construction) Resolutions Ordinances Property abandonment (buildings – condemnation, demolition)	Permanent	

Type of Record / File	Description or Example of Record / File	Retention Period	Legal Authority
EMPLOYEE/PERSONNEL INFORMATION – APPLICANT DATA	<p>Applicant data (race, sex, national origin of applicants)</p> <p>Recruiting information (testing materials, ethnicity disclosures, job bulletins, advertisements, etc.)</p> <p>Applications for employment</p>	Current + 2 years	By law
EMPLOYEE/PERSONNEL INFORMATION – FILES & REPORTS	<p>Identification data (name, address, date of birth, etc.)</p> <p>Performance reviews</p> <p>EAP and recognition programs</p> <p>Certifications/designations/ training materials</p> <p>Identification materials (evaluations, fingerprints, identification cards, oaths of office, etc.)</p> <p>I-9 Forms</p> <p>Expense reimbursement (mileage reimbursement rates, etc.)</p> <p>DMV driver information reports</p> <p>Reports (employee statistics, benefit activity, wage rates, etc.)</p> <p>Deferred compensation reports, including pension reports</p> <p>Personnel fidelity bonds</p> <p>Benefits</p> <p>Employee tax records – see above</p>	Current + 3 years	By law, most documents should be retained for 2 years
EMPLOYEE/PERSONNEL INFORMATION – REPORTS & SURVEYS	<p>Salary surveys (other agencies)</p> <p>Other informational reports</p>	2 years	

Type of Record / File	Description or Example of Record / File	Retention Period	Legal Authority
ENVIRONMENTAL QUALITY – ANALYSIS	Correspondence, analysis, recommendations	Completion + 2 years	
ENVIRONMENTAL QUALITY (CEQA), SOIL REPORTS	Final soil reports Environmental Impact Reports Mitigation monitoring Negative Declarations	Permanent	
FINANCIAL RECORDS – COMPENSATION/PAYROLL/TAX DOCUMENTS	Tax (W-2s, W-4s, Form 1099s, quarterly and year-end state and federal reports) Deductions/Authorizations Payroll registers Time sheets/cards Wage rates/job classifications Expense reimbursement Compensation to independent contractors Employees/independent contractors providing personal or professional services	Current + 7 years (for terminated employees, 7 years from date of last entry)	By law
FINANCIAL RECORDS – BILLING INFORMATION	Utility bill stubs (submitted with payment) Billing documents Customer information (name, address, APN number, payments) Applications for service, disconnects, etc. Meter readings Meter operations (maintenance, tests, orders, etc.)	Audit report + 5 years	By law, these data must be kept for 2 years after the audit report

Type of Record / File	Description or Example of Record / File	Retention Period	Legal Authority
FINANCIAL RECORDS – AUDIT REPORT	Financial statements Auditor's opinion Management Discussion & Analysis Internal Control Memorandum Appropriations Limit Report to Management	Permanent	By law
FINANCIAL RECORDS - GENERAL	Accounts payable (journals, statements, asset inventories, postings with supporting documents, vouchers, invoices, reports, purchase orders, canceled and voided checks, stop payments) Accounts receivable (checks received, receipt books) General ledger Requisitions Purchase orders Bank account reconciliations (bank statements, receipts, cds, etc.) Receipts for deposited checks, coins, currency Returned checks Fixed asset list (purchase date, cost, account number, etc.) Check registers Fund transfers Surplus property (disposal, listing of property, sealed bid sales, etc.) Annual budget Completion of gift/bequest (receipts, etc.)	Audit report + 5 years	By law, most records must be saved for 4 years after publication of the external auditor's report. The Secretary of State recommends that records be maintained for 5 years after audit report production.

Type of Record / File	Description or Example of Record / File	Retention Period	Legal Authority
FINANCIAL RECORDS – OUTSTANDING DEBT	Documents related to debt/loan/bond	Until debt repaid + 5 years	By law, until debt repaid but to satisfy retention cycle for all financial records, keep for 5 years after repayment
GENERAL INFORMATIONAL DOCUMENTS	Brochures/publications/promotional material Press releases Newsletters	2 years	May want to keep these longer for historical reasons
GRANTS	Grant documents & all supporting documents (applications, reports, contracts, project files, etc.)	Until completed + 4 years	
HAZARDOUS MATERIALS	Employee exposure records Underground storage tanks (documents showing compliance including storage, location, installation, removal, remediation, maintenance & repair) Permits re storage, handling & disposal Documents re handling & disposal of specific instances	Permanent	District does not store or handle hazardous materials
INFORMATION SYSTEMS	Hardware/software inventory Systems manuals Configuration maps and plans Program files & directories	Current + 2 years	

Type of Record / File	Description or Example of Record / File	Retention Period	Legal Authority
INSURANCE – WORKERS COMPENSATION	Work injury claims (including denied claims) Claim files, reports, etc.	Until settled + 5 years	
INSURANCE RECORDS	Unemployment insurance Insurance certificates (performance bonds, employee bonds) Joint Powers Agreements (accreditation, MOU, agreements & agendas) Liability, property insurance	Current + 2 years	
INSURANCE RECORDS -- EMPLOYEE	Unemployment insurance records	4 years	
LEGAL CLAIMS	Claims paid or denied Pending claims/litigation Case files of litigation	Until settled/adjudicated + 3 years	
MAINTENANCE RECORDS	Backflow test reports Maintenance/repair records	3 years	
OSHA RECORDS	Personnel logs OSHA Log 20 Supplementary Record Annual Summary (Federal & State)	5 years	
POLICIES AND PROCEDURES	Procedure manuals Employee handbook Board policies Other personnel rules & regulations Maintenance manuals Policies & supporting documentation re information services/web usage	Current + 2 years	

Type of Record / File	Description or Example of Record / File	Retention Period	Legal Authority
PROPOSITION 218 DOCUMENTS	Property related fees (Assessment Ballot proceeding)	Permanent	
PUBLIC RECORDS REQUESTS/PETITIONS	Petitions to Board Requests from public to inspect or copy public records	2 years after request granted or denied	
REAL PROPERTY – NON-RECORDED DOCUMENTS	Appraisals Documents regarding sale, purchase, exchange, lease or rental of property	10 years	Appraisals -- only need be kept for 2 years but would be helpful for future investigations
REAL PROPERTY – RECORDED DOCUMENTS	Deeds Easements	Permanent	By law