



# PARADISE IRRIGATION DISTRICT

6332 Clark Road, Paradise CA 95969 | Phone (530)877-4971 | Fax (530)876-0483

## AGENDA

Paradise Irrigation District  
Administration & Personnel Committee  
6332 Clark Road, Paradise, CA 95969

WEDNESDAY, JUNE 3, 2020 – 10:30 AM

- In compliance with the State of California Governor's Office Executive Order (EO) N-29-20, PID facilities, including the District Administration building located at 6332 Clark Road, Paradise, CA 95969, are closed to the public until further notice. Members of the public may fully participate in the meeting telephonically by calling (Toll Free): 1-877-568-4106 and entering access code: 853-579-477

You may also join the meeting from your computer, tablet, or smartphone at: <https://global.gotomeeting.com/join/853579477>

1. OPENING
2. PUBLIC PARTICIPATION  
This is a time for members of the audience to present items not on the agenda. No action can be taken on these items, but they may be placed on future agendas for consideration. Comments should be limited to a maximum of five minutes duration. If more time is needed, communication may be submitted in writing to committee members or placed on the agenda for a future committee meeting.
3. PID MOBILE DEVICE POLICY: Review and provide direction regarding proposed revision to the PID Mobile Telephone Use Policy and Chapter 11.9 of the PID Policies and Procedures Manual.
4. CUSTOMER ASSISTANCE PROGRAM: Review and provide direction regarding proposed policy as an addition to the District's Policy and Procedures under Chapter 7 – Water Rates, Operating Fees and Billing Procedures.
5. VACANCY ON BOARD OF DIRECTORS – NOMINATION PROCESS: Provide direction regarding proposed nomination process for members of the Board of Directors when filling a vacancy on the Board by appointment.
6. CLOSED SESSION
  - a. Public Employee Performance Evaluation and Public Employee Employment (California Government Code § 54957. Title: Distribution Superintendent.
7. ANNOUNCEMENT FROM CLOSED SESSION
8. ADJOURNMENT

## MOBILE ~~TELEPHONE-DEVICE~~ USE POLICY

### DEFINITION:

References to ~~cell~~mobile ~~phone~~devices include cell phones or wireless Personal Digital Assistants (PDA) such as a BlackBerry, Treo, iPhone, ~~iPad, tablet~~ etc. ~~that have a cell phone feature.~~

### PURPOSE:

The purpose of the **Mobile ~~Telephone-Device~~ Use Policy** is:

- To provide standards and clarification for ~~cell~~mobile ~~phone~~device use.
- To ensure safe work practices when considering the need to use a ~~cell~~mobile ~~phone~~device while driving or performing other duties.
- ~~For employees using cell phone devices to make cost effective decisions regarding cell phone device use and plan.~~

### SCOPE:

This policy applies to all District employees who use mobile ~~phones~~ devices for District business.

### Reimbursement Policy:

~~There are two types of cell phone device users at Paradise Irrigation District. These two "classes" are described below in A through B:~~

#### **A. District supplied ~~phone~~devices: Business use/Personal use**

~~Most e~~Employees with a business need for a ~~cell~~mobile ~~phone~~device will be assigned a District-owned ~~phone~~device. Mobile ~~phone~~device use on ~~phones~~ devices supplied by the District is restricted to District business. ~~Personal mobile calls (outgoing or incoming) will only be allowed in limited and infrequent (maximum 2-3 times per month) instances of family emergencies if these calls cannot be made from a land line phone in a reasonable period of time. These calls should be of short duration. NO OTHER PERSONAL USE IS ALLOWED, EVEN IF REIMBURSED. The above emergency calls do not need to be reimbursed.~~

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#### **B. ~~Personal Cell Phone~~Device provided as an option**

~~The District recognizes that due to the nature of certain employee's positions that they should have a mobile phone device allowance provided. The District Manager in conjunction with department management may designate employees who will receive a specified reimbursement per month for the specific purpose of obtaining a personal cell phone device. This amount will be designated in one of two categories depending on usage: Category Phone Device and Data Plan = \$75; Phone Device only = \$25. This amount may be adjusted periodically by the District Manager. This mobile phone device would be used for business, but would not have the same restrictions on personal use since it is a personal phone device.~~

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~~Employees who receive this benefit may request from their department director to buy a wireless PDA instead of a cell phone device. Employees who need remote access to their District computer account must receive approval from the person in their department who authorizes remote access. If approved, then the District will pay for and maintain the license that allows access to the server. This license is the property of the District. Please contact IT Services for equipment standards, capability advice and authorization forms.~~

~~For equipment that allows for data connection to the District Network for such applications as Email or file transfers—all connections, usage, storage and securing of data must be in accordance with the applicable Records and Information Services policy and practice.~~

#### **Use of Mobile Phone-Device Policy**

##### **Mobile phonedevice use in vehicles, at work sites, or while operating equipment**

Currently state law prohibits the use of ~~hand-held~~handheld mobile phonedevices while driving unless the driver is using a hand-free device. As more District drivers are using mobile phonedevices, it is important both for safety and for the image of District drivers that common sense and courtesy be followed in using mobile phonedevices.

Supervisors will have the authority to restrict or prohibit use of mobile phones-devices at any time on the job when they consider such situations and use may present a safety hazard to the employee, co-worker, contractors, and/or to the general public and private property. Sending and/or receiving text messages or any other data transmission is prohibited while operating any vehicle. Employees are expected to follow applicable state or federal laws or regulations regarding the use of electronic devices at all times.

##### **1. Mobile phonedevice use while driving a District vehicle or personal vehicle on District business:**

~~a. Employees are expected to refrain from using their mobile devices while driving. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or texting. The only exception to this stipulation is if the call can be placed or accepted entirely hands-free. Special care should be taken in situations where there is traffic, inclement weather, or unfamiliar areas. Voice mail service and hands-free equipment for the phone are the only allowable means of phone use while driving.~~

~~b.a. It is strongly recommended, if at all possible, to u~~Use your mobile phonedevice when parked, or have a passenger use the phonedevice. Conversations should be kept to a minimum.

~~e.b. If your phonedevice rings when you are driving—especially during hazardous conditions— let your mobile voice mail service take the call and listen to the message later when you are parked, or pull over before answering, if traffic condition permit.~~

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d.c. Suspend conversations during hazardous driving conditions or situations.

e.d. Let the person to whom you are speaking know that you are driving and the call may be suspended at any time.

f.e. Do not take notes or look up phone numbers while driving. As a driver, your first responsibility is to pay attention to the road.

g.f. Dial and place all calls when you are parked. If you are stopped at a traffic signal or stop sign, you are still considered by the law to be driving; you must pull off the roadway and be parked to use a hand held [phonedevice](#).

Place your calls before you begin your trip, or call when your vehicle is parked. Never dial a number while driving.

h.g. Learn and use the pre-programmed number dial features of your [phonedevice](#). Practice using this feature for commonly dialed numbers before driving so you are familiar with the procedures.

i.h. DO NOT engage in stressful or emotional conversations while driving. A stressful or emotional [phonedevice](#) conversation while driving is distracting and potentially dangerous. If necessary, suspend the [phonedevice](#) conversation.

j.i. EMERGENCIES – Please do use your mobile [phonedevice](#) to call for help or to help others in emergencies. Your mobile [phonedevice](#) lets you be a “Good Samaritan” in the community. If you see an emergency where lives are in danger call 9-1-1 and give the exact location and information to the 9-1-1 operator. Employees are not expected to offer additional assistance beyond calling for help. Please keep [cell mobile phonedevices](#) turned off or use the “keypad lock function” to avoid misdials. **Any button on the keypad that is depressed for longer than 15 seconds will automatically call 9-1-1.**

## 2. Work Sites

DO NOT engage in the use of a mobile [phonedevice](#) while at any work site during which the operation of a mobile [phonedevice](#) will be a distraction to the user and/or may create an unsafe work environment. Such work sites include but are not limited to: Road repair, maintenance and construction, operating or repairing energized equipment such as electrical panels, motors, or energized circuits. Such work sites must be secured or the [cell mobile phonedevice](#) used only by an employee while out of harm’s way of such work environments.

## 3. Off-Road Equipment

DO NOT engage in the use of a mobile [phonedevice](#) while operating a motorized off-road (maintenance/construction type) equipment. Even hands-free mobile [phonedevice](#) will not be authorized while operating this type of equipment, unless the equipment has been properly stopped and taken out of gear or turned off.

## PROCEDURES:

- A. Departments may have procedures that are more limiting than the District's mobile telephone device use policy, but department procedures must at minimum comply with this policy.

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## GUIDELINES FOR USE OF MOBILE PHONES:

Mobile phones are a tool to enhance employee productivity and provide a higher level of service to our customers. Mobile phone service is also more expensive than landline phones because of the airtime costs associated with mobile phone usage. Therefore we ask that employees follow the guidelines below to help keep costs to a minimum.

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- A. Do not use your mobile phone to make a call if regular phone service is available. There is no charge for a local call made from a regular phone while local calls made or received on a mobile phone incur charges.
- B. Avoid lengthy conversations on mobile phones. If you anticipate a call lasting more than a few minutes try and arrange to call the person back from a regular phone.
- C. Minimize use of your mobile phone outside the home service area. Roaming charges add significantly to the cost of mobile phone calls.
- D. Minimize the number of long distance calls made on your mobile phone. Again, long distance calls on a mobile phone add to the expense to an already more expensive means of phone service.

## SECURITY ROLES & RESPONSIBILITY:

1. Employees must always protect mobile devices with a secure password or pin. When possible, employees should use two-factor or two-step verification for added application/device security.
2. Employees must keep mobile device and accessories in good working order.
3. Employees may receive disciplinary action up to and including termination for damage to company owned mobile devices caused willfully by the employee.
4. The employee must notify their immediate supervisor upon detection of a security incident, especially when a mobile device may have been lost or stolen.
5. Mobile devices that contain confidential, personal, or sensitive District information must use encryption or equally strong measures to protect the data while it is being stored.
6. Unless written approval has been obtained from the District Manager, and notification given to the Information Systems Manager, databases or portions

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thereof, which reside on the network at the District, shall not be downloaded to mobile computing or storage devices.

7. District mobile devices are property of the Paradise Irrigation District and subject to District rules and regulations regarding public information requests, maintenance and security policies.

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## **CHAPTER 11**

### **REIMBURSEMENT & BUSINESS TRAVEL POLICY**

#### **11.1 PURPOSE**

The purpose of this policy is to establish rules to reimburse District officials and employees for reasonable and prudent costs associated with travel and business meals while serving a District purpose or for training, which will be of benefit to the District.

#### **11.2 EMPLOYEE INCURRED EXPENSES**

Management or your supervisor must pre-approve reimbursable expenses and travel requests that exceed \$25. Expenses under the amount of \$25, which are incurred by employees for PID purposes, will be reimbursed through its petty cash fund. Expenses over that amount will be reimbursed through normal accounting procedures after completion and submission of an expense report or employee reimbursement form. All requests for reimbursement must include an itemized receipt for each expense and be requested within 30 days of the expense.

#### **11.3 CREDIT CARD USE**

Credit cards may be issued to specific employees who either travel on a regular basis on District business, or have the need to frequently purchase supplies or services. Credit cards shall be used only for legitimate, approved business of the District, subject to the following regulations. These cards should be used for all approved expenses as authorized in this section.

- A. No personal items may be charged on the business credit card unless approved by management.
- B. All charges must be in line with travel guidelines or as approved by management
- C. Receipts must be submitted to the Manager, Office Manager or Accounting Technician with the approved travel expense report, expense claims reimbursement form or the charge card request/authorization form within one week of making the charge.

#### **11.4 MILEAGE**

The mileage reimbursement rate for operating privately owned vehicles will be the allowable IRS rate in effect at the time the vehicle is used. All tolls will be reimbursed at actual expense. The mileage distance should be calculated from home or the PID offices using the shortest reasonable, direct route.

## **11.5 AIR TRAVEL**

Travel exceeding 300 miles in each direction, as measured from the Sacramento Airport should, be done by air travel if practical. The reimbursement rate will be at the most economical and time efficient rate found on the Internet at the time of purchase. Should an employee decide to drive their own vehicle, total mileage reimbursement will not exceed the cost for air travel and associated costs. Payments for travel time will always be paid in consideration of the quickest time (i.e., air travel versus driving time).

## **11.6 CAR RENTALS**

Employees should use the District's corporate accounts for car rentals when needed, but should always seek out the lowest rates available. Employees should search the internet for the lowest available rate. Reimbursement for rental car will include the cost of the rental car, gas, and rental insurance.

## **11.7 MEALS**

The District will not provide reimbursement for meals associated with single day travel.

The following guidelines should be used for reimbursement of meals while traveling overnight on PID business. Meals and incidental expenses (M&IE) will be reimbursed based on the M&IE per diem rates established in IRS publication 1542, using the "high-low" method. If reimbursement is based on actual expense, itemized receipts will be required and there is no reimbursement for alcohol. Special circumstances will be required to justify actual reimbursement (as approved by the Manager). The IRS M&IE per diem rate will be allocated between three meals and incidentals based on the following percentages:

<u>IRS M&amp;IE PER DIEM %</u>	
Breakfast	15%
Lunch	25%
Dinner	50%
Incidentals	10%

In order to be eligible for meal reimbursement, the following criteria must be met:

A. For Breakfast –

You must have started traveling prior to 7 a.m. or have stayed overnight.

B. For Lunch –

You must have started traveling prior to 11 a.m. or have stayed overnight. If the travel ends prior to noon, lunch expenses will not be eligible for reimbursement.



C. For Dinner –

You must have started traveling prior to 4 p.m. or have stayed overnight. If the travel ends prior to 6 p.m., dinner expenses will not be eligible for reimbursement.

D. Incidentals –

Only one allowance for incidental expenses will be permitted for each night spent away from home on District Business.

## 11.8 LODGING

The reimbursement rate will be based on the lodging per diem rate established in IRS publication 1542, using the “high-low” method. This reimbursement amount will cover all hotel-related costs, but additional reimbursement maybe available for parking and internet access if those costs exceed the per diem lodging rate. Hotel-related costs include necessary telephone usage, use of hotel facilities and resort fees, etc. At industry conferences, the reimbursement rate shall be the rate set for single rooms at the conference hotel. Hotel-related costs will be reimbursed when the conference rate option is used. When it is impractical to travel to a seminar or business meeting in the morning before the event occurs, an employee may consider staying overnight the day before. When an event is concluded and the employee cannot reasonably arrive home by 8:00 p.m. that same night, then the employee may consider staying over.

## 11.9 PHONE/MOBILE DEVICE

Employees that are issued a mobile ~~phone-device~~ or are approved for the mobile phone reimbursement policy are expected to use that ~~phone-mobile device~~ in accordance with the District’s Mobile Device Use Policy. Employees not issued a mobile ~~phone-device~~ and traveling on PID business will be reimbursed for up to 10 minutes every night for necessary personal calls unless lodging is being reimbursed on the IRS publication 1542 high-low method, in which case such calls would be covered by reimbursements for lodging and/or incidental expenses.

## 11.10 PARKING

Daily parking reimbursement must based on the cost of the most reasonable and convenient option. Airport parking shall be reimbursed for the lowest available daily rates only.

## 11.11 TRAVEL APPROVAL PROCESS

Approval for travel must be signed by the District Manager or Department Supervisor before travel. A travel purchase order must be filled out and signed with approximant total cost of travel.

## **11.12 BOARD MEMBER TRAVEL**

- A. Where there is any question regarding the level of appropriate reimbursement, the Board shall approve the reimbursement rate at the Board meeting held before the expense is incurred.
- B. Budgeted and reimbursable Board Member travel includes industry conferences, training, official meetings with officials from other governmental bodies to conduct official District business.
- C. Board Member Travel must comply with Government Code Sections 53232.2 & 53232.3.
- D. The District will not pay for or prepay for Director's guest expenses.
- E. If the lodging is in connection with a conference or organized educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Board Member at the time of booking. If the group rate is not available, the Board Member shall use comparable lodging that is consistent with the District's Travel Reimbursement Policy.
- F. Board Members shall use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available.
- G. If the District reimburses a Board Member for actual and necessary expenses incurred in the performance of official duties, then they shall provide expense report forms to be filed by the Board Members for reimbursement for actual and necessary expenses incurred on behalf of the District in the performance of official duties. Reimbursable expenses shall include, but not be limited to, meals, lodging, and travel.
- H. Expense reports shall document that expenses meet the existing policy, adopted pursuant to Section 53232.2, for expenditure of public resources.
- I. Board Members shall submit expense reports within a reasonable time after incurring the expense, as determined by the District, and the reports shall be accompanied by the receipts documenting each expense.
- J. Board Members shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board.
- K. Board Members shall report to the District Manager as soon as possible if they are unable to attend pre paid meetings in order to attempt to find a replacement.

- L. Board Members shall report at the next regular Board meeting the reason for missing any prepaid, preapproved meetings for which expenses were incurred. A majority of the Board may require that the Board member reimburse the District for expenses incurred by the District.
- M. All documents related to reimbursable District expenditures are public records subject to disclosure under the California Public Records Act (California Government Code § 6250 et seq.).
- N. Directors driving private vehicles on PID business are encouraged to attend a defensive driving class every four years to be held at the District office.

#### **11.13 SMALL REIMBURSABLE AMOUNTS**

The Manager and his staff shall pre-approve reimbursable District travel and business meal requests. Expenses under the amount of \$25.00, which are incurred by District personnel, may be reimbursed through the District petty cash fund. Expenses over that amount will be reimbursed through normal accounting procedures after completion and submission of an expense claim report. All petty cash requests for reimbursement must include an itemized receipt for each expense and be requested within thirty days of the expense date.

#### **11.14 CONTRACT EMPLOYEE REPORTS**

Contract employees of the District shall provide brief reports on meetings attended at the expense of the District at the next regular meeting of the Board.

#### **11.15 DISCLOSURE OF REIMBURSEMENTS**

An annual disclosure of Board Member or employee reimbursements for individual charges over \$100 shall be recorded and is available to the public in accordance with the California Public Records Act during the hours when the District offices are open.



## PARADISE IRRIGATION DISTRICT

"Paradise Irrigation District (PID) is dedicated to the business of producing and delivering a safe, dependable supply of quality water in an efficient, cost effective manner with service that meets or exceeds the expectation of our customers."

03/18/2020: Based on Board feedback and direction, the draft Policy was referred to the Administration & Personnel Committee for further review and editing and will be brought back to the full Board for consideration.

**TO: PID Board of Directors**  
**FROM: Mickey Rich, Information Systems Manager**  
**DATE: February 14, 2020**  
**RE: Continued: Directions for the Customer Assistance Program**  
**03/18/2020 Board of Directors Meeting**

The customer assistance program was created for low-income households in 2016 and provided a monthly \$10.00 service charge subsidy to the active rate for qualified applicants paid from the District's property tax revenue. The program was dependent on available tax revenue and offered at a first-come, first-serve basis so as not to exceed a total subsidy amount of \$189,960 annually. Customers were required to reapply each year to continue receiving the subsidy.

Following the 2018 Camp Fire all customers were placed on the ready-to-serve rate, which is not a qualifying rate for the subsidy, so no customer has received the subsidy since November 2018. As recovery continues and more customers return to the active rate, we expect to see more interest in the program. We currently have one applicant.

In 2017 there were approximately 630 program participants (approximately 6% of our customer base) receiving a bill subsidy amount of \$120.00 per year each, totaling approximately \$75,600.00 for the year.

Staff is asking for board direction regarding the future of the program.

If the Board of Directors wishes to continue the program the following has been prepared as an addition to the District's Policy and Procedures, Chapter 7 – Water Rates, Operating Fees and Billing Procedures.

### **7.10 Customer Assistance Program (CAP)**

This rate assistance program provides a \$10.00 per month reduction from the total service charge for residential customers. The subsidy amount comes from the unallocated portion of the 1% annual property taxes collected within the District.

- a. Each December the PID Board of Directors will determine if it has sufficient unallocated "non-rate revenue" from PID's share of property taxes to be received for the subsequent year.
- b. PID will issue a public statement advising the total number of residential customers that will be accepted into the PID rate assistance program for the following calendar year.
- c. On a first-come-first-served basis, the specified number of qualifying applicants who apply and provide qualifying documentation, on or after the first working day of December of each year, will be

designated to receive a \$10.00 per month reduction in their otherwise applicable total service charge to their residential user classification billing for the succeeding calendar year.

- d. Applications will NOT be accepted without a copy of the qualifying documentation. Both documents (PID application and PG&E bill) must be submitted simultaneously.
- e. Should there be fewer applications received in December than the number of subsidies available for the next year, and applications are received in January or later that meet all other requirements, the reduction in that customer's water bill will begin with the next issuance of the PID monthly water bill, and there will be no retroactive credits given for prior months.
- f. Each December, PID staff shall notify current CAP customers with a letter informing them of the requirements to continue the program and allow customer service representatives to apply the CAP discount retroactively for one month for current CAP customers.
- g. This is a first-come-first-served program that renews each January. The fact that a resident may be receiving the subsidized rate in the current year does not mean that a resident will get preference in receiving the subsidized rate the following year. All those who desire the subsidy must apply or re-apply each year.
- h. The District will first consider PG&E CARE qualified customers and if any funds remain, the District will consider qualified PG&E FERA customers in the order received.

The Board reserves the right to modify the terms and conditions of the program at any time at a regular or special meeting.

If the Board desires to continue the program, the recommended form of motion is:

"I move to continue the Customer Assistance Program and adopt Chapter 7.10 – Customer Service Program as an amendment to the District's Policies and Procedures Chapter 7, Water Rates, Operating Fees and Billing Procedures."

## **CHAPTER 2 DIRECTORS AND OFFICERS**

### **2.1 QUALIFICATIONS FOR ELECTED DIRECTORS**

#### **A. Residence –**

Each Director shall be a voter and a resident in the District, and a resident of the division that he represents at the time of his nomination or appointment and through his entire term. Section 1770 of the California Government Code describes events causing vacancy in a Director's residency as:

1. His or her ceasing to be an inhabitant of the state, or if the office be local and one for which local residence is required by law, of the district, county or city for which the officer was chosen or appointed, or within which the duties of his or her office are required.
2. His or her absence from the state without the permission required by law beyond the period allowed by law.
3. His or her ceasing to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.

#### **B. Oath of Office –**

Before entering upon the duties of office, each Board member shall take and subscribe to the statutory Oath of Office.

#### **C. Code of Ethics –**

The Board of Directors is committed to providing excellence in leadership that result in the provision of the highest quality of services to its constituents. The Board intends to fully comply with the provisions of the State's open meeting law for public agencies (The Ralph M. Brown Act), adhere to federal and state government codes, comply with the Fair Political Practices Commission guidelines, and uphold the Constitutions of the United States and the State of California. In order to assist Directors to fulfill their obligations, and keeping in mind that new or revised statutes may add further regulations, the following rules shall be observed:

1. The dignity, style, and opinions of each Director shall be respected.
2. Responsiveness and attentive listening in communication is encouraged.

Amendment Adopted 11/18/15: Section 2.22 & 2.27.B.  
Amendment Adopted 03/15/17: Sections 2.22.A, 2.25, 2.26, 2.27.C.3.  
Amendment Adopted 04/19/17: Sections 2.22.A & B  
Amendment Adopted 05/17/17: Section 2.19.B.  
Amendment Adopted 12/06/17: Section 2.22.A-2. (Dir. Health Benefits)

Amendment Adopted 12/20/17: Section 2.21  
Amendment Adopted 02/21/18: Section 2.27  
Amendment Adopted 02/19/20: Section 2.21.D & E

3. The primary responsibility of the Board is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the professional staff members of the District.
4. Directors should commit themselves to emphasizing the positive and avoiding when possible, negative forms of interaction.
5. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged.
6. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board takes action, Directors should commit to supporting said action and not to creating barriers to the implementation of said action.
7. Directors should practice the following procedures:
  - a. In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
  - b. In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Manager.
  - c. In handling items related to safety, concerns for safety or hazards should be reported to the Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
  - d. In seeking clarification for policy-related concern, especially those involving personnel, legal action, annexation, property acquisition and development, finances, and programming, said concerns could be referred directly to the Manager.
8. When approached by District personnel concerning specific District policy, Directors should direct inquires to the appropriate professional staff supervisor. The chain of command should be followed.
9. The work of the District is a team effort. All individuals should work together in a collaborative process, assisting each other in conducting the affairs of the District.

Amendment Adopted 11/18/15: Section 2.22 & 2.27.B.  
Amendment Adopted 03/15/17: Sections 2.22.A, 2.25, 2.26, 2.27.C.3.  
Amendment Adopted 04/19/17: Sections 2.22.A & B  
Amendment Adopted 05/17/17: Section 2.19.B.  
Amendment Adopted 12/06/17: Section 2.22.A-2. (Dir. Health Benefits)

Amendment Adopted 12/20/17: Section 2.21  
Amendment Adopted 02/21/18: Section 2.27  
Amendment Adopted 02/19/20: Section 2.21.D & E

10. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive and timely manner and routing their questions through appropriate channels and to responsible management personnel.
11. Directors should develop a working relationship with the Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly.
12. The Brown Act contemplates that Directors should function as a part of the whole Board. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively. When a Director is speaking for himself or in his capacity as an individual member of the Board, he should clearly identify that limited capacity.
13. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.
14. A perceived violation of the Code of Ethics policy by a Board member should be referred to the President of the Board or the full Board 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 District, including, but not limited to:
  - a. Adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy.
  - b. Injunctive relief
  - c. Referral of the violation to the District Attorney and/or the Grand Jury.

## **2.2 NUMBER AND ACTION**

- A. Pursuant to the provisions of the California Water Code, the Board shall consist of five persons.
- B. Action can be taken only by vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business.

## **2.3 TERM OF OFFICE**

- A. The term of each member of the Board shall begin at noon on the first Friday of December following the Director's election.

Amendment Adopted 11/18/15: Section 2.22 & 2.27.B.  
Amendment Adopted 03/15/17: Sections 2.22.A, 2.25, 2.26, 2.27.C.3.  
Amendment Adopted 04/19/17: Sections 2.22.A & B  
Amendment Adopted 05/17/17: Section 2.19.B.  
Amendment Adopted 12/06/17: Section 2.22.A-2. (Dir. Health Benefits)

Amendment Adopted 12/20/17: Section 2.21  
Amendment Adopted 02/21/18: Section 2.27  
Amendment Adopted 02/19/20: Section 2.21.D & E



- B. The term of each member of the Board shall be four years, with the term of approximately half the Board expiring every two years.
- C. Each Board member shall serve until a successor is duly elected and is qualified, unless the member earlier is removed from the office or resigns or otherwise leaves office.
- D. A Board member is not limited in the number of terms the member may serve.

## 2.4 VACANCIES IN BOARD OF DIRECTORS

### A. Events Creating Vacancies –

A list of events causing vacancy in office is set forth in Government Code section 1770. In general, an office becomes vacant in the case of the death of the incumbent, a court adjudication declaring that the incumbent is physically or mentally incapacitated due to disease, illness, or accident, the resignation of the incumbent, his or her removal from office, his or her ceasing to be a resident of the District, or if a director has been convicted of a felony.

### B. Filling of Vacancies –

1. Under the Irrigation District Act, Vacancies-vacancies on the Board of Directors shall be filled in accordance with the described procedures of under Section 1780 of the Government Code.
2. The District shall notify the county elections official of the vacancy no later than 15 days after the Board is notified of the vacancy or the effective date of the vacancy, whichever is later.
3. The remaining members of the district board may fill a vacancy by appointment. Appointments shall be made within sixty (60) days after the effective date of the vacancy. Before making an appointment, a Notice of Vacancy must be posted in three (3) or more conspicuous places in the District for a period of at least fifteen (15) days.
4. Upon completion of the fifteen (15) day notice period, the Board of Directors may fill the position at either a regular or special meeting.
5. Should the Board fill the vacancy by appointment, it must notify the County Elections Official within fifteen (15) days of doing so.
6. In lieu of making an appointment, the remaining Directors may within 60 days of the date the district is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy. If the Board neither fills the vacancy nor calls an election, the Butte County Board of Supervisors may fill the

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vacancy within 90 days of the date of the vacancy or may order the District to call an election. If the Board of Supervisors fails to act, the District must call an election to fill the vacancy.

B.

C. Appointment of Director to fill Vacancy –

1. The board may request letters of intent / qualifications and conduct interviews. Deliberations of the Board in connection with the candidate to be selected for appointment, as well as any interviews or communications the Board wants to have with the candidate in its official capacity must occur in open session. The Board must affirm an appointment by majority vote in open session.

2. The presiding Officer, established pursuant to these policies, shall chair the proceedings to fill the vacancy. The following is a recommended guideline to facilitate the process:

a. Candidate questions (The Board may ask candidates to step out of the room while each candidate responds to predetermined candidate questions).

b. Board member feedback on candidates.

c. Public comment.

d. The President shall call for nominations from members of the Board. No second shall be required. Once all nominations have been made, the president shall call for a roll call vote and board members shall state the name of the candidate for whom they cast their vote. Three votes shall be required for appointment. If only one person should be nominated, the board may act by motion to appoint such nominee.

e. In the case where there is a single candidate, but that candidate does not receive enough affirmative votes, a new call for candidate nominations is made and the voting process restarts.

f. In the event there are more than two eligible candidates, and none receive a majority of affirmative votes, the vote is rerun with only the candidates receiving the two highest vote counts eligible. (This may result in more than two candidates being eligible). The vote is retaken in the case of a tie. If the tie persists, a new call for candidates is made and the voting process restarts.

3. Any person appointed to fill the vacancy must complete a Conflict of Interest Code Disclosure Statement within thirty (30) days of being appointed to office. The new Director must also receive Brown Act and other requisite training such as California Local Agency Ethics (AB1234) and Sexual Harassment Prevention for Supervisors, Managers, & Board Members (AB1825).

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## 2.5 FIDELITY BONDS FOR ELECTED DIRECTORS

Each member of the Board shall be covered by liability and errors and omissions insurance at the expense of the District, in an amount prescribed by the Board, conditioned upon the

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faithful performance of his respective duties. Surety bonds will also be in effect for individuals designated as check signers.

## **2.6 PRINCIPAL OFFICERS**

The principal officers of the District shall consist of a Board President, a Board Vice-President, a Secretary, a Treasurer, and such other offices as the Board shall from time to time establish.

## **2.7 QUALIFICATIONS; OFFICER ELECTION AND TERM OF OFFICE**

### **A. Election –**

At the first meeting after noon on the first Friday of December the Board shall choose one of its members as President and shall choose another of its members as Vice-President. Nominations shall come from the Board members. The Board shall also appoint a Secretary of the Board and a Treasurer of the District.

### **B. Term –**

The officers shall serve until the next Annual Meeting. The President and Vice-President shall not serve in their respective positions for more than two consecutive one-year terms.

## **2.8 RESIGNATION**

A Director and an officer may resign at any time by giving written notice to the Board or to the District Secretary. Any resignation shall take effect upon receipt of such notice or at any later time specified therein. Unless otherwise specified in the notice, acceptance of the resignation shall not be necessary to make it effective.

## **2.9 REMOVAL**

Any officer elected by the Board may be removed by a majority vote of the Board whenever in its judgment the best interests of the District would be served.

## **2.10 VACANCIES IN OFFICES**

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board for the unexpired portion of the officer's term. In the case of the Secretary or Treasurer, the President may appoint a new Secretary or Treasurer to serve until such time as the Board shall elect a successor and the person or persons so elected have qualified.

## **2.11 DUTIES OF THE PRESIDENT OF THE BOARD**

Amendment Adopted 11/18/15: Section 2.22 & 2.27.B.  
Amendment Adopted 03/15/17: Sections 2.22.A, 2.25, 2.26, 2.27.C.3.  
Amendment Adopted 04/19/17: Sections 2.22.A & B  
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Amendment Adopted 12/06/17: Section 2.22.A-2. (Dir. Health Benefits)

Amendment Adopted 12/20/17: Section 2.21  
Amendment Adopted 02/21/18: Section 2.27  
Amendment Adopted 02/19/20: Section 2.21.D & E

The President of the Board shall:

A. Serve as President of the Board and preside at all meetings of the Board.

B. Execute on behalf of the District:

1. All bonds and instruments creating debt against the District.
2. Board resolutions.
3. Water sales agreements authorized by the California Water Code.
4. All agreements, which sell, lease, convey, transfer or otherwise dispose of water works, water systems, and sources of water supply for any beneficial use within or without the District.
5. Agreements with the State of California, United States, or any other governmental entity, department or political subdivision, unless delegated to the Manager by the Board, or allowed the Manager by other sections of this manual.
6. The countersigning of disbursement checks in excess of \$150,000.00.
7. Agreements specifically authorized by the Board.
8. Real estate leases, and all deeds and conveyance documents in which the District is a grantor of any interest.
9. Contracts and agreements authorized by the Board, which cause the District to incur extraordinary expenditures not described within the District's annual budget.
10. All other contracts and agreements specifically required of the President by the Water Code or other applicable law.

C. Attend and, if appropriate, preside at ceremonial activities (including, but not limited to open houses, receptions, ribbon-cuttings) in which ceremonial representation is needed or sought.

D. Be a spokesperson for the Board, unless the Board directs otherwise. When the President acts as spokesperson for the District, he should speak for the majority of the Board. When the President is speaking for himself or in his capacity as an individual member of the Board, he should clearly identify that limited capacity.

E. Represent the policy of the Board.

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## **2.12 VICE-PRESIDENT**

- A. The Vice-President shall act only in cases of the inability or refusal of the President to act or in the absence of the President and shall assume those powers and duties granted the President. The determination as to the inability or refusal to act shall be made by a vote of the Board.
- B. The President may request that any member of the Board represent the District outside of the Board meetings. When the President does not appoint a particular designee in his absence, the Vice-President shall represent the District.
- C. If no member of the Board is able to represent the President (other than in official Board meetings), the Manager or his designated staff member shall do so.

## **2.13 SUCCESSION OF AUTHORITY**

In the event that the offices of the President and Vice-President are vacant or the individuals occupying these offices are absent or otherwise unavailable, the majority of the Board may elect a president pro tempore from its members, who shall serve as Acting President of the Board, with all the power and authority of the President until the President returns to the performance of his duties.

## **2.14 APPOINTMENT OF DISTRICT SECRETARY**

At the District's annual organization meeting when the Board elects a President and Vice-President from its members, a District Secretary shall be appointed by the Board to serve at its pleasure.

## **2.15 DUTIES OF THE SECRETARY**

Under general supervision of the Manager, this individual (who could also be the Manager) shall serve as District Secretary, perform secretarial and office duties for the Manager and other personnel, and do related work as required.

- A. The Secretary shall be custodian of the records of the District and its seal; shall cause minutes of all meetings of the Board to be kept; shall assist the Board in such particulars as it may direct in the performance of its duties; and shall perform those duties authorized by the California Water Code, or by this manual.
- B. The Secretary shall sign legal documents as directed by the Board; and shall attest, under the seal of the District, all certified copies of the official records and files of the District pursuant to the authority conferred by Resolution of the Board of Directors of the District on March 2, 1960, and recorded March 7, 1960, in book 1046 of the Official Records of Butte County at page 110.

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- C. The Secretary shall perform as an alternate signer of general fund and payroll checks.
- D. The Secretary shall be responsible or cause others to be responsible for maintaining this manual.
- E. The Secretary shall or cause others to prepare letters and reports for the Manager and other various department managers; open and distribute mail; maintain the District's insurance programs not handled by the Office Manager; place all advertising for the District; and other related work as may be required by either the Manager or the Board.
- F. The Board may appoint an Assistant Secretary to function in the absence of the Secretary with all the power and authority of the Secretary.

## **2.16 APPOINTMENT OF DISTRICT TREASURER**

At the District's annual organization meeting when the Board elects a President and Vice-President from its members, a District Treasurer shall be appointed by the Board to serve at its pleasure.

## **2.17 DUTIES OF DISTRICT TREASURER**

- A. The Treasurer shall be custodian of all money, bonds, or other securities of the District.
- B. The Treasurer shall determine or cause to be determined the cash requirements of the District and provide for the deposit and investment of all money.
- C. The Treasurer shall receive or cause to be received all funds and money payable to the District, including all water sales revenue, taxes, licenses, fines, and public funds, and keep an accurate, detailed account of those monies as required by law and as directed by the Board.
- D. The Treasurer shall collect or cause to be collected all special taxes and assessments as provided by law and ordinance.
- E. The Treasurer shall give or cause to be given to every person paying money to the District proper credit or receipt evidencing payment, specifying, as appropriate, the date of the payment and upon which account paid.
- F. The Treasurer shall sign checks in accordance with **other sections of this manual**. The Treasurer shall determine or cause to be determined that a sufficient amount is on deposit in the appropriate bank account of the District to honor the check.
- G. The Treasurer shall promptly deposit or cause to be deposited all District funds in the appropriate bank accounts of the District and be responsible for monitoring expenditures during the fiscal year.

Amendment Adopted 11/18/15: Section 2.22 & 2.27.B.  
 Amendment Adopted 03/15/17: Sections 2.22.A, 2.25, 2.26, 2.27.C.3.  
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- H. The Treasurer shall prepare, on an accrual basis, monthly financial reports and quarterly investment reports for Board approval.
- I. The Board may appoint an Assistant Treasurer to function in the absence of the Treasurer with all the power and authority of the Treasurer.
- J. The Treasurer shall coordinate the District's annual certified audit with an independent CPA firm and monitor the District's compliance with all appropriate accounting practices.

## **2.18 BONDS**

The Secretary and Treasurer, authorized check signers, and any other employee of the District as deemed necessary, may be furnished corporate surety bonds, at the expense of the District, in an amount and form fixed and approved by the Board and the California Water Code, conditioned upon the faithful performance of their respective duties.

## **2.19 FORMATION OF COMMITTEES**

- A. The Board may form committees composed of its own members and the public for such purposes as it deems appropriate. By official resolution or verbal vote appointment, the Board may form standing committees to serve at its pleasure.
- B. The President of the Board may form Ad Hoc Committees composed of Board members for such purposes as they deem appropriate, except that Ad Hoc Committees shall not be created to address issues that would normally be addressed in the appropriate standing committee. An Ad Hoc Committee shall only be comprised of less than a quorum of Directors, will be of limited duration, and will have no continuing jurisdiction.

## **2.20 COMMITTEES OF THE DISTRICT**

### **A. Appointment of Standing Committees –**

In accordance with the Water Code and other applicable law, the Board may assign the committees such tasks as the Board may determine; and delegate to any committee certain powers and authority of the Board to transact any of the business and affairs of the Board subject to the Board's final approval.

### **B. Appointment of Committee Members –**

- 1. At the District's first regular meeting in January, the President of the Board shall appoint the Board members of the various Standing Committees.

Amendment Adopted 11/18/15: Section 2.22 & 2.27.B.  
 Amendment Adopted 03/15/17: Sections 2.22.A, 2.25, 2.26, 2.27.C.3.  
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2. Committee assignments shall only be changed during the calendar year by a majority vote of the Board.
3. The President of the Board shall appoint members of Ad Hoc Committees.
4. The President of the Board may appoint a replacement committee member if a committee member is unable to fulfill their duties and no meeting of the committee has taken place without the Board of Directors being updated by the committee in a meeting.
5. Public members on committees shall be appointed by a majority vote of the Board.

**C. Meetings of Committees –**

Generally, meetings of committees shall be held at such time and place, as a majority of the members of the individual committees shall determine. Meetings shall be called by the District Manager or by the Committee Chairperson as necessary for District business. Notice of committee meetings shall be given to all members in a timely fashion and the meetings shall be noticed as required by law.

**D. Committee Reports –**

Committee reports shall be made to the Board at the next scheduled Board meeting. Business discussed at the committee meeting that is a subject of an agenda item need not be discussed as part of the committee report.

**E. Committee Recommendations –**

Committees comprised of public members and staff shall make recommendation to the Board members representing the committee. Board member recommendations to the full board should report public and staff opinions.

**2.21 STANDING COMMITTEES**

Meetings of standing committees shall be noticed and conducted in accordance with the requirements of the Brown Act. The standing committees shall include the following:

**A. Finance Committee –**

This committee shall be comprised of two Board members who shall oversee and safeguard the District's assets by reviewing investment policies and strategies, banking relationships, the annual budget, the annual audit, risk management practices, borrowing, debt and debt structure, and other significant financial and accounting related issues.

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B. Administrative and Personnel Committee –

This committee shall be comprised of two Board members who shall review and recommend changes to the Board regarding the District's policies, rules and regulations, participate in discussions with employee representatives, hold employee grievance hearings as provided in the rules and regulations, and other similar or related matters.

C. Paradise Lake Committee –

This committee shall be comprised of two Board members and approved members of the public, who shall review recreation programs and events at Paradise Lake and make recommendations to the Board regarding rules, fees, permits, facility improvements and other related items. Members shall continually review the District's present and future water supply demands and proposals and projects to meet those demands. Recognized committee members shall receive an annual combination boating and parking pass for so long as they are committee members for the purpose of visiting and inspecting the facilities.

D. Community Relations Committee –

This committee shall be comprised of two Board members who along with staff, shall develop a Community Relations Plan (CRP) to provide information and results-based guidelines to District Directors and staff to promote understanding, support shared goals, and build goodwill between the District and community. Committee members will continually review key issues as outlined in the CRP to ensure positive and interactive communications for District projects and issues. Members shall review District actions to enhance water education and conservation efforts.

E. Paradise Irrigation District / Town of Paradise Liaison Committee –

This committee shall be comprised of two Board members who shall periodically meet with two members of the Paradise Town Council and designated staff from each agency to discuss common issues and items of mutual concern to the Paradise Irrigation District and the Town of Paradise.

## 2.22 DIRECTORS FEES AND EXPENSE REIMBURSEMENTS

Keeping in mind that new statutes may add further regulations, the following fees and expense reimbursements shall apply:

A. Fees –

Amendment Adopted 11/18/15: Section 2.22 & 2.27.B.  
Amendment Adopted 03/15/17: Sections 2.22.A, 2.25, 2.26, 2.27.C.3.  
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Director fees are regulated by law (see, for example, California Water Code §21166; Government Code section 53232 et seq.). Directors shall receive compensation not to exceed \$100 per day. Compensation taken may be less than \$100; down to a minimum amount of one cent for either:

1. Up to \$100.00 per day for attending a regular or special Board meeting, or acting under its orders; and
2. Up to \$100.00 per day for attending a Board approved standing committee meeting, an established Ad Hoc committee, or an outside Board approved meeting requiring a Board member in attendance (examples provided below), when there is no regular or special Board meeting that day.

Regardless of either per day event, the per day amount(s) shall not exceed a total of six (6) meeting days in any calendar month. No fees are to be paid for attending seminars or conferences, but the out-of-pocket costs associated with attending those meetings, on a Board pre-approval basis, can be reimbursed through the use of a District claim form.

Examples for qualifying for the fee pursuant to Section 2.22.A. above:

Standing Committees - Finance, Administration and Personnel, Paradise Lake, and Community Relations.

Ad Hoc/Other Committees - Water Rate Review, Security, Annexation, ACWA/ACWA-JPIA, Butte County Special Districts Association, Union Negotiations, and other similar types of committees.

Each Director shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service every two years. (Govt. C. 53235.) The Manager shall maintain District records of ethics training. For purposes of Directors fees, the Directors shall be considered employees of the District as described in Internal Revenue Code §3401(c).

Directors and their eligible dependents can elect to participate in the District's Medical, Dental, Vision, Life, and Flexible Benefits "cafeteria" Programs as received by either the General Unit or Management Unit employees, and stated in the Rules & Regulations Governing Employment Conditions, Salaries, and Benefits for Employees of Paradise Irrigation District. Directors will not be eligible to participate in the District's retirement plans.

Directors will be required to complete a monthly Director's Fees and Reimbursement Report itemizing any earned directors fees. These forms are to be submitted to the District Secretary within five (5) days after a month end. Payment

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of the fees shall be processed in a timely fashion through the District's payroll system with appropriate withholdings.

**B. Waived Compensation –**

Directors are eligible to receive compensation not to exceed \$100 per day; down to a minimum amount of one cent. Receipt of an Annual Boat pass may be considered as compensation in lieu of receiving a dollar amount. Any Director who waives their right to compensation amount of \$100 shall do so in writing and that waiver shall be maintained in the District's files. Such waiver may be withdrawn upon written notice of the Director.

**C. Reimbursements –**

1. Keeping in mind that new statutes may add further regulations, the following applies to expense reimbursements: District claim forms are to be used for reimbursement of actual and necessary business expenses when acting under the orders of the Board. These claim forms are to be attached to the monthly Director's Fees and Reimbursement Report with appropriate supporting documentation. Pre-approved meals, lodging, and transportation expenses shall be normal and customary, and automobile mileage costs incurred for business purposes shall be the standard mileage rate for transportation expenses as prescribed by the Internal Revenue Service and further described in other sections of this manual.
2. Directors are allowed their actual expenses in going to, attendance upon, and returning from state association meetings and when traveling outside Butte county on official business. (Govt. C. 25008.) Reimbursement rates for travel, meals, and lodging, and other actual and necessary expenses shall be in accordance with Internal Revenue Service rates as established in Publication 463 or successor publication.
  - a. Where lodging is in connection with a conference or organized educational activity, including ethics training, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Director at the time of booking. Otherwise, comparable lodging rates shall be used.
  - b. Directors shall use group transportation rates when available.
  - c. Where there is any question regarding the level of appropriate compensation, the Board shall approve the reimbursement rate at the Board meeting held before the expense is incurred.

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3. Directors shall provide brief reports on meetings attended, at the expense of the District at the next regular meeting of the Board.

## **2.23 TRAINING**

- A. Subject to annual limits provided in the budget, Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve District operation. Keeping in mind that new statutes may add further regulations, the expense reimbursements described in **Section 2.22** shall apply: Expenses incurred for tuition, travel, lodging and meals as they relate to training, educational courses, participation with professional organizations, and attendance at local, state, and national conferences associated with the interests of the District are reimbursable subject to **Section 2.22**.
- B. Unless otherwise approved by the Board, attendance at conferences, seminars, workshops, etc. shall be limited to two directors per event.
- C. A director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined they will not retain their seat on the Board.

## **2.24 STANDARDS OF CONDUCT**

Statutes impose limits on a Director's ability to contract with the District he or she serves on as a Director. (See Government Code section 1090 et seq.) Moreover, the Political Reform Act requires, and establishes the procedure by which Directors, officers, and employees are required to disclose actual or potential conflicts of interest between their public duties and their personal financial interests.

## **2.25 DIRECTOR ACCESS TO CONSULTANTS**

Consultants of the District may not respond to inquiries of any Board Member, unless

- A. A majority of the Board authorized a Board Member at a meeting convened under the Brown Act to contact the District's consultant.
- B. The inquiry is initiated with the consent of the District Manager.

## **2.26 DISTRICT MANAGER AND BOARD MEMBER ACCESS TO LEGAL COUNSEL**

The District Manager and Board members shall have unfettered access to the District's legal counsel for assistance with District business.

Amendment Adopted 11/18/15: Section 2.22 & 2.27.B.  
Amendment Adopted 03/15/17: Sections 2.22.A, 2.25, 2.26, 2.27.C.3.  
Amendment Adopted 04/19/17: Sections 2.22.A & B  
Amendment Adopted 05/17/17: Section 2.19.B.  
Amendment Adopted 12/06/17: Section 2.22.A-2. (Dir. Health Benefits)

Amendment Adopted 12/20/17: Section 2.21  
Amendment Adopted 02/21/18: Section 2.27  
Amendment Adopted 02/19/20: Section 2.21.D & E

## **2.27 PID PUBLIC COMMITTEE MEMBER POLICY**

This policy will serve as a 'code of conduct' to help clarify PID's expectations of Public members appointed to various committees:

A. Public Members of PID committees are not elected positions. The Board of Directors shall make public member committee appointments at a regularly scheduled board meeting. In making public member appointments, the Board of Directors will consider individuals that have submitted a letter of interest to the PID office or have been nominated by a director.

1. When a vacancy occurs, PID will advertise the opportunity to serve on committees that have public members.

B. Public Members of PID committees are expected to act in the best interest of PID. To that end, adherence to the following Code of Conduct is expected of each member:

1. Public Members shall strive to fulfill the purpose of the committee, which is making recommendations to the Board on policies and procedures related to the committee and representing the District at functions related to the committee.
2. Public Members shall come prepared to fully participate in committee meetings.
3. A Public Member is encouraged to focus their interactions with PID Board Members and PID staff that make up their committee's membership during scheduled committee meetings.
4. A Public Member shall not direct PID staff or business consultants to perform any work, investigations, studies, or research on behalf of the committee. The Public Member should make these types of suggestions to the committee as a whole.
5. PID Board Members serving on a committee, through the PID Board Member Chairperson, shall speak for that committee's actions and recommendations (if any) to the entire Board of Directors.
6. Under no circumstances, public or private, shall a Public Member of a PID committee represent themselves as "speaking on behalf of the committee."
7. Public Members shall not communicate with any media about PID committee business. Public Members shall not identify themselves as a PID committee member when sharing their own personal perspective on any issue and through any medium (including electronic social media). This prevents the appearance of speaking in an official capacity on behalf of PID.

Amendment Adopted 11/18/15: Section 2.22 & 2.27.B.

Amendment Adopted 03/15/17: Sections 2.22.A, 2.25, 2.26, 2.27.C.3.

Amendment Adopted 04/19/17: Sections 2.22.A & B

Amendment Adopted 05/17/17: Section 2.19.B.

Amendment Adopted 12/06/17: Section 2.22.A-2. (Dir. Health Benefits)

Amendment Adopted 12/20/17: Section 2.21

Amendment Adopted 02/21/18: Section 2.27

Amendment Adopted 02/19/20: Section 2.21.D & E

- C. Public Members appointed to a PID committee serve at the pleasure of the Board of Directors. At any time the board may choose to remove a Public Member of a PID committee by majority vote.

Amendment Adopted 11/18/15: Section 2.22 & 2.27.B.  
Amendment Adopted 03/15/17: Sections 2.22.A, 2.25, 2.26, 2.27.C.3.  
Amendment Adopted 04/19/17: Sections 2.22.A & B  
Amendment Adopted 05/17/17: Section 2.19.B.  
Amendment Adopted 12/06/17: Section 2.22.A-2. (Dir. Health Benefits)

Amendment Adopted 12/20/17: Section 2.21  
Amendment Adopted 02/21/18: Section 2.27  
Amendment Adopted 02/19/20: Section 2.21.D & E