



Reclamation District No. 1000

Policy on Administration

1. Governing Body of the District
The Board of Trustees is the governing body of the District. Trustees are responsible for monitoring the District's progress in financing and attaining its goals and objectives, while pursuing its mission. The powers of the District as enumerated in California Water Code Division 15 shall, except as otherwise provided, be exercised by the Board.
2. Number of Trustees: Qualifications (*See Water Code §§50014, 50015, 50780.12*)
The District shall have a board of seven Trustees each of whom whether elected or appointed, shall be
 - a) a landowner in the District or a legal representative of a landowner in the District
 - b) a resident of the District.
3. Terms of Office. (*See Ca Water Code §50602*)
The term of office for each Trustee, other than that those Trustees appointed to fill a vacancy of an unexpired term, shall be four years.
4. Taking Office; Oath (See CA Water Code §50750)
Trustees elected to office take office at the first Board meeting in December following the election. Prior to taking office, each elected Trustee shall take and subscribe the official oath of office and file it with the Secretary.
5. Determination of Vacancy (See Ca Gov Code §1770)
An office of a Trustee of the Board shall be deemed to become vacant when one or more events as specified in California Government Code §1770 et seq. have occurred.
6. Vacancies: Manner of Filling (See Ca Gov Code §1780) All vacancies occurring in the office of Trustee shall be filled pursuant to California Government Code Section 1780.
7. Compensation of Trustees. (*See Ca Water Code §50605 and §20200-20207*)
Trustee Compensation is set by Ordinance adopted by the Board of Trustees. Compensation may be adjusted by Ordinance subject to California Water Code Section 20200-20207)

8. Election of President and Vice President (*See Ca Water Code §50630*)
The Board shall elect one of its members as its President, and one of its members as Vice President. Reclamation District No. 1000 elects the President and Vice President in January of each year for a one-year term.

9. Duties of the President and Vice President.
The President shall preside at all meetings of the Board and act as Chairperson of the Board, shall appoint all committee members, shall sign all contracts unless, otherwise delegated to the General Manager, on behalf of the District. In the absence of the President, the Vice President shall take his/her place and perform the duties of the President.

10. Committees and Other Assignments
The Board shall establish such standing or extemporary committees as may be advisable, as determined by the Board. The President of the Board shall make all appointments of Trustees to extemporary and standing committees. In addition, the President may designate Board members to represent the Board as needed.
 - a. The duties of a standing committee shall be determined at the time of its establishment. Standing committees shall only be dissolved by majority vote of the Board.
 - b. The duties of an extemporary committee shall be determined at the time of its establishment and the committee shall be considered dissolved when its final report has been made.
 - c. If the Board has created a standing committee, then the members of such committee shall be appointed for the year no later than the regular Board meeting in January.
 - d. All meetings of standing committees shall conform to all open meeting laws (e.g. Ralph M. Brown Act) that pertain to regular meetings of the Board.

11. Request for Information
Requests for information by Board members regarding District operations should be made through the General Manager or other designated District staff. The General Manager shall designate management or supervisory personnel to respond to inquiries in his absence.

12. Attendance at Meetings.
Board members are expected to attend all regular and special meetings of the Board, including closed sessions, unless there is good cause for absence, or the absence is pre-approved by the President. A request for absence, except emergency absence, should be presented to the Board President as soon as a Board member knows he/she may be absent.

13. Ralph M. Brown Act

The Board as a whole and each Trustee shall comply with the Ralph M. Brown Act.
(Open Public Meeting)

14. Code of Ethics

The Board of Trustees is committed to providing excellence in legislative leadership that result in the highest quality of services to its constituents. The following rules should be observed in order to assist in the governance of the behavior between and among members of the Board of Trustees.

- a. Trustees should thoroughly prepare themselves to discuss agenda items. Information may be requested or exchanged between Trustees before meetings in a manner consistent with the Ralph M. Brown Act.
- b. The dignity, style, values and opinions of each Trustee should be respected.
- c. Responsiveness and attentive listening in communication is encouraged.
- d. The needs of the District's constituents should be the priority of the Board of Trustees.
- e. When responding to constituent requests and concerns, Trustees should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
- f. The primary responsibility of the Board of Trustees is the formulation and evaluation of policy and strategy to give direction and guidance to District staff. Routine matters concerning the operational aspects of the District are generally to be delegated to professional staff members of the District.
- g. Trustees should commit themselves to emphasizing the positive, avoiding hidden agendas, gossip or other negative forms of interaction.
- h. Trustees should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues should be avoided.
- i. 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 of Trustees takes action, Trustees should commit to supporting said action and not create barriers to the implementation of said action.
- j. The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- k. Trustees should develop a working relationship with the General Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly.
- l. Trustees should practice the following procedures while working with the General Manager, District staff, and District consultants:
 1. In seeking clarification on information items, Trustees may directly approach professional staff members to obtain information needed to

supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

2. In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager or delegated District staff.
3. Items related to safety, concerns for safety or hazards should be reported to the General Manager or District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
4. When approached by District personnel concerning specific District policy, Trustees should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

Board Proceedings

1. Regular Meetings

The regular meeting of the Board of Trustees shall be held on the second Friday of each month at 8:00 a.m. at the District Office at 1633 Garden Highway, Sacramento, CA, unless rescheduled at a duly noticed Board meeting or rescheduled by the President or in his absence the Vice President and duly noticed.

2. Ralph M. Brown Act

The Board shall hold all its meetings in the manner required by the Ralph M. Brown Act. (*See Gov Code §54950 et. seq.*)

3. Meetings to be informal; Robert's Rules of Order.

It is the intent of the Board that meetings shall remain as informal as reasonably possible consistent with the business needs of the District. Failure to comply with these rules shall not invalidate an otherwise lawful action of the Board. Nevertheless, whenever the President, or a majority of the Board, deems it necessary for orderly conduct of business, formal proceedings may be initiated. In such case, the meeting shall be conducted pursuant to Robert's Rules of Order.

4. Posting Notice.

Notices and other items to be required to be posted by law or Board direction shall be posted in the window of the District office, and on the District's website.

5. Agendas

The Secretary shall prepare the agenda for the meeting and post it at least 72 hours prior to the regular Board meeting after consultation with the Executive Committee. If a Board member, 24 hours prior to the posting of the agenda

requests a matter be placed on an agenda, the Secretary may include an item on the agenda to permit discussion of the matter, subject to approval of the President. The Board by majority vote, and as otherwise provided by law, may modify the agenda prior to proceeding to the consideration of the first matter. All matters shall be considered by the Board in the order listed on the agenda as posted or modified, to the extent of time available. No action may be taken on any matter which did not appear on the posted agenda except as permitted by State law. Agenda items not considered or completed at a meeting for lack of time become agenda items at the following meetings in accordance with the forgoing policy. Agendas for Special Board meetings shall be posted at least 24 hours prior to the meeting.

6. Public Comment.

An item shall be placed on each regular meeting agenda labeled “Public Comment” to provide citizens with an opportunity to express views on matters not otherwise on the agenda. Whether on this agenda item or on another item, such public expression shall be subject to the rules provided herein. No person may address the Board without the permission of the presiding officer, or a majority of the quorum, or as otherwise required by law. Except as required by law, the presiding officer may not recognize anyone other than a Board member or a member of the Board staff until Board members have discussed the agenda item under consideration. A person addressing the Board shall begin by offering his name and address. Each speaker shall limit his remarks to three (3) minutes except as otherwise specifically provided for in these rules, or except as time is extended by the presiding officer with the consent of a majority. Each speaker shall avoid repetition of the remarks of prior speaker’s and speak only to the agenda item under consideration. Following each speaker’s remarks, each Board member shall be given the opportunity to comment further and to address questions to the speaker.

7. Form of Action.

The Board may act through the enactment of an ordinance whenever appropriate. A resolution shall be adopted to amend, repeal or otherwise modify the Policy Manual. Other actions may be taken in the form of a minute order or separate resolution.

8. Ordinances

An ordinance may be adopted at a special or regular meeting. An ordinance shall take effect immediately upon adoption, and the Secretary shall post the full text of said ordinance in the District office and publish a summary of the ordinance in a newspaper printed, published and circulated in the District at least five (5) days prior to and within fifteen (15) days after adoption of the

ordinance. The latter posting and publishing shall also include the names of those directors voting for and against the ordinance.

9. Quorum; Vote Required.

The majority of the Board shall constitute a quorum for the transaction of business. No ordinance or motion shall be passed or become effective without the affirmative votes of at least a majority of the Board members present. An abstention shall be recorded as an abstention and shall have the effect of a non-vote.

Conduct of Hearings

1. The purpose.

This procedure is a guide in conducting a dignified and functional hearing.

2. Questioning through President.

During the course of the hearing a person or Board member should direct any question regarding the matter to the President. No direct questioning of witnesses should be allowed.

3. Staff Reports.

Staff reports will first be heard upon the matter before the Board. The staff shall submit a report describing the physical situation and other facts bearing on the case.

4. Appearance of Applicant.

The applicant will then be giving an opportunity to present statements amplifying the written application or providing supplemental information. The applicant may appear on his own behalf or by a representative.

5. Appearance in Support of Applicant.

Anyone else wishing to do so may then speak in support of the proposal/project. Supporters may appear on their own behalf or by a representative.

6. Written Communication regarding Proposal/Project.

The secretary will then either read or introduce into the record communications received concerning the proposal.

7. Appearance in Opposition to Proposal/Project.

Anyone wishing to be heard may next speak in opposition to the proposal. Opponents may also appear on their own behalf or by a representative.

8. Applicant's Rebuttal.

The applicant or representative will be afforded the opportunity to offer statements in rebuttal to opposition statements.

9. Staff Summary, Alternatives and Recommendation.

The staff will present summary, alternatives and necessary recommendations.

10. Close Hearing.

The public portion of the hearing will then be closed, and no further testimony taken.

11. Board Discussion and Action.

After the public portion of the hearing is closed and the matter is before the Board, the Board shall proceed with discussion and then:

a. defer taking action on the matter and then continue until another time and place for further discussion and appropriate action.

Or:

b. vote upon the matter by either granting or denying it as presented or granting it subject to conditions.

Press Relations Policy

1. Purpose.

The purpose of this policy is to provide for an orderly presentation to the press of factual information about District activities and Board action.

2. Press Relations.

The General Manager is hereby designated as the official of the District to represent the District to the press. Employees of the District shall refer all press inquiries to the General Manager. Board members and other District officials are encouraged to refer press inquiries regarding District activities and Board actions at meetings to the General Manager or the President of the Board. Individual Board members should take care not to represent their own opinions as those of the Board or the District, even when those opinions coincide with formal Board action.

3. Press Releases.

Press releases regarding the District shall be approved by the General Manager and the President of the Board. Whenever possible, all members of the Board shall be given an opportunity to review the proposed press releases.