

## BYLAWS

### MONTEREY COUNTY WATER RESOURCES AGENCY BOARD OF DIRECTORS (As amended 09/19/16)

#### I. PURPOSE AND AUTHORITY.

1.01. Authority. These bylaws are adopted pursuant to the Monterey County Water Resources Agency Act, as amended by the statutes of 1991, Chapter 1130 (West's California Water Code, Appendix, Chapter 52), and pursuant to Monterey County Water Resources Agency Ordinance No. 3559.

1.02. Purpose. The purpose of these bylaws is to establish procedures for the conduct of meetings of the Monterey County Water Resources Agency Board of Directors and to provide guidelines for the other activities of the Board of Directors.

1.03. Relations between Board and Staff. The purpose of the Board of Directors is to set policy for implementation by the General Manager and Staff. The Board will adopt a hands-off policy regarding day-to-day management as that is the duty of the General Manager. Board members shall direct requests of Staff to the General Manager.

#### II. MEMBERS.

2.01. Number and Appointment. There are nine members on the Board of Directors. The members are appointed by the Monterey County Water Resources Agency Board of Supervisors.

2.02. Duties. The Board of Directors shall perform the duties delegated to them by the Monterey County Water Resources Agency Act and by Ordinance No. 3559.

2.03. Vacancies and Removal of Directors. A vacancy occurs on the Board of Directors when a Director resigns or dies or when the position is declared vacant by the Supervisors, on the recommendation of the Directors due to the incumbent Directors' incapacity or failure to attend meetings. A vacancy shall be filled by appointment in the same manner as the appointment of the original holder of the office. If a Board member is absent from three consecutive meetings of the Board or its committees, the Personnel/Administration Committee shall review the matter within 30 days and determine whether it should be heard by the full Board. The Board may, based on the recommendation of the Personnel/Administration Committee, by resolution, recommend to the Board of Supervisors that the Board of Supervisors declare a vacancy and appoint a replacement

Director.

2.04. Compensation.

(a) Each member of the Board of Directors of the Monterey County Water Resources Agency appointed pursuant to the Monterey County Water Resources Agency Act shall receive compensation for his or her services at the rate of \$50.00 for each meeting attended by such Director. A meeting shall be a regular or special meeting of the Board of Directors, a meeting of any of the standing committees or additional committees, or any meeting so designated as such by the Chair.

(b) In addition, the Directors shall be reimbursed for actual necessary expenses incurred in the performance of official business of the Agency pursuant to assignment of the Board of Directors consistent with the reimbursement schedules and policies of the County of Monterey.

2.05. Conflicts of Interest. No Board member shall participate in any matter which comes before the Board of Directors, or in any matter in which he or she is required to act in his or her capacity as a Board member, when the Board member has or may have a direct or indirect economic interest which may be affected as a result of such action, unless such participation is otherwise required or permitted by law. No Board member shall undertake any employment, activity, or economic enterprise for compensation which is inconsistent, incompatible, in conflict with or inimical to his or her duties as a Board member. Board members shall comply with the conflict of interest code to be adopted by the Board.

2.06. Notice to Directors. Whenever written notice is required by these bylaws to be given or delivered when the notice is left at the Directors' residence or usual place of business by personal messenger, when the notice is sent to the Director via fax transmittal to the fax number given to the Agency by the Director, or five days after the notice is deposited in the U.S. mail, first class postage prepaid, properly addressed to the Director.

2.07. Authority of Director to speak for the Board or Agency. No director will speak on behalf of the Board of Directors in any public forum unless expressly authorized to do so by the Board of Directors. No director will speak on behalf of the Agency in any public forum unless expressly authorized to do so by the Board of Supervisors.

### **III. OFFICERS.**

3.01. List of Officers. The officers of the Board shall be the Chair, Vice-Chair, and Secretary.

3.02. Qualification, Selection, and Term. Each Chair and Vice-Chair shall be members of the Board of Directors. The General Manager of the Agency shall be the Secretary for the Board but shall not vote at Board meetings. The Chair and Vice-Chair shall be elected by the Board at the

Board's first meeting of January of each year, and shall serve for a period of one year or until a successor has been duly elected. A Board member shall not simultaneously hold more than one office. At the last regular meeting of the year, the Chair shall appoint an ad hoc nominating committee consisting of a chairperson and two directors. The Chair shall be an ex-officio member.

3.03. Duties of Chair. The Chair shall preside at all meetings of the Board; be an *ex officio* member of all committees; execute contracts, correspondence, conveyances, and other written instruments as authorized by the Board; and appoint chairpersons and members of Board committees.

3.04. Duties of Vice-Chair. The Vice-Chair shall, in the absence of the Chair, assume the duties of the Chair and perform such reasonable duties as may be required by the Board or the Chair of the Board.

3.05. Duties of Secretary. The Secretary shall be responsible for maintaining Board meeting minutes and other records that may from time to time be required by the Boards' activities, and shall perform such reasonable duties as may be required by the Board or Chair of the Board. The Secretary may delegate the actual performance of the tasks necessary to fulfill these duties.

3.06. Vacancies and Removal of Officers. A vacancy in any office shall be filled by nomination and election by the Board of Directors as soon as it is reasonably possible. Officers may be removed by a majority vote of the Board of Directors for failure to perform the duties of the office or for malfeasance in office.

#### **IV. COMMITTEES.**

4.01. Appointment and Terms of Committees. The Board Chair shall appoint members of the Board committees. Appointments are for one year. Members of the public may be appointed as members of advisory, ad hoc, or special committees by the Board of Directors, and if so appointed, shall have the right to vote only at committee meetings. Members of committees may be re-appointed for succeeding terms, without limitation. The Board Chair shall be an *ex officio* member of all committees with the right to vote.

4.02. Standing Committees. The Directors shall maintain the following standing committees: Finance Committee, Personnel/Administration Committee, and Planning Committee. Standing committees shall be comprised of Board members.

(a) Finance Committee. The Finance Committee consists of three Board members and the Board Chair. The Finance Committee assists in establishing and enhancing valid business and financial management systems. It annually reviews and recommends the budget, and each month it reviews the Agency's financial performance under the adopted budget. The committee acts as the audit committee for the Board of Directors and makes recommendations on capital expenditures.

The committee reviews the financial aspects of projects proposed to be implemented by the Agency, reviews charges proposed to be levied by the Agency (including, but not limited to, standby charges, and assessments), and may recommend revisions to the Agency's accounting system.

(b). Planning Committee. The Planning Committee consists of three Board members and the Board Chair. The Planning Committee shall help to develop short- and long-range plans for the Agency with respect to all activities in which the Agency is involved or might become involved. The Planning Committee helps to screen, evaluate, and prioritize projects and programs considered for implementation by the Agency, and reviews the Agency's ongoing projects and programs.

(c) Personnel/Administration Committee. The Personnel/Administration Committee consists of three Board members and the Board Chair. The Personnel/Administration Committee reviews Agency personnel matters, and governmental affairs.

4.03. Advisory and Ad-Hoc Committees. The Chair may appoint, with the approval of the Board of Directors, advisory or ad-hoc committees as the need arises, and define the mission and duties thereof. The following advisory committees are hereby confirmed and recognized:

(a) Reservoir Operations Advisory Committee. The Reservoir Operations Advisory Committee reviews all matters pertaining to Nacimiento and San Antonio Reservoirs. The Reservoir Operations Advisory Committee consists of three Board members, the Board Chair, and non-Director members. The Chair shall appoint non-Director members to the Reservoir Operations Advisory Committee as follows: one representative of a Salinas Valley City; one representative each of the Pressure, East Side, Forebay, and Upper Valley groundwater subareas; three members of the public at large; and one representative each from the San Luis Obispo County Public Works Department, Monterey County Parks Department, the Lakes resort concessionaire, Nacimiento Regional Water Management Advisory Committee, and the Salinas River Channel Coalition.

(b) Basin Management Advisory Committee. The Basin Management (BMP) Advisory Committee reviews all matter concerning basin management. The Basin Management Advisory Committee consists of three Board members and non-Director members. The Chair shall appoint non-Director members to the Basin Management Advisory Committee as follows: one representative of a Salinas Valley City; one representative each of the Pressure, East Side, Forebay, and Upper Valley groundwater subareas; and three members of the public at large.

4.04. Additional Committees. The Directors may by majority vote establish additional committees from time to time, including standing committees and special committees.

4.05. Staff Assistance to Committees. Water Resources Agency Staff shall provide assistance to all committees of the Directors, at the request of the committee or the Board.

4.06. Role of Committees. The role of each committee is limited to the matters expressly assigned to the committee by these bylaws or by resolution of the Board of Directors, together with all matters necessarily incidental thereto. Except as otherwise expressly provided in these bylaws or

by resolution of the Board of Directors, the committee does not make binding decisions on those matters. Rather, the committee makes recommendations to the Board of Directors on those matters that are to be considered by the Board of Directors.

## V. MEETINGS.

5.01. Regular Meetings. Time and Place. The Board of Directors will establish a regular meeting date and time, which shall be not less than once each month, and shall establish a regular place for holding such meetings. Committees of the board shall meet as frequently as is necessary to fulfill the committee's duties, but in any event, not less than quarterly.

5.02. Special Meetings. Special meetings may be called by the Board Chair at any time for a specific, announced purpose. At the request of any three Board members, the Board Chair shall call such a special meeting. Written notice of a special meeting shall be delivered to all Board members at least 48 hours in advance of any meeting. Attendance at a special meeting by any Director amounts to a waiver of any defect in the giving of notice to such Director, unless at the meeting the Director specifically objects to the holding of the meeting on the grounds of such defect.

5.03. Quorum. No action shall be taken by the Board or by a committee unless a quorum is present at the meeting, except as otherwise provided herein or as allowed under *Roberts Rules of Order*. For Board of Directors meetings, a quorum shall be five members. For committees, a quorum shall be 50% of the members of the committee, including at least one Board member.

5.04. Majority Vote. Actions of the Board shall be by a majority vote of Board members present and voting on the issue. A member who abstains from any vote shall be counted for the purpose of determining whether a quorum is present, but the vote of such abstaining members shall not be counted either for or against a measure in determining whether a majority vote has been obtained.

5.05. Minutes. A record of proceedings of all minutes of the Board of Directors and of committees of the Board shall be kept on file with the Agency.

5.06. Public Meetings. All meetings of the Board of Directors shall be open to the public, unless otherwise provided by law.

5.07. Ralph M. Brown Act.

(a) All meetings of the Directors shall be conducted in conformity with the Ralph M. Brown Act, Government Code Sections 54950 *et seq.*

(b) When attendance by five or more Board members at a committee meeting will cause a violation of the Brown Act, Board members who are not members of the committee will leave the meeting, until no more than four Board members remain. Non-committee-member Board members who arrived last will leave first. When attendance by five or more Board members at any other

meeting that has not been noticed as a Board meeting will cause a violation of the Brown Act, Board members who arrived last will leave first, until no more than four members remain.

5.08. Voting. Voting on all motions and resolutions of the Board of Directors shall be by voice vote, calling for ayes and noes, except that if any member of the Board or the Secretary requests a roll call vote, either before or after the voice vote is taken, then the vote shall be by roll call.

5.09. Agendas of Regular Meetings. At least 72 hours before regular meetings, an agenda shall be posted at the Directors regular place of posting that contains a brief description of each item of business to be transacted or discussed at the meeting.

5.10. Time for Public Comment.

(a) The Chair shall provide an opportunity for members of the public to address the Directors on any agenda item of interest to the public, before or during the Directors consideration of the item. The Chair may limit the time allowed for each person to speak. Public participation need not be allowed on discussions of procedural issues, such as continuances, the order in which agenda items will be considered, and the like, and public participation need not be allowed on items which are presented by Staff to the Directors for information only.

(b) The agenda for each regular meeting will include a regular time near the beginning of the agenda to receive public comment on items that are within the jurisdiction of the Directors and are not otherwise discussed at the meeting. The Directors are not required to respond to any issues raised during the public comment period, and may not take any action on such issues other than to refer the item to Staff or schedule action for a future agenda.

5.11. Non-agenda Items. The Directors may take no action on any item not previously placed on the agenda except in the following situations:

(a) The Directors determine by a majority vote that an emergency situation exists. An emergency situation means work stoppage or other activity which severely impairs health, safety, or both, or a crippling disaster which severely impairs public health, safety, or both.

(b) The Directors determine by a vote of at least two-thirds of the authorized number of Directors, or if less than two-thirds of the authorized number of members are present, that the need to take action arose after the agenda was posted.

(c) The item was continued from a prior meeting held less than five days before the current meeting, and the item was properly placed on the agenda for the previous meeting.

5.12. Roberts Rules of Order. Except as otherwise provided in these bylaws or in rules and regulations adopted by the Directors, all meetings of the Directors shall be conducted pursuant to *Roberts Rules of Order*.

5.13. Hearing Procedure. All hearings shall be conducted by the Chair in the manner provided by law. All hearings of the Directors shall be open for public participation. When a proposal is being considered by the Directors, the public hearing will be opened when the Chair introduces the item for consideration by the Directors. The sequence of events relating to any proposal shall be as follows:

1. By reference to the agenda, the Chair announces the proposal to be heard or considered.
2. The General Manager or his or her designee presents the Staff report to the Directors.
3. The General Manager or his or her designee presents or summarizes any additional messages or communications regarding that proposal.
4. The Chair inquires if Directors have any questions of Staff.
5. The Chair asks if there are any proponents in the audience who wish to be heard.
6. All persons who address the Board from the audience must give their name and business or residence address before speaking.
7. The proponents then address the Board.
8. Following the proponents remarks, the Chair asks for opponents to be heard.
9. The opponents then address the Board.
10. The Chair may ask for a brief period for rebuttal from proponents following opponents being heard.
11. After the public has been heard, the Chair will entertain a motion to close the public hearing.
12. Following successful passage of the motion to close the public hearing, the discussion will be limited to the Directors.
13. The hearing ends with an action to approve or deny the proposal by vote of the Board.
14. The Chair may alter the order specified above, if the Chair believes such change in the order would facilitate the hearing process.

5.14. Continuance and Adjournment. The Directors may continue any item to another meeting specified in the order of continuance, may adjourn any meeting without specifying a new meeting date, and may adjourn any meeting to a time and place specified in the order of

adjournment. Less than a quorum may so continue an item or adjourn a meeting. If all members are absent from any meeting, the Secretary may so adjourn the meeting, and shall provide notice of any new meeting date and time as required by law.

**VI. ADOPTION AND AMENDMENT OF BYLAWS.**

6.01 These bylaws shall be adopted by resolution, approved by a majority of the Directors. The bylaws may be amended at any properly noticed meeting, by resolution approved by a majority of the Directors.

Upon motion by **Director Ekelund**, seconded by **Director Huerta**, these bylaws were amended to read as above on **September 19, 2016**, by the following votes:

**Ayes: Directors Hart, Ortiz, Ekelund, Gonzalez, Huerta, Scattini and Sullivan**

**Noes: None**

**Abstain: None**

**Absent: Director Hoover**

Attest: I certify that the within instrument is a true and complete copy of the original Bylaws of the Board of Directors of the Monterey County Water Resources Agency on file within this office.

Dated:



David E. Chardavoyne  
General Manager

History: Adopted 12/19/91; amended 1/13/92, 9/14/92, 10/12/92, 10/26/92, 3/29/93, 5/9/94, 10/28/96, 04/25/16, and 09/19/16

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