

AGENDA

SANTA MARGARITA WATER DISTRICT

BOARD OF DIRECTORS

SPECIAL BOARD MEETING Board Organization Committee Meeting

FEBRUARY 4, 2015

5:30 P.M., LIBRARY ROOM, DISTRICT OFFICE

26111 ANTONIO PARKWAY, RANCHO SANTA MARGARITA, CALIFORNIA

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Kelly Radvansky Secretary, Board of Directors, at (949) 459-6642 at least 48 hours before the meeting if possible.

NOTE: This agenda may include new items or items continued from other District meetings held previously this month. All Agenda items previously discussed at District meetings will not be reconsidered unless requested by a member of the public or Board member.

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING

Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the District's business office located at 26111 Antonio Parkway, Rancho Santa Margarita, California 92688, during regular business hours. When practical, these public records will also be made available on the District's Internet Web Site, accessible at <http://www.smwd.com>.

1. PUBLIC FORUM

Persons wishing to address the Board of Directors on matters not listed on the Agenda may do so at this time. "Request To Be Heard" forms are available at the entrance to the Board Room. Comments are limited to three minutes, unless further time is granted by the Presiding Officer. Please submit the form to the Recording Secretary prior to the beginning of the meeting.

President, Betty H. Olson
Vice President, Charley Wilson
Finance Committee Chair, Charles T. Gibson
Engineering Committee Chair, Justin McCusker
Director, Sandra F. Jacobs
General Manager, Daniel R. Feron

Those wishing to address the Board of Directors on any item listed on the Agenda should submit a “Request To Be Heard” form to the Recording Secretary before the Presiding Officer announces that agenda item. Your name will be called to speak at that time.

2. **CONSENT CALENDAR**

- 2.1 Consideration and Action on the January 7, 2015 Special Board Meeting Minutes**Page 3**

Staff Recommendation: Approve the January 7, 2015 Special Board Meeting Minutes.

3. **BOARD ORGANIZATION COMMITTEE**

- 3.1 General Counsel Report**Page 4**
- 3.2 Consideration and Action on Draft SMWD Board Operating Policy**Page 10**

Staff Recommendation: Provide recommendations to the Board on the Policy.

BOARD OPERATING POLICY COMMITTEE MEETING 1/7/15

Attending:

Director Saundra F. Jacobs
Director Betty H. Olson
Director Charley Wilson

Dan Ferons/General Manager/SMWD
Kelly Radvansky/Board Secretary/SMWD
Joyce Crosthwaite/ Assistant to the GM/SMWD

The meeting started at 5:30 PM.

Joyce Crosthwaite reviewed changes to the draft policy as a result of the last meeting including:

- Removing the word “shall” and making the policy more permissive;
- Clarifying the role and responsibilities of the President; and
- Ensuring compliance with open meeting laws.

Director Olson suggested changes to the graphic (page 5) to insert a feedback loop from implementation by the General Manager and staff to the full Board to ensure projects do not get dropped and that mission creep is minimized. Director Wilson questioned if the feedback loop was a policy issue for the Board or a management practice. A discussion ensued regarding the difference between decisions required of the Board and informational updates, Director Olson questioned how items from proposed committees would get placed on the agenda for the full Board to consider. Inserting a feedback loop from the Board to the committees to the General Manager and staff and back through the committees to the Board was discussed.

The proposed change in the current meeting schedule was discussed. Additionally, the legal requirements for having two or three Board members on a committee were discussed. Director Wilson noted that having a three-member committee constitutes a majority of the Board and discourages transparency of decision making. He added that a three member committee would have to publish agendas prior to the meeting.

Director Olson asked how individual Board members could get their questions answered outside either a committee or Board meeting. The General Manager noted that typically Board members call or meet with him to discuss questions. The committee discussed if the issue was trust in the deliberations of committee members or if the issue was having comprehensive knowledge. Director Wilson noted that the issue was how to be more efficient.

Director Jacobs noted that the draft policy moves the District toward the lessons disseminated by the CSDA Leadership conference and cited the recent example of the District’s External Affairs Committee developing a legislative program and then returning it to the full Board for consideration and action.

The committee agreed to look at how other agencies structure their committees until the next meeting.

On a motion by Director Olson, seconded by President Jacobs, the notes from the November 24th, 2015 Ad Hoc committee meeting was approved unanimously. It was also agreed unanimously that the next meeting would be held February 4th, starting at 5:30 PM.



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Memorandum

To: Santa Margarita Water District **File No.:** 55411.00000
From: Best Best & Krieger LLP
Date: January 27, 2015
Re: Committees and Brown Act Implications

BROWN ACT AND COMMITTEES

The Ralph M. Brown Act (“Brown Act”), Government Code section 54950 *et seq.*, applies to the legislative bodies of all California local agencies, including their councils, boards, commissions, and committees. (§§ 54951, 54952.) The Santa Margarita Water District board, as a local legislative body, is subject to the Brown Act.

The Brown Act requires all “meetings” of the legislative body of a local agency to be open and public. (Gov. Code § 54953(a).) A “meeting” is defined as “any congregation of a majority of the members of a legislative body at the same time and location . . . to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.” (Gov. Code § 54952.2(a).)

The Brown Act further defines a “legislative body” to include a “. . . committee, . . . whether permanent or temporary, decision-making or advisory, created by charter, ordinance, resolution, or formal action of a legislative body.” (Gov. Code § 54952(b).) The default rule is that all committees of the legislative body are subject to the Brown Act unless it is an advisory committee which is (1) comprised solely of less than a quorum of the members of the legislative body and (2) lacks continuing subject matter jurisdiction. (Gov. Code § 54952 (b).)

COMMITTEE TYPES

In considering how it might organize itself into committees, the SMWD Board has a variety of options. For example, the Board may create standing committees, ad hoc advisory committees, and committees of the whole. However, if the Board wishes to establish a committee not subject to the Brown Act, these options are far more limited. In such a case, the Board is limited to ad hoc committees composed solely of less than a quorum of its members which don’t have “continuing subject matter jurisdiction.”

1. Standing Committees

Description. A standing committee is a committee which has “continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body.” (Gov. Code § 54952 (b).)



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Brown Act Implications. All standing committees are subject to the notice, agenda and public participation requirements of the Brown Act. (Gov. Code § 54952(b).) Thus, if the Board wishes to establish a committee which deals with a specific subject only (e.g. rates, budget, operations), or which meets on a regular schedule established by the Board, that committee must comply with the Brown Act.

2. Ad Hoc Committees

Description. An ad hoc committee is typically established to complete some task required on a one-off basis. An ad hoc committee may serve only in an advisory capacity, must be comprised *solely* of less than a quorum of the members of the Board, and may not have continuing jurisdiction over an area. In addition, such a committee must be temporary.

Brown Act Implications. If the above requirements are met, an ad hoc committee will not be subject to the requirements of the Brown Act under the exception in Government Code Section 54952(b). (Freedom Newspapers, Inc. v. Orange County Employees Retirement System (1993) 6 Cal. 4th 821, 833-834.) Some agencies take the position that a board member who is not a member of an ad hoc committee may attend meetings of the ad hoc committee as an observer without creating a quorum. We believe this approach is problematic because, even where a third director attends an ad hoc meeting without speaking or otherwise communicating with the other two directors on the committee, the three could be construed as “hearing” the presentations and community input and thus participating in a meeting as defined under Section 54952.2(a) of the Act.

(a) Criteria/Factors for Distinguishing Standing vs. Ad Hoc Committees

In determining whether a committee qualifies as an ad hoc or standing committee, courts and the California Attorney General’s Office have applied the following principles:

- To qualify as an ad hoc committee, the committee must be comprised solely of members of one legislative body (i.e., the Board). For example, a committee comprised of two city councilmembers and two planning commissioners is a standing committee. (*Joiner v. City of Sebastopol* (1981) 125 Cal.App.3d 799.) Staff should be assigned only in an advisory capacity, not as part of the committee.
- A committee is considered a standing committee if it has continuing subject matter jurisdiction or if its meeting schedule is fixed by formal action of the legislative body (i.e., the Board). A committee formed to advise the legislative body on “administrative matters as needed” is a standing committee. (79 Ops. Cal. Atty. Gen. 69 (1996).)
- Function over form controls. Even if legislative body says that the ad hoc committee will not have continuing subject matter jurisdiction, if the committee



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has broad responsibility to advise the legislative body on particular matters whenever they arise, the committee will still be considered a standing committee. (79 Ops. Cal. Atty. Gen. 69 (1996); Open & Public IV, Ch.2, p. 9.) A committee that intends to meet for the entire course of a calendar or fiscal year is almost certainly a standing committee.¹

- An ad hoc committee is a temporary advisory committee that serves a limited or single purpose, is not perpetual, and will be dissolved once its specific task is completed. (Open & Public IV, Ch. 2, p. 9.)
- The Attorney General's Office offers the following examples to distinguish between an ad hoc committee and a standing committee:
 - Standing Committee: Advisory committee comprised of two councilmembers for the purpose of reviewing all issues related to parks and recreation in the city on an ongoing basis. This committee is a standing committee which is subject to the Act's requirements because it has continuing jurisdiction over issues related to parks and recreation in the city.
 - Ad Hoc Committee: Advisory committee comprised of two city councilmembers for the purpose of producing a report in six months on downtown traffic congestion: This committee is an exempt advisory committee because it is comprised solely of less than a quorum of the members of the city council. It is not a standing committee because it is charged with accomplishing a specific task in a short period of time, i.e., it is a limited term ad hoc committee.

3. Committee of the Whole

Description. A Committee of the Whole is formed where the entire body meets as a committee periodically to conduct an in-depth discussion of a particular topic or issue.

Brown Act Implications. A committee of this nature would certainly fall within the Brown Act. A committee of the whole would constitute a “congregation of a majority of the members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that

¹ In at stipulated settlement over lawsuit threatened by Calaware (an open government advocacy group), the City of Aliso Viejo adopted the attached Council Committee Policy. In that dispute, Calaware accepted that an ad hoc committee might commit its time to a one-time, long-term project actually necessitating meetings over a longer period of time. However, Calaware was not willing to simply allow this determination to be made outside public scrutiny. Calaware was willing to allow ad hocs to meeting over an extended period of time, but only pursuant to this new Policy, which requires ad hocs to check in with the larger Council on a regular basis. This Policy would be of no benefit to a Board with the intention of ongoing meetings over the appointment year.



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is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains.” (Gov. Code § 54952.2(a).)

4. Costs

One reasonable consideration in discussing committee composition is what effort and expense are created by Brown Act compliance. An informal caucus of our attorneys and their clients who have considered this reveals the following:

- The costs of basic Brown Act compliance are minimal. They involve posting notice (physically and electronically) and mailing notice to anyone who’s asked for a physical copy.
- A decision to form an ad hoc committees of two requires the full cooperation of the legislative body. If two members are meeting under the less-than-a-quorum exception and a third “crashes” that meeting, the recovery and re-noticing by staff can be very complicated and time-consuming.
- Although the bottom line is what District bylaws prescribe, the general understanding is that only meetings of the Board require minutes. Thus, if a district schedules meetings of committees of the whole, the understanding is that minutes of those meetings will be provided.
- Committee meetings don’t require minutes, even if agendized under the Brown Act.

CONCLUSION

As the analysis above indicates, the Board has a variety of options in considering its committee composition. However, if the Board wishes to establish a committee not subject to the Brown Act, its options are far more limited. In such a case, the Board is limited to ad hoc committees composed solely of less than a quorum of its members.



City of Aliso Viejo

COUNCIL POLICY

SUBJECT	RES. NO.	POLICY NO.	EFF. DATE	PAGE
POLICY ON AD HOC AND STANDING COMMITTEES	2005-056	400-16	9/7/2011	1 of 2

PURPOSE

The purpose of this policy is to establish guidelines for the formation, reporting, and tenure of ad hoc and standing committees. The City of Aliso Viejo recognizes the value of forming ad hoc and standing committees to allow for more efficient and effective analysis and review of issues that may be presented to the City Council and to provide greater opportunities for members of the public to participate in the decision making process. The City Council understands the requirements of the Ralph M. Brown Act (*California Government Code §§ 54950 et seq.*) ("Brown Act") and desires to ensure that it complies with such requirements in the formation of ad hoc and standing committees and their reports to City Council.

DEFINITIONS

For purposes of this Policy, the following definitions shall apply:

Ad hoc committee shall mean an advisory committee that is comprised solely of less than a quorum of the City Council, is formed for a specific task or objective for a limited period of time, and is dissolved after the completion of the task or achievement of the objective.

Standing committee shall mean an advisory committee that is comprised of any number of members of the City Council or any other individuals and that has a continuing subject matter jurisdiction, or a meeting schedule fixed by ordinance, resolution or formal action of the City Council.

POLICY

Ad Hoc Committees

1. As determined necessary by the City Council, an ad hoc committee may be formed and members appointed by a majority vote of the City Council. The members appointed to serve on an ad hoc committee shall continue to serve on the ad hoc committee until the assigned task or objective is performed or completed, unless a vacancy occurs pursuant to Government Code §1770, in which case, another member of the City Council may be appointed by majority vote to serve on the ad hoc committee until the assigned task or objective is performed or completed.
2. At the time an ad hoc committee is formed, the City Council shall clearly articulate the specific task or objective that the ad hoc committee is expected to perform or complete and shall



City of Aliso Viejo

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indicate the time period within which the ad hoc committee is expected to either perform or complete the task or objective or to report back to the City Council on the status of the ad hoc committee's progress. The specific task or objective assigned to the ad hoc committee and the time period required for performance, completion, or reporting to the City Council shall be reflected in the City Council meeting minutes.

3. The ad hoc committee shall report back to the City Council at a noticed public meeting on the status of the committee's progress within the time period established by the City Council at the time the ad hoc committee is formed or more frequently, as necessary.
4. When the task or objective of an ad hoc committee has been performed or completed, the ad hoc committee shall report back to the City Council at a noticed public meeting and the ad hoc committee shall be dissolved. The City Council meeting minutes shall reflect that the ad hoc committee's task or objective has been performed or completed and that the ad hoc committee has been dissolved.

Standing Committees

1. As determined necessary by the City Council, a standing committee may be formed and members appointed by a majority vote of the City Council. The members appointed to serve on a standing committee may be removed and another member of the City Council appointed to serve on the standing committee at any time by majority vote of the City Council.
2. Standing committees shall be subject to all applicable provisions of the Brown Act.

Annual Review of Committees

On an annual basis, usually near the beginning of each calendar year, the City Council shall review the status of all then-existing ad hoc and standing committees at the same time that the City Council reviews and makes appointments to regional boards or committees. During this annual review, the City Council shall review the specific tasks and objectives assigned to any existing ad hoc and standing committees and determine whether any committees can be dissolved or whether any committees shall be subject to the applicable provisions of the Brown Act.

BOARD OF DIRECTORS OPERATING POLICY

The Santa Margarita Water District (District), as a public agency, sets the highest standards of excellence to promote the trust of its customers and to protect their interests. The purpose of this Board of Directors Operating Policy is to ensure that the governmental structure of the District operates effectively and efficiently by:

- Providing clear and unified Board direction to staff;
- Maintaining a well-organized and responsive Board schedule;
- Engaging the Board fully in the vetting of information;
- Resulting in timely Board decision-making; and
- Supporting efficient and cost-effective staff work.

Effective and efficient operations are the result of the strategic direction given by the Board. Policies are adopted by the Board; procedures are developed by the General Manager and implemented by the staff.

Purpose of Board

As the governing authority of the District, the primary responsibility of the Board is developing and approving policy. Apart from a Board member's normal duties, each Board member has no individual authority. As individuals, Board members may not commit the District to any policy, act or expenditure.

Specifically the Board of Directors:

- Holds regular meetings;
- Acts only by ordinance, resolution or motion;
- Represents the interests of the entire District;
- Adopts rules or bylaws for its proceedings;
- Approves an individual member's representation of the District at a public event;
- Sets the vision and the direction for the District; and,
- Appoints a general manager and legal counsel.

The General Manager:

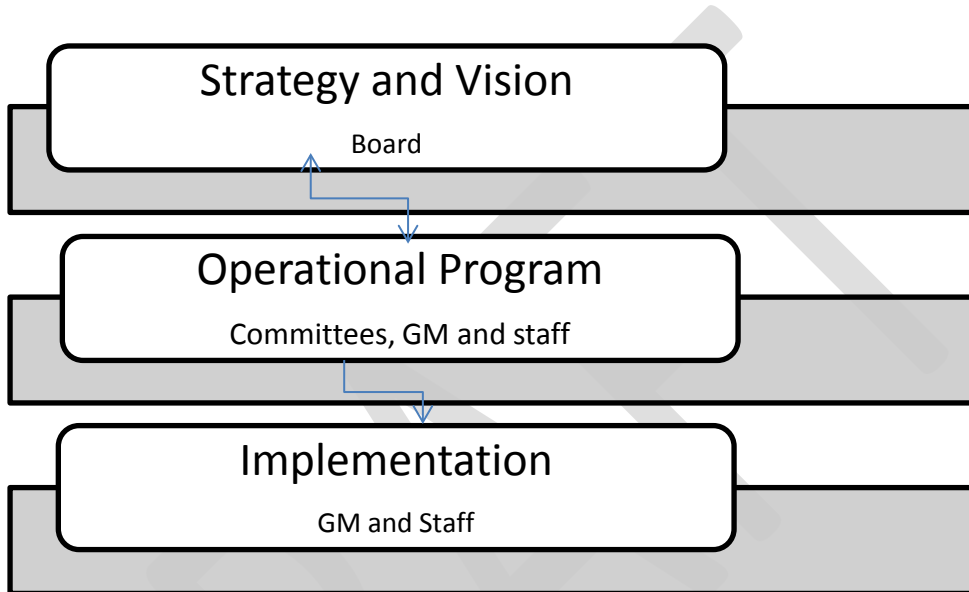
- Suggests and implements the vision and direction of the Board of Directors;
- Suggests and implements the policies adopted by the Board of Directors;
- Appoints, supervises, disciplines and dismisses District employees, consistent with the employee relations procedures;
- Supervises the District's facilities and services;
- Supervises the District's finances.

STRUCTURE OF THE BOARD

As an effective public agency, the Board partners with the staff to create a culture of both insight and oversight. Insight is strategy and vision--acutely observing and deducing trends that make the District a stronger organization. Strategy and vision are Board functions and are discussed during strategic planning sessions.

The Board is also involved in operational programs which are the plans that translate the strategy and vision adopted by the Board into cohesive and consistent actions and responses. The operational program specifies how the District will use its resources—political, personal and financial—to achieve the District’s goals. The operational program is the work of the various standing and ad hoc committees and involves committee members, the General Manager and staff as deemed necessary by the General Manager.

Implementation of the strategic and operational program, , is a staff function supervised by the General Manager and executed by staff.



Regular Meetings

The Board conducts its business through regular meetings. The full Board has two regular meetings each month—the first Wednesday at 7:00 PM and the third Friday at 7:30 AM. This schedule of meetings allows certainty of schedule and maximum participation by the public.

The Board has a wide variety of items that may be decided at each regular meeting. Responsibilities include, but are not limited to, adoption or rejection of regulations or policies, resolutions, ordinances, contracts/expenditures consistent with the Purchasing Policy, any proposal which commits funds or facilities, and matters that require the Board and/or employees to take action and/or provide services. The Board may also receive departmental updates to assess the progress toward strategic goals. Due to the quantity and time sensitive nature of many business items, detailed questions by Board members about items on regular meeting agendas are answered during briefings by General Manager.

In addition the Board holds semi-annual strategic planning sessions as scheduled by the President and the General Manager.

Committees of the Board

The Board has both standing and ad hoc committees. All standing consist of two Board members and one alternate. Ad Hoc Committees are for specific purposes and consist of two Board members only.

Alternates attend Standing Committee meetings only in the absence of regular committee members. The General Manager selects the staff assigned to all committees.

In order to ensure transparency of the District's operations and to ensure compliance with California's open meeting laws, if additional Board members (including alternates) wish to attend a committee meeting, the full Board must agree prior to the committee meeting which then becomes a regularly noticed and recorded Board meeting.

Board members volunteer to serve on both standing and/or ad hoc committees. All standing committee appointments are approved by the Board no later than the Board's first regular meeting in January of each year.

Standing Committees

While standing committees do not have a regular schedule of meetings, meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") if applicable. The following shall be standing committees of the Board:

1. Water Policy and Innovation Committee;
2. Finance and Administration Committee;
3. Engineering and Operations Committee;

Typically meetings will be scheduled for the second Friday of the month.

Ad Hoc Committees

The Board shall form ad hoc committees as deemed necessary at any time. The duties of the ad hoc committees shall be limited and shall be outlined specifically, including a schedule for completion, at the time of appointment. The committee shall be considered dissolved when its final report has been made.

Industry Related Memberships

The District belongs to water and wastewater-related organizations (*Attachment A*). Board members volunteer to represent the District at meetings of these organizations. During strategic planning sessions, the Board develops the message to be relayed to each organization. The General Manager determines what staff support, if any, is needed to support the Board member.

BOARD PROCEDURES

Regular and Strategic Planning Meetings

The President of the Board of Directors serves as chairperson at Board meetings unless specified otherwise by the full Board. The President actively facilitates the Board meetings so decision making is timely and the dialogue is productive. Additionally, the President also ensures that the Board's standards and practices regarding conduct are upheld. This may involve managing interjections, interaction, and other conversation among the Board and staff.

The President has the same rights as the other Board members to discuss and vote on any issue but the President typically does not move or second any motion unless they step down as the presiding officer for that particular item.

The President's responsibilities are:

- Signing resolutions;
- Calling the meeting to order at the appointed time;
- Announcing and summarizing each item on the agenda;
- Enforcing the Board's policies regarding the conduct of meetings;
- Recognizing persons who desire to speak;
- Protecting the speaker who has the floor from disturbance or interference;
- Restating motions before the Board to guarantee clarity;
- Ruling on parliamentary procedure; and
- Putting motions to a vote and state clearly the results of the vote.

The President's summary of the Board's decision and direction serves as the official, unified direction to staff. If individual Board members do not agree with the summation, it is their responsibility to speak up.

Board Meeting Agendas

The General Manager, in consultation with the Board President, prepares all agendas in accordance with the Ralph M. Brown Act (California Government Code Section 54950).

- A Director may request that an item be placed on a future agenda through an affirmative vote of the full Board.
- Members of the public may request that a matter related to District business be placed on the agenda, if the request and background material is in writing and is submitted to the General Manager at least ten business days before the meeting. The General Manager, in consultation with the President, will determine if the request is a "matter directly related to District business."
- The Board decides the total time to be devoted to any issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

However, existing California law prevents the Board from taking testimony at meetings on matters which are not on the agenda. The Board shall not discuss or take action on such matters at that meeting.

California Government Code 54954.2 requires that agendas be posted at least 72 hours prior to the meeting. However, it is the practice of the District to post agendas and staff reports, including on the website, a week prior to the meeting. All information made available to the Board prior to the meeting (except confidential information per legal counsel authority) is also available for public review prior to the board meeting.

At every board meeting, items not needing discussion may be placed on the Consent Agenda to allow the Board to approve these items together without discussion or individual motions. Board members may, at their discretion, pull any item from the Consent Agenda. Typical Consent Agenda items are routine, procedural decisions, and decisions that are likely to be non-controversial. Examples include, but are not limited to:

- Approval of the minutes;
- Final approval of proposals, projects, contracts or reports on which the Board has been briefed, has been dealing with for some time and with which they are familiar;
- Routine matters such as appointments to committees;
- Reports provided for information only;
- Contracts and purchases that exceed the General Manager's approval limits;
- Monthly reports of Directors' expenses
- Bills for consideration

Committee Meetings

The General Manager, in consultation with the Committee Chair, prepares all agendas in accordance with any applicable portions of the Ralph M. Brown Act (California Government Code Section 54950) As with the President of the Board, the committee chair is responsible for maintaining order and ensuring that procedural rules are followed. A committee chair is responsible for summarizing and commenting on the meeting's deliberations.

In some instances, the Board may refer projects and/or issues for additional study or clarification to ad hoc or standing committees. The committee chair ensures that the scope of work assigned to the committee is specific, clear and recorded in the Board's minutes. The committee returns recommendations to the full Board on schedule.

Committee members, on an affirmative vote, can continue items under discussion or forward them to the full Board. However, any requirement or use of significant staff time or resources, as determined by the General Manager, is referred for the approval by the Board.

In order to ensure that adequate information reaches both the committee and the full Board the following procedures shall be observed:

- A first draft of staff reports shall be sent to the committee no less than 72 hours prior to the committee meeting.
- To ensure transparency, after committee meetings staff will prepare a final draft report that includes the first draft, brief notes summarizing the discussion (not minutes), recommendations from the committee member(s), staff's recommendations if different than the committee's, a schedule and next steps for all projects. Committee members are expected to attend the Board's public meetings to present the findings of their committee's deliberations.

Board Conduct

The Board is committed to creating an environment that promotes personal and professional respect between the Board, the staff, consultants and customers. Directors at all times conduct themselves with courtesy to each other, to staff, to consultants, to customers and to members of the public. Upon an occurrence of what appears to be a breach of these standards of behavior, individual Board members shall first address the individual(s) involved privately before raising the issue with the full Board.

In order to allow other Board members uninterrupted access to information and to ensure that all the Board members have the same information, the use of cell phone and laptops by the Board and by staff is discouraged as are side conversations. The following guidelines enhance communication between the Board and the staff:

- The General Manager should be informed about meetings, phone calls or requests from a Board member to a staff member.
- Board members may request information and reports from the General Manager but may not direct staff work (e.g. by asking for reports that are not already prepared or by asking staff to perform tasks).
- New reports or tasks can only be requested through the General Manager and such requests must reflect direction from the full Board.
- Board members should direct staff complaints and personnel grievances to the channels specified in the personnel policies as contained in the District Handbook. The District has a whistleblower policy to protect staff and to comply with federal law.