



MEETING RULES  
OF THE  
MONTEREY PENINSULA  
WATER MANAGEMENT DISTRICT

September 2019

## PART 1: GENERAL RULES

### **RULE 1: OPEN MEETINGS**

Meetings of the Board of Directors of the MPWMD and subcommittees of the Board shall be held as provided by the MPWMD Law and shall comply with the open meeting requirements of the Ralph M. Brown Act.

### **RULE 2: ELECTION OF BOARD OFFICERS**

At the first meeting in the month of December of each year, the Board of Directors shall elect a Chair, Vice-Chair, a Treasurer, and a Secretary. The agenda for the December meeting will list the election of Board officers as the last item for consideration that evening. The newly elected officers will assume their positions immediately following adjournment of the meeting at which they were elected. At the first meeting after a vacancy occurs in any office, an election shall be conducted to fill that vacancy. If both the Chair and Vice-Chair are absent, the directors in attendance shall select a presiding officer to conduct that meeting.

### **RULE 2.5: ROTATION OF VICE CHAIR INTO THE POSITION OF CHAIR**

The Board shall rotate its leadership among the seven (7) members. To encourage rotation of the Chair, each December when the annual election of Board officers is conducted, or when a vacancy in the position of Chair occurs, the Vice-Chair shall be elected as Chair. Beginning in December 2016, the following rotation shall be used to select the next Vice-Chair.

Division 2 Director  
Mayoral Representative  
Division 3 Director  
Division 1 Director  
Division 4 Director  
Monterey County Board of Supervisors Representative  
Division 5 Director

Thereafter, the rotation shall return to the top of this list.

Should the current Vice Chair decline to serve as incoming Chair, the Board shall select the Director next in rotation to serve as Chair. Should the Director next in rotation for the position of Vice Chair decline to serve in that capacity, the Board shall select the next Director in rotation to serve as Vice Chair. The declining Director shall have an opportunity to serve once the entire rotation schedule is complete and has returned to the Division that opted-out. If the Chair has served less

than 12 months at the time the annual December election of Board officers is conducted, the Board shall, by majority vote, elect a Chair to serve for that year, and thereafter the Chair rotation shall return to where it had left off.

**RULE 3: PRESIDING OFFICER**

The Chair shall preside at all meetings of the Board. The Vice-Chair shall preside at all meetings of the Board in the absence of the Chair.

**RULE 4: DUTIES OF PRESIDING OFFICER**

The presiding officer of the Board shall preserve order and decorum and shall decide questions of order subject to appeal to the Board.

**RULE 5: DUTIES OF THE GENERAL MANAGER**

The General Manager shall prepare and deliver to each member of the Board on or before Friday preceding the regular meeting, a meeting agenda and staff notes, together with a copy of the minutes of the previous meeting. The General Manager shall perform those duties as delegated by the Board of Directors.

**RULE 6: SPOKESPERSON**

Only the Chair, another Board member designated by the Chair, or the General Manager shall be the spokesperson for the District when expressing District policy and position. Public statements by Board Members in the name of the District shall be first reviewed and approved by the Board. Except for this circumstance, only the Chair, the General Manager, and employees designated by the General Manager shall sign correspondence on District stationery. Board Members shall clarify that they are speaking as an individual and not on behalf of the Board when they make oral or written statements regarding water matters.

**RULE 7: COMMITTEES**

A. Standing Committees

The Board of Directors may create such standing committees, as it may deem necessary. The members of said committees and their chair shall be appointed by the Chair of the Board and approved by the Board. A charge for each standing committee shall be attached to the Meeting Rules.

The charges for three standing committees that specify an alternate method for committee membership and selection of the Chair are provided as

Attachment 1, Policy Advisory Committee; Attachment 2, Technical Advisory Committee and Attachment 3, Carmel River Advisory Committee.

B. Administrative Committee

The Administrative Committee shall consist of the three Directors appointed by the Chair and approved by the Board. Its purpose shall be to advise the Board on administrative matters. The Board of Directors shall not fix the meeting schedule of this committee. The committee may meet on the call of the chair or as decided by the members. Action taken by the Administrative Committee shall be subject to final Board approval. The Administrative Committee meets the definition of a “legislative body” as defined by the Brown Act; therefore, all meetings shall be noticed and open to the public in compliance with the Brown Act. A charge for the Administrative Committee shall be attached to the Meeting Rules (Attachment 4).

C. Ad Hoc Committees

The Chair and Vice Chair may meet as an ad hoc committee of the Board when needed to provide guidance to the General Manager on setting agendas and other procedural matters, to review the need for creating or making assignments to ad hoc committees, and to discuss other ways and means of providing service to the Board and staff. The Chair may create such additional ad hoc committees as may be necessary. The members of said committees and their chairs shall be appointed by the Board Chair and approved by the Board. A charge for each ad-hoc committee shall be attached to the Meeting Rules. The charge shall be removed when the committee has completed its task and has been disbanded. Ad hoc committee charges attached are: Attachment 5, Rules and Regulations Review Committee; Attachment 6, Water Demand Committee; Attachment 7, Public Outreach Committee; Attachment 9, Legislative Advocacy Committee; and Attachment 10, Water Supply Planning Committee.

A Board policy adopted on 1/29/04 determined that notice of ad hoc meetings should ordinarily be given in substantially the same manner as required by the Brown Act for legislative bodies. Despite this policy, ad hoc committees are exempt from the Brown Act by Gov. Code section 54952(b) provided there are no more than three committee members, the members are comprised solely of board members, and further provided the committee does not exercise continuing subject matter jurisdiction over any topic. Due to this exemption, an ad hoc committee may discuss matters not on the agenda, and is not required by law to permit non-committee members to attend.

D. Seaside Groundwater Basin Watermaster

Representation on the Seaside Groundwater Basin Watermaster shall be determined as follows. Beginning in January 2016, the District's representative and alternate on the Seaside Groundwater Basin Watermaster shall be appointed biennially by the Chair of the Board, each for a two-year term, and the appointments approved by the Board.

**RULE 8: DUTIES OF DISTRICT COUNSEL**

Any question of law shall be referred to the District Counsel for his opinion.

**RULE 9: REIMBURSEMENT OF EXPENSES**

Directors of the District are eligible to receive reimbursements for travel, meals, lodging and other reasonable and necessary expenses incurred while conducting authorized District business as endorsed by the MPWMD Board Expense Reimbursement Policy (Attachment 8), as it may be amended from time to time.

**RULE 10: BOARD MEMBERS EXPENSES**

Rule deleted by Board action on April 17, 2006.

**RULE 11: SUSPENSION, ALTERATION, AMENDMENT OR REPEAL OF THE RULES**

Any rule not required by law may be suspended, altered, amended, or repealed at any time by a majority vote of the Board.

**PART II: CONDUCT OF BUSINESS**

**RULE 12: OPEN MEETING REQUIREMENTS**

The provisions of the Ralph M. Brown Act require all meetings of the Board of Directors to be open and public. Regular District Board meetings shall commence at 6:00 p.m. on the third Monday of each month, and shall be held at the main office of the Water Management District, 5 Harris Court Building G, Monterey, CA. Any change to a regular meeting date or location shall be noticed in accord with the Brown Act. Every meeting shall have public notice and a binding agenda as required by law. The time and place for special meetings shall set forth on the notice and the agenda for that special meeting. The notice and agenda for each meeting shall be

prominently posted outside the District's main office. Except as allowed by law, no action or discussion shall take place on any item not on the posted agenda. Brief responses to questions or comments not on the agenda, however, may occur. Each Board member may place no more than one non-emergency item on the agenda by submitting to the General Manager, at least seventeen (17) days before the meeting, a written request for consideration of an issue. Said request shall explain the issue and provide a recommendation for Board action. This Rule shall not prohibit the addition of emergency matters to the agenda as provided by law.

**RULE 13: ADJOURNED MEETING**

The Board of Directors may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may adjourn a meeting. If all members are absent, the General Manager may declare the meeting adjourned to a stated time and place, and he shall cause a written notice of the adjournment to be given in the same manner provided herein for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of adjournment. When a regular or adjourned regular meeting is adjourned, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment fails to state the hour at which the adjourned meeting is to be held, it shall be held at 7:00 p.m.

**RULE 14: SPECIAL MEETINGS**

An emergency or special meeting may be called at any time by the Chair of the Board, or by a majority of the members of the Board, by following the notice and agenda requirements set by Government Code sections 54956 or 54956.5. No other business shall be considered at such meetings by the Board.

**RULE 15: ORDER OF BUSINESS**

The regular order of business of the Board shall be:

- Roll Call
- Pledge of Allegiance to the Flag
- Oral Communications from the Public
- Consent Calendar
- Board/Staff Reports
- Special Presentations
- Public Hearings
- Action Items
- Informational Items
- Closed Session Items

## Adjournment

This regular order of business may be changed by the Chair upon approval by the Board.

### **RULE 16: PROCESS FOR PUBLIC COMMENT IN PUBLIC HEARINGS**

After review of any public hearing item by the General Manager and/or District staff and prior to discussion by Board Members, the Chair shall seek public input. If there is an applicant, the Chair shall first call upon the applicant to comment on the staff recommendations and to present additional information concerning the application. The Chair shall then ask for comments from the public. Any person desiring to address the Board, shall, when recognized by the Chair, step to the rostrum and give their name and city or county area of residence. At the conclusion of the public comment, the applicant shall be given the opportunity to respond to the comments received. The Chair may, in the interest of facilitating the business of the Board, and avoidance of repetition, limit the amount of time a person may use to address the Board. The Chair may close public comment at any time restricting further discussion to the Board level unless a majority of the Board wishes to hear from other persons. All questions of staff from the public and Board shall be addressed to the Chair. Responses shall ordinarily be made only after the hearing has been closed to the public.

### **RULE 17: PROCESS FOR PUBLIC COMMENT ON ACTION ITEMS NOT LISTED AS PUBLIC HEARINGS**

At each meeting, the Chair shall afford individuals wishing to address the Board on any Action Item the opportunity to speak for not more than three (3) minutes at the time that matter is called. The Chair may, in the interest of facilitating the business of the Board, and avoidance of repetition, limit the amount of time for individuals to address the Board. The Chair may close public comment at any time restricting further discussion to the Board level unless a majority of the Board wishes to hear from other persons. All questions of staff from the public and Board shall be addressed to the Chair. Responses shall ordinarily be made only after the matter has been closed to the public.

### **RULE 18: PROCESS FOR PUBLIC COMMENT ON MATTERS NOT LISTED ON THE AGENDA, CONSENT CALENDAR ITEMS AND INFORMATION ITEMS**

At each meeting (during the period provided for Oral Communications only) the Chair shall afford individuals the opportunity to speak for not more than three (3) minutes on (1) any matter not listed on the agenda, (2) any matter on the agenda listed on the consent calendar, and (3) any matter on the agenda listed as an

informational item or staff report. The Chair may, in the interest of facilitating the business of the Board, and avoidance of repetition, limit the amount of time for individuals to address the Board. The Chair may close public comment at any time restricting further discussion to the Board level unless a majority of the Board wishes to hear from other persons. All questions of staff from the public and Board shall be addressed to the Chair. Responses shall ordinarily be made only after the matter has been closed to the public.

Any item will be pulled from the Consent Calendar for separate consideration at the request of a member of the public, or a member of the Board. Following adoption of the remaining Consent Calendar items, staff will give a brief presentation on the pulled item. The person who requested that the item be pulled may then speak briefly to the issue. The public will also be allowed to comment. If controversy develops, the item may be deferred to the end of the meeting or to a future meeting.

#### **RULE 19: LIMITATIONS ON BOARD/STAFF REPORTS**

Presentations by Board or staff shall be made under the Board/Staff Report portion of each regular meeting agenda only for matters, which have been specified in advance on, that published meeting notice. No more than two (2) reports by the same Board member shall be placed on a single meeting agenda without prior consent of the Chair. Unless authorized by the Chair, Board presentations shall not exceed five (5) minutes. The Chair, with consensus of the Board, may defer some or all specified Board reports until after the Board has considered Action Items in the interest of facilitating the business of the Board, or as a courtesy to members of the public desiring to participate in Public Hearings or other Action Items which are also on the meeting agenda.

#### **RULE 20: REFERRALS**

Any matter coming before the Board may, if deemed necessary, be referred by the Chair, without Board action, to the General Manager, District Counsel, or to any standing or special committee of the District.

#### **RULE 21: PARLIAMENTARY PROCEDURE**

##### **A. Rules of Order**

The presiding officer shall preserve order and decorum and shall decide questions of order subject to appeal to the Board. General Counsel shall

advise the Chair as Parliamentarian, guided (but not bound) by Robert's Rules of Order and these meeting rules.



B. Call for Question

The "call for question" shall be deemed a non-binding request that the presiding officer close debate and bring an issue to an immediate vote. The presiding officer may choose to continue discussion of the issue irrespective of a "call for question."

C. Motion to Close Debate

The "motion to close debate", if seconded, shall be a non-debatable motion, and shall have precedence over any other motion except for a parliamentary inquiry, or a motion to adjourn. Should the "motion to close debate" pass by majority vote, the presiding officer shall thereafter immediately call the question on the principal motion.

D. Non-Roll Call Votes

Following any non-roll call vote, the Chair shall announce the results of the vote.

E. Roll Call Votes

After a motion has been made and duly seconded, any board member may call for a roll call vote. Additionally, all ordinances shall be adopted by roll call vote. The order of the roll call shall rotate among directors for each vote, but the Chair shall at all times be called last. The Chair shall announce the results of the vote.

**RULE 22: URGENCY ORDINANCE**

Adoption of an Urgency Ordinance shall require five (5) affirmative votes on a roll call tally (two-thirds of seven member Board). Urgency Ordinances shall be reviewed by the Board and the Board shall determine whether the ordinance should remain in effect without change, be amended, or be repealed. Said review shall be conducted no later than one year from the effective date of the Urgency Ordinance.

**RULE 23: RECONSIDERATION**

At the meeting succeeding that on which a final vote on any question has been taken, said vote may be reconsidered on the motion of member of the Board who voted on the prevailing side. A motion to reconsider shall be in order only if that item had been timely placed on that agenda. It shall not be in order for any member to move reconsideration at the meeting at which such final vote was taken. Said

motion of reconsideration shall have precedence over every other motion.

**RULE 24: ABSTENTION**

No member shall abstain from voting except when that member has a disabling conflict of interest. In the presence of a declared disabling conflict of interest, the affected director shall enter the declaration in the Board minutes, shall not participate in discussing that agenda item, shall absent himself from the Board seat, and shall not cast a vote on that matter. If the Board member is not personally involved in the matter before the Board, that director shall leave the room. The minutes shall record an absence for any circumstance where a Board member is not in the room at the time of a vote.

(Orig. 1/87 Rev. 4/13/87, 7/13/87)(Rev. 3/14/87)Rev.6/12/89)  
(Rev.2/28/91)(Rev.08/10/93)(Rev.06/28/94)(Rev.08/15/94)  
(Rev.11/30/94)(Rev.2/20/97)(Rev.12/99)(Rev.6/2000)  
(Rev.7/26/2000/Rev5/31/01 format only)(Rev.1/29/04/  
(Rev. 5/8/2007—modify Rule 2, addition of Rule 2.5  
The Board adopted revisions on 01/29/04, 11/21/05, 12/12/05, 4/17/06,  
4/16/07, 1/24/08, 8/16/2010, 11/18/2013, 01/28/15, 06/15/15, 02/17/16,  
12/11/17, 09/16/19.

Board clerk added or removed a committee charge on 4/08, 11/08,  
2/09, 8/09  
Board clerk added revised Attachment 8 on 12/20/17

## Attachment 1

### **CHARGE TO THE MPWMD POLICY ADVISORY COMMITTEE (PAC)**

*As adopted by the Board of Directors on December 12, 2005*

1. Primary Function

The Policy Advisory Committee (PAC) provides recommendations to the District Board of Directors on policy matters referred by the Board related to water use and consumption within the Monterey Peninsula Water Management District. The PAC recommends action on policies related to these subjects at the request of the Board of Directors.

2. Process

The PAC meets as needed to provide a forum for policy-related deliberation and discussion and to provide recommendations to the District Board of Directors on issues related to water demand management and water conservation. The PAC meets the definition of a “legislative body” as defined by the Brown Act; therefore, all meetings shall be noticed and open to the public in compliance with the Brown Act.

3. Composition and Structure

- a) The PAC is comprised of one elected representative from each land use jurisdiction of the MPWMD (i.e. the Monterey Peninsula Airport District, County of Monterey, and each city located within the boundaries of the MPWMD).
- b) A quorum of five (5) PAC members shall be required for an official meeting to be conducted. Action may be taken by majority vote of those PAC members present.
- c) The chair of the District Board of Directors shall act as the committee chairperson, but shall have no vote.
- d) The General Manager or other designated staff member(s) of the District shall provide support as appropriate.

4. Responsibilities of the Committee

- a) To meet as required on the call of the committee chair, a majority of committee members, or by necessity of pending recommendations of the Technical Advisory Committee.
- b) To provide timely advice to the MPWMD staff and recommendations to the District Board of Directors on matters related to water demand management and conservation as it affects their jurisdictions.
- c) To undertake other tasks as designated by the Board.

## Attachment 2

### **CHARGE TO THE MPWMD TECHNICAL ADVISORY COMMITTEE (TAC)**

*Adopted by the MPWMD Board on January 24, 2008*

1. Primary Function

The Technical Advisory Committee (TAC) considers topics referred by the Board related to water use and consumption within the Monterey Peninsula Water Management District and reviews policies under development to ensure that they reflect the interests of the land use jurisdictions located within the District's boundaries. The TAC provides technical advice and recommendations to the District's Board of Directors and staff and serves as technical advisors to the Policy Advisory Committee (PAC).

2. Process

The TAC meets as needed to provide a forum for in-depth deliberation and discussion and to provide recommendations and direction to staff on issues related to water demand management and water conservation. The TAC meets the definition of a "legislative body" as defined by the Brown Act; therefore, all meetings shall be noticed and open to the public in compliance with the Brown Act.

3. Composition and Structure

- a) The TAC is comprised of a member representing each land use jurisdiction (i.e. the Monterey Peninsula Airport District, County of Monterey, and each city located within the boundaries of the MPWMD).
- b) A quorum of five (5) TAC members shall be required for an official meeting to be conducted. Action may be taken by majority vote of those TAC members present.
- c) The chair and vice chair of the committee shall be elected by the members of the TAC annually, or biennially at the first meeting conducted in the calendar year.
- d) The General Manager or other designated staff member(s) of the District shall provide support as appropriate.

4. Responsibilities of the TAC

- a) To meet as required on the call of the committee chair or a majority of committee members.
- b) To provide timely advice to the MPWMD staff and recommendations to the District Board of Directors on technical matters related to water demand management and conservation as it affects their jurisdictions.
- c) To undertake other tasks as designated by the Board.

### Attachment 3

## **MONTEREY PENINSULA WATER MANAGEMENT DISTRICT CARMEL RIVER ADVISORY COMMITTEE COMMITTEE CHARGE**

*As adopted by the Board of Directors on December 12, 2005*

1. Primary Function

The Carmel River Advisory Committee provides recommendations to the District Board of Directors with regard to management of the Carmel River, and its riparian corridor and to any matter referred to the committee. (Rule 120.A MPWD Rules and Regulations)

2. Process

The Carmel River Advisory Committee meets as needed to review and provide guidance related to management of the Carmel River and its riparian corridor. The Carmel River Advisory Committee meets the definition of a “legislative body” as defined by the Brown Act; therefore, all meetings shall be noticed and open to the public in compliance with the Brown Act.

3. Composition and Structure

- a. The Carmel River Advisory Committee shall be comprised of seven (7) members. Each Director of the District shall appoint one member to this advisory committee. Appointed committee members shall serve a term of two (2) years, which term shall expire on June 30, or on the date the appointing Director vacates office as a member of the MPWMD board of Directors, whichever shall first occur. A vacancy shall be created by resignation or in the event a committee member fails to attend three (3) consecutive regular meetings without good cause as determined by the Board of Directors. Nomination to fill any vacancy or to reappoint any committee member shall be made by the Director’s seat which exercised the original appointment to that position. At the first meeting held in each fiscal year, the committee shall elect a chairperson and vice-chairperson to preside at committee meetings. The committee may adopt rules governing the conduct of its meetings. (Rule 120.B.1 MPWMD Rules and Regulations.)
- b. Committee members shall be required to reside within the boundaries of the Monterey Peninsula Water Management District and shall be knowledgeable about issues relating to the Carmel River. Carmel Valley residents shall be given priority in the selection of committee members. Any committee members currently sitting in a position on the committee shall be allowed to complete their term of duty, regardless of their place of residence. (Rule 120.B.3 MPWMD Rules and Regulations.)
- c. A quorum of four (4) Carmel River Advisory Committee members shall be required for an official meeting to be conducted. Action may be taken by majority vote of those Carmel River Advisory Committee members present.
- d. The General Manager or other designated staff member(s) shall provide support as appropriate.

4. Responsibilities of the Committee

- a. Review the portion of the Five-Year Mitigation Program plans, activities, and budgets related to erosion protection, channel restoration, and protection and enhancement of the riparian corridor along the Carmel River. Make recommendations regarding priorities, suitability, and scheduling of these activities.
- b. Review the effectiveness of the District's streambank restoration program, and make recommendations.
- c. Examine the practical difficulties of implementing erosion protection and riparian corridor restoration projects, and make recommendations to streamline the project development process and to encourage property owners to participate in streambank restoration.
- d. Assist staff in gaining the cooperation of riverfront property owners for carrying out District erosion protection and riparian corridor restoration projects.
- e. Assist staff in public education related to matters for which the Committee has advisory oversight.
- f. Participate in review of Carmel River activities associated with the District's Integrated Regional Water Management Plan.
- g. Advise the Board of Directors as to any matter referred to the Committee by the Board.

## Attachment 4

### **CHARGE TO THE MPWMD ADMINISTRATIVE COMMITTEE**

*As adopted by the Board of Directors on December 12, 2005*

1. Primary Function

The committee shall provide advice to the Board of Directors of the Monterey Peninsula Water Management District on matters affecting management and administration of the District including financial, human resources, risk management, information technology, purchasing, and other related fields. The committee shall review all agreements committing District staff, property, finances or other resources.

2. Process

The committee meets as needed to provide a forum for in-depth deliberation and discussion prior to consideration of issues by the full Board. Normally, committee meetings will proceed those of the Board of Directors and result in recommendations to the Board. The Administrative Committee meets the definition of a “legislative body” as defined by the Brown Act; therefore, all meetings shall be noticed and open to the public in compliance with the Brown Act.

3. Composition and Structure

- a) The Administrative Committee is comprised of three Board members with at least one alternate. Members of the Administrative Committee and its chair shall be appointed by the Board Chair and approved by the Board. The voting members of the Committee shall consist of Directors of the Monterey Peninsula Water Management District.
- b) A quorum of two (2) voting members shall be required to transact business of the committee. Action may be taken by majority vote of Administrative committee members present.
- c) The General Manager or other designated staff member(s) shall provide support as appropriate.

4. Responsibilities of the Committee

- a) To meet as required on the call of the committee chair or a majority of committee members.
- b) To provide timely advice to the MPWMD staff and recommendations to the Board of Directors of the Monterey Peninsula Water Management District on matters affecting the management and administration of the District including financial, human resources, risk management, information technology, purchasing, and other related fields.
- c) To undertake other tasks as designated by the Board Chairperson.

## Attachment 5

### **CHARGE TO THE MPWMD RULES AND REGULATIONS REVIEW COMMITTEE**

*As adopted by the Board of Directors on December 12, 2005*

1. Primary Function

The Rules and Regulations Committee provides feedback and guidance to staff, and recommendations to the District Board of Directors, on policy matters related to the Rules and Regulations of the District on subjects typically not covered by other Board committees.

2. Process

The Rules and Regulations Committee meets as needed to review and consider proposed policy changes related to the District's Rules and Regulations. All Rules and Regulations Committee meetings ordinarily are noticed and open to the public by Board policy; however this committee is not considered a "legislative body" as defined by the Ralph M. Brown Act.

3. Composition and Structure

- a) The Rules and Regulations Committee is comprised of three Board members with at least one alternate. The members of the Rules and Regulations Committee and its chair shall be appointed by the Board Chair and approved by the Board.
- b) A quorum of two (2) Rules and Regulations Committee members shall be required for an official meeting to be conducted. Action may be taken by majority vote of those Rules and Regulations Committee members present.
- c) The General Manager or other designated staff member(s) shall provide support as appropriate.

4. Responsibilities of the Committee

- a) To meet as required on the call of the committee chair, a majority of committee members, Board of Directors or by the General Manager.
- b) To provide advice to MPWMD staff and recommendations to the Board of Directors on policy matters related to District's Rules and Regulations not assigned to other Board committees.
- c) To undertake other tasks as designated by a majority of the Board or the District Board Chair.



## Attachment 6

### **CHARGE TO THE MPWMD WATER DEMAND COMMITTEE**

*As adopted by the Board of Directors on December 12, 2005*

1. Primary Function

The committee shall provide advice and recommendations to the Board of Directors and staff of the Monterey Peninsula Water Management District on matters affecting water permits, conservation, and other related subjects.

2. Process

The committee meets as needed to provide a forum for in-depth deliberation and discussion and to provide recommendations and direction to staff on issues related to water permit processes and applications, and conservation policies and issues. All Water Demand Committee meetings ordinarily are noticed and open to the public by Board policy; however, this committee is not considered to be a “legislative body” as defined by the Ralph M. Brown Act.”

3. Composition and Structure

- a) The Water Demand Committee is comprised of three Board members with two alternates. The members of the Water Demand Committee and its chair shall be appointed by the Board Chair and approved by the Board, typically for the calendar year.
- b) A quorum of two (2) Water Demand Committee members shall be required for an official meeting to be conducted. Action may be taken by majority vote of those Water Demand Committee members present.
- c) The General Manager or other designated staff member(s) shall provide support as appropriate.

4. Responsibilities of the Committee

- a) To meet as required on the call of the committee chair, a majority of committee members, Board of Directors or by the General Manager.
- b) To provide timely advice to the MPWMD staff and recommendations to the District Board of Directors on matters related to water permits and conservation.
- c) To undertake other tasks as designated by the Board Chairperson.

## Attachment 7

### **CHARGE TO THE MPWMD PUBLIC OUTREACH COMMITTEE**

*As adopted by the MPWMD Board on March 30, 2006*

1. Primary Function

The Public Outreach Committee (POC) is an MPWMD Board committee that provides recommendations to the District Board on issues related to communicating the District's mission, activities and current actions to the public. The POC should review the content of District material slated for extensive distribution, specifically the Annual Report or other such documents. Specific conservation and materials associated with the Water Demand Division are not part of this unless requested by the Board or Water Demand Committee.

2. Process

The POC meets as needed to review and provide guidance related to the District's public outreach efforts and informational forums including development of public outreach materials. All POC meetings are noticed and open to the public by Board policy; however, this committee is not considered to be a "legislative body" as defined by the Ralph M. Brown Act.

3. Composition and Structure

- a) The POC is comprised of three Board members with at least one alternate. Members of the POC and its chair shall be appointed by the Board Chair and approved by the Board.
- b) A quorum of two (2) POC members shall be required for an official meeting to be conducted. Action may be taken by majority vote of those POC members present.
- c) The General Manager or other designated staff member(s) shall provide support as appropriate.

4. Responsibilities of the Committee

- a) To meet as required on the call of the committee chair, a majority of committee members, Board of Directors or by the General Manager.
- b) To provide advice to MPWMD staff and recommendations to the District Board of Directors and on matters related to MPWMD public outreach efforts and informational forums not assigned to other Board committees.
- c) To undertake other tasks consistent with the Public Outreach Committee mission or charge.

## **Attachment 8**

### **Monterey Peninsula Water Management District Board Expense Reimbursement Policy**

*Adopted by the Board on December 11, 2017*

The Monterey Peninsula Water Management District (the District) shall adhere to Government Code Sections 53232 through 53232.4 when dealing with issues of director remuneration and reimbursement. Directors shall be eligible to receive compensation for the following:

- a) Attending a Board meeting of the legislative body;
- b) Attending a Committee meeting of the legislative body;
- c) Attending a meeting of an advisory body;
- d) Attending a conference or organized activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234; or
- e) Each day's service rendered as a member of the Board by request of the Board.

Directors of the District are eligible to receive reimbursements for travel, meals, lodging, and other reasonable and necessary expenses for attending the above occurrences on behalf of the District. Reimbursement rates shall be the actual cost incurred, or must otherwise coincide with rates set by Internal Revenue Service Publication 463 or its successor publication(s).

If lodging is in connection with the above occurrences or other prior approved event, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, directors shall be reimbursed for comparable lodging at a reasonable rate not exceeding the actual lodging expenses incurred.

If travel is in connection with the above occurrences or other prior approved event, directors shall use government or group rates offered by the provider of transportation or lodging services when available.

Any and all expenses that do not fall within the adopted travel reimbursement policy or the IRS reimbursable rates are required to be approved by the Board of Directors of the District in a public meeting prior to the expense(s) being incurred.

Expenses that do not adhere to the adopted travel reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the Board of Directors in a public meeting prior to the expense being incurred, shall not be eligible for reimbursement.

The District shall provide expense reimbursement report forms to directors who attend the above functions on behalf of the district, which shall document that expenses adhere

to this policy. Receipts are required to be submitted in conjunction with the expense report form. Failure to submit necessary receipts will result in denial of the reimbursement claim. Expense reports shall be submitted within a reasonable time, and at no time more than 30 days, after completion of the event.

Directors attending functions consistent with the above occurrences or other prior approved event shall provide a brief report on each meeting attended, other than Board and Committee meetings, at the next regularly scheduled Board Meeting.

It is against the law to falsify expense reports. Penalties for misuse of public resources or violating this policy may include, but are not limited to, the following:

- a) The loss of reimbursement privileges;
- b) Restitution to the local agency;
- c) Civil penalties for misuse of public resources pursuant to Government Code Section 8314; and
- d) Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code, penalties for which include 2,3 or 4 years in prison.

*Administrative Record: Policy Adopted 4/17/06, Revised 12/11/2017*

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## Attachment 9

### **CHARGE TO THE MPWMD LEGISLATIVE ADVOCACY COMMITTEE**

*As adopted by the Board of Directors on February 28, 2008 and Revised on July 20, 2009*

1. Primary Function

The Legislative Advocacy Committee (Committee) of the MPWMD Board of Directors is acting as liaison with District lobbyists and state and federal officials to make recommendations to the Board regarding statutory regulatory issues; to monitor and make recommendations pertaining to State Water Resources Control Board (SWRCB) issues; and to coordinate with local, state and federal jurisdictions to facilitate water projects. The committee is authorized to lobby affected local, state and federal legislators and boards in furtherance of the District's water management goals.

2. Process

The Committee shall meet as needed to formulate and carry out its lobbying action plans, and to lobby affected local, state and federal legislators and boards in furtherance of the District's water management goals. All Committee meetings ordinarily are noticed and open to the public by Board policy; however, this committee is not considered to be a "legislative body" as defined by the state Ralph M. Brown Act.

3. Composition and Structure

- a) The Legislative Advocacy Committee is comprised of three Board members with two alternates. The members of the Legislative Advocacy Committee and its chair shall be appointed by the Board Chair and approved by the Board, typically for the calendar year.
- b) A quorum of two (2) Legislative Advocacy Committee members shall be required for an official meeting to be conducted. Action may be taken by majority vote of those Committee members present.
- c) The General Manager or other designated staff member(s), and the General Counsel, shall provide support to the Committee as appropriate.

4. Responsibilities of the Committee

- a) To meet as required on the call of the committee chair, a majority of committee members, Board of Directors or by the General Manager.
- b) To provide timely advice to the MPWMD staff and recommendations to the District Board of Directors regarding statutory regulatory issues; to monitor and make recommendations pertaining to SWRCB issues; and to coordinate with local, state and federal jurisdictions to facilitate water projects.
- c) To undertake other tasks as designated by the Board Chairperson.

## Attachment 10

### **CHARGE TO THE MPWMD WATER SUPPLY PLANNING COMMITTEE**

*As adopted by the Board of Directors on January 29, 2009 and revised February 25, 2010*

1. Primary Function

The Water Supply Planning Committee is a sub-committee of the MPWMD Board. The Committee shall facilitate water supply project planning to benefit the Monterey Peninsula area. This effort shall include use of subpotable water; purified recycled wastewater; greywater; aquifer storage and recovery, seawater desalination, groundwater replenishment, or other water supply alternatives that may be proposed in the future. The effort may include agreements to share sites and facilities, and develop agreements to clarify private and public roles and responsibilities related to water supply planning.

2. Process

The Committee shall gather data and formulate draft agreements to further its Primary Function. The Committee may meet, from time to time, with subcommittee or representatives of other organizations to jointly develop joint agreements for presentation and approval by the MPWMD Board and other boards of directors. Committee meetings shall ordinarily be noticed and open to the public; nonetheless, this committee is not considered a "legislative body" under the Ralph M. Brown Act and is not legally required to provide such notice.

3. Composition and Structure

- a) The Committee is composed of three Board members with at least one alternate. The members of the Water Supply Planning Committee and its chair shall be appointed by the Board Chair and approved by the Board.
- b) A quorum of two (2) Committee members shall be required for an official meeting to be conducted. Action may be taken by majority vote of those Water Supply Planning Committee members present.
- c) The General Manager or other designated staff member(s), and the General Counsel, shall provide support to the Committee as appropriate.

4. Responsibilities of the Committee

- a) To meet as required on the call of the committee chair, a majority of committee members, Board of Directors or the General Manager.
- b) To confer with subcommittees and representatives of other entities to facilitate its purposes.
- c) To draft joint agreements for presentation to the MPWMD Board for approval.
- d) To undertake other tasks designated by the Board Chairperson.