



Policy Review

BOARD OF DIRECTORS

JANUARY 27, 2021

Definitions



Policy

What: Organizational goal

Who: Governing body

E.g.: 2025 Strategic Plan

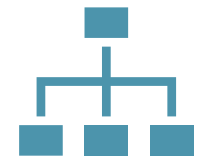


Procedure

What: Tasks to achieve goal

Who: Management

E.g.: 2025 Strategic Plan's Implementation Action Plan



Task

What: Individual actions

Who: Department

E.g.: Implementation Action Plan's Individual Tasks

District Policies

- Bylaws
- Ordinances
- Resolutions
- Administrative Policies and Procedures Manual
- Miscellaneous



BYLAWS

ADOPTED AUGUST 28, 1996

Bylaws

District's "Constitution"

Last Updated/Adopted: August 28, 1996

Areas of Focus:

- Purpose
- Governance
- Powers
- Boundaries
- Ethical Standards

To amend: 2/3 vote (4 votes)

Ordinances & Resolutions

Ordinances

- District Laws
- "Any requirement that the District desires to have the effect of law" (Bylaws ¶207)

Resolutions

- District Commitments
- "Statement of will and policy of the Board of Directors" (Bylaws ¶207)

ORDINANCE 35

AN ORDINANCE OF THE BOARD OF DIRECTORS OF
THE MONTE VISTA WATER DISTRICT,
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA,
SETTING COMPENSATION POLICIES FOR THE BOARD OF DIRECTORS

WHEREAS, the Monte Vista Water District is a public agency formed and operating under the County Water District Law pursuant to California Water Code Section 30000 et seq; and

WHEREAS, the Monte Vista Water District is governed by the Board of Directors, and the Board of Directors are elected public officials who should not be considered employees of the Monte Vista Water District for the purpose of generating income for the directors; and

WHEREAS, each member of the Board of Directors expends a considerable amount of time and effort serving on committees and attending meetings, including but not limited to meetings of the Board of Directors; and

WHEREAS, in consideration for the directors' expenditure of time and effort, it is appropriate to provide reasonable compensation and to authorize reimbursement of expenses for the Board of Directors pursuant to California Water Code Section 30507; and

WHEREAS, California Water Code Section 20202 provides that the Board of Directors may adopt an ordinance authorizing compensation for directors for a total of not more than ten (10) days in any calendar month and in an amount in excess of \$100 per day, which may be adjusted each year; and

WHEREAS, this ordinance establishes the scope of, and process to determine, reasonable and just compensation for the time and effort expended by the members of the Board of Directors.

NOW, THEREFORE, the Board of Directors of the Monte Vista Water District does hereby ordain:

Section 1: Recitals

The above recitals are true and correct.

Section 2: Compensation

- The Board of Directors shall establish the daily rate of compensation for directors' attendance at meetings, conferences, and other specified events each fiscal year at the time of adoption of the Monte Vista Water District's annual budget.
- Subject to the limitation of Section 3 of this ordinance, each member of the Board of Directors shall be compensated for attending:
 - Regular, special, emergency, and adjourned meetings of the Board of Directors.

**Administrative Policies
And Procedures Handbook**

Subject: Flexible Benefits Cafeteria Plan

1. Purpose

The purpose of this policy and procedure is to describe the eligibility and coverage terms of the Monte Vista Water District (District) employees.

2. General Policy

The District is committed to the overall health and well-being of its employees. The District offers employees an outstanding benefits program, including a cafeteria-style program designed to provide a broad array of coverage options.

3. Specific Policies

3.1 Under the District's Flexible Benefits Cafeteria Plan (Cafeteria Plan), the District provides eligible employees a fixed monthly Flexible Benefits Contribution (Contribution). The Contribution amount is reviewed annually through the budgetary process (pro-rated for part-time employees) and may be adjusted at any time by the District's Board of Directors.

3.2 All employees are required to maintain medical and dental coverage, either through the District or otherwise. Employees may waive District-sponsored medical and/or dental coverage only if they provide initial and annual proof of other group coverage (coverage through a healthcare exchange like Covered California does not qualify), a completed Health Benefits Opt-Out Form, and a signed Alternative Coverage Attestation Form.

3.3 The Contribution may be used for the following benefits options:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Accidental Death and Dismemberment Insurance
- Short-Term Disability
- Long-Term Disability

Administrative Policies and Procedures Handbook

34 Administrative Policies and Procedures

Areas of Focus:

- Customer Service
- Employees
- Finance
- Transparency

Adopted/Updated by Resolution

Miscellaneous

Strategic Plan & Other Plans

Policy Manuals

- Employee Handbook
- Personnel Manual

Codes

- Conflict of Interest Code

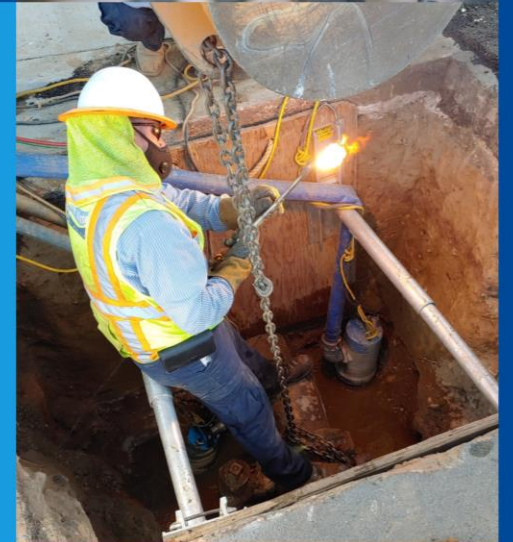
Standards & Specifications

Monte Vista Water District 2025 Strategic Plan



Adopted by
the Board of
Directors

October 2020



Current Policies by Category

Governance

Finance

Employees

Administration

Operations

Governance

Existing

- Bylaws
 - Preamble: Purpose of Organization
 - Article I: Election of Directors
 - Article II: Duties/Powers of Board
 - Article III: Duties of Officers
 - Article IV: Board Meetings
 - Article VII: Ability to Contract with or Join with Other Agencies
 - Article IX: Ethical Standards
- Ordinance 35: Board Compensation
- Resolution 759-20: General Manager's Authorities
- Conflict of Interest Code
- Strategic Plan

Gaps?

- Board Procedures
- Transparency
- Strategic Planning
- Board Training

Finance

Existing

- Bylaws
 - Sections 302/5: Board/Independent Auditors
 - Section 306: District Treasurer
 - Article V: Fees/Taxes/Debt Authorities
 - Article VI: Financial Responsibility
- Ordinance 28: Connections, Rates/Fees
- Administrative Policies
 - D1: Credit Card
 - D2: Petty Cash
 - D6: Purchasing
 - D10: Budget
 - D14: Asset Capitalization/Depreciation
 - D21: Expense Reimbursement
 - D25: Investment
 - D26: Cash Reserve
 - D29: Debt Management
- Financial Master Plan

Gaps?

- Updates
 - Ordinance 28
 - Asset Capitalization/Depreciation
 - Credit Card
 - Expense Reimbursement
 - Budget
 - Purchasing
- Gifts and Gratuities
- Escheat of Funds

Employees

Existing

- Ordinance 23.1.95: Injury and Illness Prevention Program
- Administrative Policies
 - D3: Drug Free Workplace Policy
 - D4: Harassment Prohibition
 - D5: Medical Emergencies Transfer/Leave
 - D7: Dress Code
 - D8: Sick Leave and Tardiness
 - D9: Computer Purchase/Loan Program
 - D12: Certification/Licensing Reimbursement
 - D13: Educational Expense Reimbursement
 - D15: Safety Shoe Reimbursement
 - D17: Terminated Employee Exit Procedures
 - D23: Disaster Service Workers
- Personnel Manual
- Employee Handbook

Gaps?

- Stand-by and On-Call Service
- Cell Phone Policy
- Employee Recognition Policy
- Comprehensive Employee Policy Manual

Administration

Existing

- Administrative Policies
 - D11: District Computer Use
 - D16: Requests for Information
 - D18: Records Retention/Destruction
 - D19: Disposal of Surplus Property
 - D20: Lending of District Property
 - D22: Water Budget Variance
 - D24: Customer Communications
 - D27: Recognitions
 - D28: Sponsorships

Gaps?

- Updates
 - Computer Use (Technology)
 - Disposal of Surplus Property
- Use of District Vehicles
- Agreements/Contracts
- Computer Security
- Electronic Signatures
- Safety
- Easements

Operations

Existing

- Ordinance 31: Recycled Water
- Ordinance 33: Water Efficiency and Shortage Response
- Ordinance 34: Cross-Connection Control
- Domestic Water Master Plan
- Recycled Water Master Plan
- Capital Improvement Plan
- Urban Water Management Plan
- Emergency Response Plan
- Hazard Mitigation Plan
- Standards and Specifications

Gaps?

- Master Planning and Asset Management
- Emergency Response Planning (comprehensive)
- Water Resource Procurement
- Groundwater Storage
- Meter Testing/Replacement
- CEQA Compliance/Implementation

Next Steps



Comprehensive Policy
Manual/Guide



Gaps Analysis



Update/New Policies