



**EL DORADO HILLS COUNTY WATER DISTRICT**

**BOARD OF DIRECTORS POLICY MANUAL**

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# **EL DORADO HILLS COUNTY WATER DISTRICT**

## **Board of Directors Policy Manual**

### **POLICY 1**

#### **Purpose of Board Policies**

1.1 It is the intent of the Board of Directors of the El Dorado Hills County Water District (aka El Dorado Hills Fire Department) to maintain a Manual of Board Policies. This Manual does not include the Operational Policies which govern the day to day District Operations. Contained herein is a comprehensive listing of the Board's current policies, being the rules and regulations governing the Board's activities, enacted by the Board from time to time. The Manual of Board Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted. Each newly elected Director of the Board should be issued a copy of this Policy Manual, a copy of the Districts By-Laws, a copy of the Institute for Local Self Government document entitled "Everyday Ethics for Local Officials (Finding your way)", and a copy of the Brown Act Laws by the District Secretary (or their delegate) at the time of the Director's swearing of the Oath of Office.

1.2 If any policy or portion of a policy contained within the Manual of Board Policies is in conflict with rules, regulations or legislation having authority over El Dorado Hills County Water District, said rules, regulations or legislation shall prevail.

### **POLICY 2**

#### **Adoption/Amendment of Policies**

2.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director. The proposed adoption or amendment shall be initiated by a Director submitting a written draft of the proposed new or amended policy to each Director by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

2.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a majority affirmative vote of the entire Board of Directors.

2.3 Copies of the proposed new or amended policy shall be included on the agenda and in the information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

### **POLICY 3**

#### **Conflict of Interest**

3.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the El Dorado Hills County Water District.

3.2 Board Resolution 91-7 was established to help define the continued role that a newly elected or appointed Board of Director who served as a volunteer firefighter could maintain. The El Dorado Hills Firefighters Association (EDHFA) maintains a set of Bylaws that define 4 classifications of membership (Active, Inactive, Life and Honorary). Honorary members constitute the elected or appointed Directors of the District. A Board member may also qualify as a Life Member, due to their previous service. The El Dorado Hills Firefighters Foundation was formed as an independent body from the EDHFA and is a 501c(3) tax exempt organization. Board members may continue to serve the EDHFA or the Foundation without restriction, as long as they comply with Resolution 91-7.

#### **POLICY 4**

#### **Public and Policy Complaints**

4.1 The Board of Directors desires that public and policy complaints are resolved at the lowest possible administrative level and that the method for resolution of complaints is logical and systematic.

4.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

4.3 A policy complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state or federal statute by which the individual has been adversely affected.

4.4 The method of resolving complaints shall be as follows:

- (a) The individual with a complaint shall first discuss the matter with the Fire Chief or his/her designee with the objective of resolving the matter informally.
- (b) If the complaint cannot be resolved informally, the Fire Chief shall take action resolve the complaint on a formal basis and communicate to the Board President the results of such disposition.
- (c) If the individual registering the complaint is not satisfied with the formal disposition of the complaint by the Fire Chief, they may request consideration by the Board of Directors by filing said appeal in writing within thirty (30) days

of receiving the Fire Chief's decision. The Board may consider the matter at the next regular meeting or call a special meeting. In making the final decision, the Board may conduct conferences, hear testimony, and utilize the transcripts of written documentation. The Board's final decision shall be documented in writing with the complainant being provided a copy.

4.5 This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

## **POLICY 5**

### **Copying Public Documents**

5.1 Individuals requesting copies of public documents consisting of more than 25 pages shall be charged ten cents (10¢) per sheet copied for black and white copies and fifty cents (50¢) per sheet for color copies to defray expenses associated with the copying process.

5.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting shall be charged ten cents (10¢) per sheet for black and white copies and fifty cents (50¢) per sheet for color copies. The copy charge will be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

5.3 Copies of audio recordings of the meetings shall be made available to the public, consistent with the Board's policy for retention (see Section 23). Individuals requesting copies of an audio tape shall be charged the actual reproduction costs.

## **POLICY 6**

### **Public Contributions**

6.1 Donations from members of the public to the District for a public purpose that is within the scope of the District's responsibilities will be accepted. The Chief Financial Officer will provide a receipt for said donation and include the District's tax identification number thereon. As an alternative, tax deductible donations (State qualified 501c(3) non-profit organization) may be made through the El Dorado Hills Firefighters Foundation.

6.2 Donations must be clearly marked as such.

6.3 By accepting donations, the District is not claiming to be qualified by the Internal Revenue Service as being a charitable organization for which donations may be considered tax deductible. Determination of how donations to the District are to be treated relative to the donor's tax liability is strictly the responsibility of the donor.

## **POLICY 7**

### **Governance Roles**

7.1 There are important distinctions to be made between the Board's role and that of the Fire Chief and staff. The Board and the Fire Chief team together to ensure that the District has effective leadership. Just as Board members should govern and not manage the District, the Fire Chief should not administer the District in isolation from the Board.

7.2 Board members have collective and not individual authority. Authority to make decisions is only granted to the Board as a whole. The full Board gives direction to the Fire Chief through decisions reached at Board meetings. Individual Board members do not have the authority to direct the Fire Chief or any other staff member unless otherwise agreed to by the Board and the Fire Chief.

7.3 The role of the Fire Board is not to run the fire stations but to see that the fire stations are well run. Working as the governance team, the Fire Chief and Board leverage the efforts of the professional staff by setting direction for the District that is reflective of the community's needs.

7.4 Recognizing the importance of selecting the best personnel available for all Chief Officer (excluding Battalion Chiefs) and the Director of Finance positions, the Board shall participate in the selection process and in establishing the starting wage for these positions within the established and approved public salary schedule. An Ad-hoc committee shall be defined by the Board President to work with the Fire Chief and other staff (as appropriate) for this purpose. The Board's participation shall be limited to a go/no-go determination based upon the review of the applicants' qualifications, (i.e. submitted resumes and cover letters from amongst the highest ranked two or three candidates) and background checks (as applicable). Starting wage offers within the established public salary schedule shall be reviewed for approval by the Board prior to the offer being made to the applicant.

7.5 Board members must be cognizant of their role as an appellant body. They shall, therefore, refrain from any activity that would compromise their ability to fairly and impartially evaluate any disciplinary action or grievance procedure defined within operational policies.

## **POLICY 8**

### **Code of Ethics**

8.1 The Board of Directors of the El Dorado Hills County Water District is committed to providing excellence in legislative leadership that result in the provision of the highest quality services to its constituents. In order to assist in the governance of the behavior between and among members of the Board of Directors, the following rules shall be observed:

- (a) The dignity, style, values and opinions of each Director shall be respected.
- (b) Responsiveness and attentive listening in communication is encouraged.

- (c) The needs of the District's constituents should be the priority of the Board of Directors.
- (d) The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- (e) Directors should commit themselves to emphasizing the positive and avoiding negative forms of interaction.
- (f) Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- (g) Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
- (h) Directors should practice the following procedures:
  - (i) In seeking clarification on informational items, Directors may directly approach professional staff members by working through the Chain of Command to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
  - (ii) In handling complaints from residents and property owners of the District, said complaints should be referred directly to the Fire Chief.
  - (iii) In handling items related to safety, concerns for safety or hazards should be reported to the Fire Chief or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
  - (iv) In presenting items for discussion at Board meetings, see Policy No. 19 and 20.
  - (v) In seeking clarification for operational policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the Fire Chief.
- (i) When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

- (j) Board members should refrain from endorsements of political candidates or ballot measures using their District Board title. Where deemed important to the District's best interests, the Board member seeking to provide a political endorsement using their District title shall request the approval of a majority of the Board members.
- (k) Board members should provide courtesy notifications to the appropriate District staff and/or the Board President of known absences, late arrival (tardiness) or early departure from any agenda regular, special or assigned committee meetings.

8.2 The work of the District is a team effort. All individuals should work together in the collaborative process assisting each other in conducting the affairs of the District.

- (a) When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
- (b) Directors should develop a working relationship with the Fire Chief wherein current issues, concerns and District projects can be discussed comfortably and openly.
- (c) Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
- (d) Directors are responsible for monitoring the District's progress in attaining its goals and objectives while pursuing its mission.
- (e) While working collaboratively with District Staff, the following practices should be honored by the Board members to ensure proper separation between the Board's role and Staff's role:
  - (i) Board members should not use any form of an internal e-mail account to receive, transmit or otherwise gain information related to internal district operations.
  - (ii) Board members should refrain from using their position to encourage any form of nepotism.
  - (iii) Board members should always advocate for the better good of the public's interest and refrain from exclusively advocating for internal departmental interests (i.e. staff, association, volunteers).
  - (iv) Board members should be cognizant of their role when using district facilities and in other interactions which are not Board authorized (i.e. casual communications while in district facilities).



**POLICY 9**  
**Attendance at Meetings**

9.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

9.2 A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three consecutive months, except as authorized by the Board of Directors, and as provided by Government Code Section 1770.

9.3 Telephonic attendance at Board meetings is permissible, but strongly discouraged, and should be utilized by Board members only when uncontrollable circumstances make personal attendance impossible. Board members shall endeavor to attend regularly scheduled meetings in person. Telephonic attendance at special meetings is also discouraged. Members intending to telephonically participate must provide the District Secretary with seven days (168 hours) advance notice to ensure that the meeting agenda and public notice meet applicable Government Code requirements.

**POLICY 10**  
**Expenditure Pre-Approval and Reimbursement**

10.1 Purpose. The purpose of this policy is to prescribe the manner in which directors may request pre-approval and be reimbursed for expenditures related to District business.

10.2 Scope. This policy applies to the Board of Directors and is intended to result in no personal gain or loss to a Director.

10.3 Implementation. Prior to registering and/or committing to travel and lodging costs for District Business, the director shall request approval from the full board for attendance at the desired function. Once authorized by a majority of the Board, the travel can be booked. Whenever Directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the Board President. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

- (a) All expenses must be reasonable and necessary, and Directors are encouraged to exercise prudence in all expenditures.
- (b) The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS-approved rate.
- (c) Expenditures for food and lodging will be moderate and reasonable and will conform to the Employee Travel section of the Employee Handbook.

**POLICY 11**  
**Training, Education and Conferences**

11.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

11.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual and necessary expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. Expense reimbursement for Board Members shall be consistent with the Reimbursement Policy applicable to District employees in the Employee Travel section of the Employee Handbook as well as this policy. In the event of a conflict, the more stringent policy shall apply.

11.3 All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Chief Financial Officer, together with validated receipts.

11.4 As defined in Policy No. 10, attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be pre-approved prior to incurring any reimbursable costs.

11.5 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations suggested by the Chief Financial Officer and by:

- (a) Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
- (b) Directors traveling together or with staff whenever feasible and economically beneficial.
- (c) Requesting reservations sufficiently in advance to obtain discounted air fares and hotel rates.

11.6 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

11.7 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will provide either a written or a verbal report at the next regular meeting of the Board under Director's Items (per the meeting agenda). Said report shall describe what was learned at the session(s) that will be of benefit to the District. Pertinent

materials/handouts/training manuals from the session(s) should be delivered to the District office for copying and inclusion in the District's Administrative library for potential future use by other Directors, staff or the public.

11.8 In addition to the above, all reimbursements are subject to the provisions of Government Code § 53232.2 which provides as follows:

§ 53232.2 Local agencies; reimbursement of members of legislative body for expenses incurred in performance of official duties; written policy; reimbursement rates; costs incurred at own expense:

- (a) When reimbursement is otherwise authorized by statute, a local agency may reimburse members of a legislative body for actual and necessary expenses incurred in the performance of official duties, including, but not limited to, activities described in Article 2.4 (commencing with section 53234).
- (b) If a local agency reimburses members of a legislative body for actual and necessary expenses incurred in the performance of official duties, then the governing body shall adopt a written policy, in a public meeting, specifying the types of occurrences that qualify a member of the legislative body to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses.
- (c) The policy described in subdivision (b) may also specify the reasonable reimbursement rates for travel, meals, and lodging, and other actual and necessary expenses. If it does not, the local agency shall use the Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses as established in Publication 463 or any successor publication.
- (d) If the lodging is in connection with a conference or organized educational activity conducted in compliance with subdivision (c) of Section 54952.2, including, but not limited to, ethics training required by Article 2.4 (commencing with Section 53234), lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the member of a legislative body at the time of booking. If the group rate is not available, the member of a legislative body shall use comparable lodging that is consistent with the requirements of subdivisions (c) and (e).
- (e) Members of the legislative body shall use government and group rates offered by a provider of transportation or lodging services for travel and lodging when available.
- (f) All expenses that do not fall within the adopted travel reimbursement policy or the Internal Revenue Service reimbursable rates as provided in subdivision (c), shall be approved by the governing body, in a public meeting before the expense is incurred, except as provided in subdivision (d).
- (g) If a member of a legislative body chooses to incur additional costs that are above the rates established pursuant to this section and those costs have not

been approved pursuant to subdivision (f), then the member of a legislative body may do so at his or her own expense.

- (h) This section shall not supersede any other laws establishing reimbursement rates for local agencies.

## **POLICY 12**

### **Director's Compensation**

12.1 Members of the Board of Directors shall receive compensation as defined in the District By-Laws, Section 3.6, "Compensation of Directors" for meeting attendance. Directors will not receive payment for attendance at seminars, conventions, etc.

## **POLICY 13**

### **Board President**

13.1 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

13.2 In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

## **POLICY 14**

### **Members of the Board of Directors**

14.1 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

- (a) Information exchanged before meetings shall be distributed through the Fire Chief and all Directors will receive all information being distributed.
- (b) Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance and shall also be provided to anyone not present upon their request.

14.2 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

14.3 Directors shall defer to the chairperson for conduct of meetings of the Board but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

14.4 Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

14.5 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

14.6 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the Fire Chief.

14.7 The Board's legal Counsel shall brief each new Director on the roles and responsibilities of the office within 60 days of taking office. Board members should avail themselves of this opportunity to ask questions about this Board Policy Manual and applicable Operation policies.

## **POLICY 15**

### **Committees of the Board of Directors**

15.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

15.2 The following shall be standing committees of the Board:

- (a) Administrative Committee - This committee is responsible for: 1) leading the Board policy development process and reviews; 2) interacting with staff as the building committee for all new construction projects; 3) conducting the Chief's annual performance evaluation; 4) being the liaison with the Chief officers for all issues that are not assigned to the Fire Committee or the JPA Committee; and 5) other duties as directed by the President.
- (b) Finance Committee - This committee is responsible for: 1) working with staff to develop the annual budget and review the annual audit; 2) working with staff in periodically evaluating and recommending changes to the budget line item descriptions/categories; 3) working with staff to monitor the annual expenditures and revenue on a semi-annual basis as a minimum; 4) working with staff on Annexations/Consolidations; 5) monitoring investments in accordance with the Investment Policy; 6) meet & confer with Union and necessary Union grievances; and 7) other duties as directed by the President.
- (c) Joint Powers Authority (JPA) Committee - This committee is responsible for representing the interests of the EDH Fire Department on the El Dorado County Emergency Services Authority.

15.3 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January. The Board President may also identify an alternate committee member from time to time as necessary to have two committee members present when one of the standing committee members cannot participate.

15.4 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns as specified above. Said assignment shall be made by the Board President. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

- (a) All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

## **POLICY 16**

### **Basis of Authority**

16.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

16.2 Directors do not represent any fractional segment of the community but are, rather, a part of the body that represents and acts for the community as a whole.

## **POLICY 17**

### **Ethics Training**

17.1 All Directors of El Dorado Hills County Water District shall receive a minimum of two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

17.2 All ethics training shall be provided by entities whose curriculum has been approved by the California Attorney General and the Fair Political Practices Commission.

17.3 Directors shall obtain proof of participation after completing the ethics training.

- (a) District staff shall maintain records indicating both the dates that Directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after Directors receive the training and are public records subject to disclosure under the California Public Records Act.

17.4 District staff shall provide the Board of Directors with information on available training that meets the requirements of this policy.

17.5 Ethics training may consist of either a training course or a set of self-study materials with tests and may be taken at home, in person or online.

17.6 In case of non-compliance, the Board President will be notified .

## **POLICY 18**

### **Stipends for Reimbursed Out of District Services**

18.1 Extra compensation for exempt employees shall be formally requested to the Board per Operations Policy 1-A.16. Initial review of all requests shall be performed by the Fire Committee, with their recommendation being forwarded to the full Board for review/approval at a regularly scheduled Board meeting.

18.2 Extra compensation for volunteer employees shall be reviewed by the Fire Chief or his/her designee) and administered per Strike Team Pay section of the Employee Handbook. The Board shall be advised of all compensation issued to the volunteer staff at a regularly scheduled Board meeting.

## **POLICY 19**

### **Board Meetings**

19.1 Regular meetings of the Board of Directors shall be held on the third Thursday of each calendar month at 6:00 PM in the Station 85 District Office, 1050 Wilson Blvd., El Dorado Hills, California. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

19.2 Special meetings (non-emergency) of the Board of Directors may be called by the Board President.

- (a) All Directors, the Fire Chief, District Counsel and the public shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting. Notwithstanding the ability to schedule special meetings on 24 hours notice, the District shall endeavor to provide 72 hours notice of special meetings, unless circumstances prevent such notice, in the reasonable judgment of the member(s) calling for the meeting.
- (b) Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

- (c) An agenda shall be prepared as specified for regular Board meetings in Policy No. 19 and shall be delivered with the notice of the special meeting to those specified above.
- (d) Only those items of business listed in the call for the special meeting shall be considered by the Board.

19.3 Special meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in Policy No. 19.2.a. Whenever possible, 24-hour notice will be provided. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Fire Chief, Board President or Vice President in the President's absence.

- (a) Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Fire Chief, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.
- (b) All rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the Fire Chief or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

19.4 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the Fire Chief may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in Policy No. 18.2.2 above.

19.5 Annual Election of Board Officers. The Board of Directors shall elect officers annually at their regular December meeting, unless otherwise deferred by a majority vote of the Board. At this meeting, the Board will elect a President, Vice President, and establish standing committee assignments from among its members to serve during the coming calendar year. The Board President shall set the standing committee and ad hoc committee assignments.

19.6 The Board President shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

19.7 The President and the Fire Chief shall ensure that appropriate information is available for the audience at meetings of the Board of Directors and that physical facilities for said meetings are functional and appropriate.



**POLICY 20**  
**Fire Chief's Annual Performance Evaluation**

20.1 The Board shall conduct an annual performance evaluation for the Fire Chief and provide feedback to him/her. Each Board member shall individually provide a written evaluation of the Fire Chief in the format provided by the Administrative Committee. In no circumstance shall a Board member be relieved of this duty to perform a complete and thorough objective evaluation. The Administrative Committee shall compile the Board member feedback into one final evaluation document. The full Board shall review the evaluation and meet with the Fire Chief in closed session to discuss the results and establish developmental goals for the next year.

20.2 A template of the Fire Chief evaluation process including timeliness is available through District staff.

**POLICY 21**  
**Consequences of Policy Violation**

21.1 Board members shall comply with all Board Policies and applicable Operations Policies. If a Board member is suspected of violating a Board Policy, they shall be notified (confidential discussion) of such by the Board President or Vice President (if the Board President is involved). If a Board member is suspected of violating an Operations Policy, the Fire Chief (and his/her designee) shall notify the affected Board Member(s) (confidential discussion) and subsequently contact the Board President or Vice President (if the Board President is involved) or the District's legal Counsel (if both the Board President and Vice President are involved).

21.2 Potential consequences to be administered following review by the full Board include, but are not limited to:

- a. Public Letter of Reprimand
- b. Vote of No-Confidence
- c. Resolution of Censure

**POLICY 22**  
**Board Meeting Agenda**

22.1 The District Secretary, in cooperation with the Board President, shall prepare a draft agenda for each regular and special meeting of the Board of Directors at least 168 hours (7 days) prior to a regular meeting. Any Director may call the Board President and request any item to be placed on the agenda no later than 168 hours (7 Days) prior to the regular meeting date. The Board president shall set the final agenda and authorizes its distribution at least 72 hours before the regular meeting.

22.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions.

- (a) The request must be in writing and be submitted to the Fire Chief together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;
- (b) The Fire Chief shall review the request as to whether the item is a "matter directly related to District business", and forward a recommendation to the Board President on inclusion or exclusion of the item from the Board's agenda. If the item is excluded from the agenda the Board may, by a four-fifths majority vote (or a unanimous vote of those remaining if four-fifths of the Board is not present) add the item to that meeting's agenda if the Board determines that there is need to resolve the issue immediately and that it could not reasonably wait until the Board's next regular meeting or a Special Meeting called to address the issue in question. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.
- (c) No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;
- (d) The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

22.3 This policy does not prevent the Board from taking testimony during the public comments section of the agenda at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. Members of the Board may provide a short response in order to provide background information or refer the matter to another agency but shall not deliberate upon or take action on such matters at that meeting.

22.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at all of the District's Fire Stations such that it is visible from the outside of the Station's main entrance.

- (a) The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same locations.

### **POLICY 23** **Board Meeting Conduct**

23.1 Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 24, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

23.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

23.3 The conduct of meetings shall, to the fullest extent possible, enable the Directors to:

- (a) Consider problems to be solved, weigh evidence related thereto, and make informed decisions intended to solve the problems; and,
- (b) Receive, consider and take any needed action with respect to reports of accomplishment of District operations.
- (c) Focus on the agenda item at hand and refrain from allowing discussions to expand into areas not specifically covered by the agenda.

23.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:

- (a) Comments shall be limited to three minutes per person and twenty minutes for all comments, unless otherwise authorized by the Board.
- (b) No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the President, of that person's privilege of address.
- (c) No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Fire Chief under provisions contained in Policy No. 4.

23.5 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.

- (a) After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.
- (b) Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.
- (c) During closed sessions, the Directors must:

- (i) Maintain complete confidentiality of all discussions held with the exception of reporting back in open session the board direction or action taken.
- (ii) Be diligent in sticking to the agendized subject, and stopping any discussion which may stray from the agenda.

**POLICY 24**  
**Board Actions and Decisions**

24.1 Actions by the Board of Directors include but are not limited to the following:

- (a) Adoption or rejection of regulations or policies;
- (b) Adoption or rejection of a resolution;
- (c) Adoption or rejection of an ordinance;
- (d) Approval or rejection of any contract or expenditure;
- (e) Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,
- (f) Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

24.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective (unless a 4/5 vote is required by policy or other law).

- (a) A member abstaining in a vote is considered as absent for that vote.
  - (i) Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.
  - (ii) Example. If an action is proposed requiring a four-fifths vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.
  - (iii) Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

24.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Fire Chief.

(a) The President shall seek consensus prior to stating a Board directive. When consensus cannot be reached, the President shall establish the direction. In all cases, the President shall state the direction for clarification and recording into the meeting minutes. Should any two Directors challenge the statement of the President, a voice vote may be requested.

(b) A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the Fire Chief for review and recommendation, etc.).

## **POLICY 25**

### **Review of Administrative Decisions**

25.1 The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

25.2 This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

25.3 The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

## **POLICY 26**

### **Minutes of Board Meetings**

26.1 The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board or may delegate to the Recording Secretary.

(a) Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be maintained by the district indefinitely.

(b) All regular and special meetings of the Board of Directors shall normally be audio recorded. These recordings shall be maintained for a minimum of 5 years from the date of the meeting. Copies of the recorded audio shall be made available to the public upon written request per Section 5 of this Policy Manual.

(c) Motions, resolutions or ordinances shall be recorded in the minutes as having individual votes to be recorded via roll call by the Secretary of the Board. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

Date, place and type of each meeting;  
Directors present and absent by name;  
Administrative staff present by name;  
Call to order;  
Time and name of late arriving Directors;  
Time and name of early departing Directors;  
Names of Directors absent during any agenda item upon which action was taken;  
Summary record of staff reports;  
Summary record of public comment regarding matters not on the agenda, including names of commentators;  
Approval of the minutes or modified minutes of preceding meetings;  
Approval of financial reports;  
Complete information as to each subject of the Board's deliberation;  
Record of the voice vote on Motions;  
Record of each Director's vote for Resolutions and Ordinances;  
Resolutions and ordinances described as to their substantive content and sequential numbering;  
Record of all contracts and agreements, and their amendment, approved by the Board;  
Approval of the preliminary and final annual budget;  
Approval of all policies, rules and/or regulations;  
Approval of all dispositions of District assets;  
Approval of all purchases of District assets;  
All direction given by the Board to staff; and,  
Time of meeting's adjournment.

26.2 Effective November 15, 2012, the Board adopted the agenda/action item format for future Board meeting minutes.

## **POLICY 27**

### **Rules of Order for Board and Committee Meetings**

27.1 General.

(a) Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are

intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

- (i) If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.
- (ii) Generally, matters brought before the Board will be announced by the President. The item will be presented by a Director or Staff member. The presentation will provide historical background, issues involved and a recommendation for appropriate action. Upon conclusion of the presentation, Board members will be allowed an opportunity to question the presenter and/or engage in Board discussion. Thereafter, the President shall open the item for public comment, at which point any member of the public may address the Board regarding the item. Reasonable time limits may be imposed upon public comment, both individual and cumulative. After hearing all who wish to address the Board, the item shall be closed to public comment and returned to the Board for discussion and action, as outlined below. The President may deviate from these rules as necessary to maintain order or to ensure that appropriate public input is received prior to Board action.

#### 27.2 Obtaining the Floor.

- (a) Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

#### 27.3 Motions.

- (a) Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:
  - (i) A Director makes a motion; another Director seconds the motion; and the Board Secretary restates the motion.
- (b) Once the motion has been restated by the Board Secretary, it is opened to Board discussion. The President will then call for the vote.
  - (i) If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to

immediately bring the question being discussed to a vote, suspending any further discussions. The motion must be made, seconded, and approved by a majority vote of the Board.

27.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business is considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

- (a) Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.
- (b) Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.
- (c) Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.
- (d) Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
- (e) Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.
- (f) Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

27.5 Decorum.

- (a) The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.
- (b) The President may also declare a short recess during any meeting.

**POLICY 28**  
**Historical Board Approved Policies Related to Previous**  
**Board Policies**



28.1 All previous Board policies and resolutions that are not in conflict with this Board Policy Manual remain in full force. Previously adopted policies shall be liberally construed to effectuate consistency with this Policy Manual. Where clear and direct conflicts exist, this Policy Manual shall control.

The undersigned hereby acknowledges and represents that the foregoing constitutes the El Dorado Hills County Water District Board of Director's Policy Manual as duly adopted by the Board of Directors at its meeting duly held on December 22, 2016.

Executed this 22<sup>nd</sup> day of December, 2016.

\_\_\_\_\_  
President

#### **CERTIFICATE OF SECRETARY**

I, the undersigned, do hereby certify:

That I am the duly elected and acting Secretary of the EL DORADO COUNTY HILLS WATER DISTRICT, a local public entity located within the County of El Dorado, State of California; and

That the foregoing El Dorado Hills County Water District Board of Directors' Policy Manual constitutes the Policy Manual of said District as duly adopted at the meeting of the Board of Directors thereof duly held on December 22, 2016.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 22<sup>nd</sup> day of December, 2016.

\_\_\_\_\_  
Board Secretary

## **EL DORADO HILLS COUNTY WATER DISTRICT Board of Directors Policy Manual**

### **ADDENDUMS**

<b>NUMBER</b>	<b>ADDENDUM TITLE</b>	<b>ADOPTED</b>	<b>PAGE</b>
1	Community Meeting Room Policy	10/20/2016	27
2	Signboard Policy	07/16/09	32
3	Reserve Fund Policy	03/17/2016	33
4	Investment Policy	10/20/2016	35

**ADDENDUM 1**  
**(Adopted July 16, 2009; Updated October 20, 2016)**  
**COMMUNITY MEETING ROOM POLICY**

## **Conference Room Usage**

**Section:** I. Administration

**Sub-Section:** A. General

**Number:** 4. Conference Room Usage

**Pages:** 4

**Adopted:** 10/16/1996

**Revised and Adopted by the Board:** 10/20/2016

### **PURPOSE**

•To establish guidelines for non-departmental use of all El Dorado Hills Fire Department Community Rooms by groups unaffiliated with the Fire Department. Fire Administration is responsible for implementation of this policy and coordinates use of all Community Room facilities. Failure to comply with the provisions of this policy may result in denial of approval for use of the facilities, withdrawal of approval at any time without prior notice, and/or denial of future use of the facilities.

•The usage of the Fire Department Community Rooms does not constitute Fire Department endorsement of points of view expressed by any group or organization. Advertisements or announcements implying such endorsement are prohibited.

### **RESPONSIBILITY**

- Chief
- Director of Finance
- Administrative Assistant

### **PROCEDURE**

- 1) The EDHFD meeting room may be utilized at no charge by the following organizations:
  - a) El Dorado County Government agencies, Fire Departments, Sheriff, CHP, Fire Safe Councils, CSD, Red Cross, and other emergency service organizations, etc.
  - b) Recognized non-profit, community organizations may use the meeting room for meetings associated with public purposes. Users may be El Dorado Hills based homeowners groups; neighborhood associations; non-profit community groups or organizations that are open to the public; and

public schools whose purposes are not related to fundraising or fee-related events.

- 2) Meetings must be booked by submitting a request form online at [www.edhfire.com](http://www.edhfire.com) five days in advance of requested meeting date and **within 30 days of requested meeting date**. Please allow three business days for confirmation. After the meeting date is confirmed, the meeting organizer must come to the Administration Office during business hours no sooner than the closest business day prior to the date of the meeting. The meeting organizer will be responsible for signing the usage contract, submitting a Security Deposit of \$100 in the form of a check made payable to the EDHFD and will be given a key for the office doors, if necessary. The applicant will be responsible for charges incurred if the key is not returned by the next business day or if the room has not been left in good order. A key return box is available at the Administrative Office if using the meeting room at Station 85. ***Security deposit checks will be shredded after inspection of room and key return (if applicable).***
- 3) To avoid monopolization of the room, **usage is limited to four times per year**. Groups or organizations who incur excessive "No Show" bookings will be denied future use of the rooms. Groups who violate any of the restrictions set forth herein, or violate usage rules promulgated from time to time shall be denied future use of the room.
- 4) Groups may not exceed the fire code occupancy: 114 people for Station 85; 20 people for Station 86; 25 people for Station 92.
- 5) The meeting room may be used for ***official business purposes only***. Parties, social gatherings, fundraising, partisan political activities, religious and private business activities are excluded from the use of the meeting room. The room is not conducive to minor's activities or any use which involves or includes physical exercise, running, jumping, dancing, game playing, or similar activities, the nature in which might cause wear and tear to the furniture, fixtures, wall coverings, window coverings or floor coverings. El Dorado Hills Fire Department retains ultimate authority with regard to approval or disapproval of any given use and reviews each event prior to authorization or final approval to ensure the safety of the use and that equipment and furnishings will not damage the facilities.
- 6) Fire Administration may cancel any approved use of the facilities at any time for any reason. If available, the Department will offer the use of another Department facility. **Fire Department use of all of its facilities should at all times have higher priority than non-department use.** The Community Rooms are an integral part of the normal District operations. These rooms are routinely utilized by the District and affiliated entities for training, instruction, meetings, etc. Other uses are subject to cancellation or rescheduling at any time due to District requirements.

- 7) Groups, organizations or individuals hereby agree that during the use of the facility, they shall not exclude any person from participation in, or deny anyone the benefits of their services or assets or the use of the facility, or otherwise subject any person to discrimination of any sort because of age, race, color, disability, or national origin.
- 8) The person requesting the use of a Community Room shall be the primary contact for the group, but the group itself will be held liable for compliance with all provisions contained in this Policy. If the primary contact cannot be present during the entire scheduled time, another individual must be appointed to be responsible and accountable. Subleasing of the Facility is prohibited. The group or organization is responsible for maintaining the orderly conduct of all its guests/speakers, etc., ensuring admittance to the facilities of approved personnel only, informing all admitted of the rules by which they must abide, compliance with the rules by all guests/participants, and for any damage to the facility and its contents. The group or organization must ensure that events are adjourned and facilities vacated at the specified end time. Repeated end-time violations may result in denial of further facility use.
- 9) Tables and chairs are provided at no charge and must be returned to the configuration posted or returned to the original layout. Equipment, supplies or personal belongings of any group may not be stored in the community rooms. No decoration may be attached to painted walls or ceiling tiles. No decorations are allowed on the exterior of the building. Any use of decorations shall be that which will not leave any damage to walls of facilities and must be removed and properly disposed of. Telephone use (where available) is restricted to local calls only.

**EL Dorado Hills Fire Department does not provide usage of Laptops, Projectors, A/V Equipment, or Technical Support.**

- 10) Food and beverages (non-alcoholic) are allowed in meeting facilities, however the room must be left clean or a clean-up fee will be assessed. No cooking is allowed unless expressly authorized. Consumption of alcoholic beverages and use of tobacco products are strictly prohibited on District property.
- 11) Groups shall promptly report any damage done to the facility. Groups damaging furniture, carpeting or walls will be assessed a damage fee relative to the restoration cost. Repeated instances of failure to clean will lead to room charges and/or revocation of use privileges.
- 12) The El Dorado Hills Fire Department assumes no responsibility for loss or damage to possessions of, or equipment and materials used by user groups, individual attendees, their employees or volunteers, nor for any injury to any person as a result of, or in any way arising from, any given use of the facility.

Users must agree to indemnify and hold harmless the El Dorado Hills Fire Department against any and all claims, actions or causes of action, whether relating to personal injury or loss or damage to any item, which results from or in any way arises out of the use of any meeting room facility. The Fire Department is not responsible for theft or damage, nor will any storage space be provided to groups or organizations.

- 13) Subject to the provisions regarding exercise of First Amendment rights, Fire Administration reserves the right to refuse or revoke permission for the use of meeting rooms to any group or individual whose activities, use or proposed use, endanger any property or person, or interfere with any other use of the property upon which the Facilities are located, or of the Facilities, in the sole and absolute discretion of the Chief.

(EXAMPLE)  
**El Dorado Hills Fire Department  
Application for Use of Meeting Rooms**

*PRINT Clearly*  
Incomplete applications will be returned

Call (916) 933-6623 for availability of your preferred dates. Enter the approved dates below:  
(You may request dates through end of year. Reservations may be renewed annually after October 10th for the following year.)

Date One: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Date Two: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Date Three: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ (w) Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ (h) Phone: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ (w) Phone: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ (h) Phone: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_ Expected # of Attendees: \_\_\_\_\_

**Answer ALL of the following questions**

1. Is this group an El Dorado Hills community or Fire Department organization?  Yes  No
2. Is this group sponsored by the Fire Department?  Yes  No If yes, which department?
3. Do the majority of participants live in El Dorado Hills?  Yes  No
4. Is this group from an area school?  Yes  No If yes, which one?
5. Is this group a profit oriented business concern?  Yes  No
6. Do attendees pay a fee to participate in the scheduled meetings?  Yes  No
7. Is this event specifically for the marketing or selling of a product or service?  Yes  No
8. Is this meeting open to the public?  Yes  No
9. Will any events held be for fundraising purposes?  Yes  No
10. Does this event sponsor a particular political party or individual?  Yes  No

*I affirm that I have read and will abide by the rules outlined in the  
El Dorado Hills Fire Department Community Meeting Room Policy.*

\_\_\_\_\_  
Signature of Primary Contact

\_\_\_\_\_  
Signature of Secondary Contact

**ADDENDUM 2**  
**(Adopted July 16, 2009)**  
**SIGNBOARD POLICY**

**PURPOSE**

To inform the residents of this community of fire preventions messages, Department announcements and events of interest to the public the El Dorado Hills Fire Department shall maintain electronic signboards located at stations throughout the District.

**RESPONSIBILITY**

- Chief
- Chief Financial Officer
- Administrative Assistant

**PROCEDURE**

- Posted community events shall represent a wide spectrum of the residents of El Dorado Hills and shall not be limited to specific individuals, clubs or groups
- Non-profit or governmental organizations shall submit signboard requests in writing ten (10) days prior to the event.
- All requests shall be approved or denied by the Chief or Chief Financial Officer, or designee, prior to being posted on the signboard and actual message content must similarly be approved prior to posting.
- The use of the sign shall be set by the Fire Department and shall be based on priority and first come-first-served basis.
- All fire prevention messages and Fire Department announcements shall take priority.
- The Fire Department reserves the right to reject posting of any announcement or message or to terminate posted messages at any time, as necessary.
- The following message categories are ineligible for posting:
  - Religious worship messages/announcements
  - Partisan political announcements
  - For profit activities
  - Offensive messages
  - Any message, which in the sole discretion of the Chief, Chief Financial Officer, or designee, is not of general public interest or which in any way conflicts with the mission of the District

**Message posting is intended as a voluntary community service only and the District, by establishing this policy, does not intend to bind or commit itself to the posting of any particular message**



**ADDENDUM 3**  
**(Adopted March 17, 2016)**  
**RESERVE FUND POLICY**

The Board shall set aside sufficient funds for unforeseen significant operating expenditures, future capital replacement costs, contingent/underfunded pension and other benefit liabilities hereinafter referred to as the “Reserve Fund Policy”.

This Reserve Fund Policy shall document the Board’s approach to establishing and maintaining adequate financial reserves, including the methodology for calculating reserve levels and a timeframe for meeting desired reserve targets. This will be accomplished by using a phased approach where necessary to balance with current budget constraints, cash-flow projections and existing reserve balances.

The Board shall establish and maintain specific reserves as follows (hereinafter referred to collectively as “Accumulated Reserves”):

**Operating Reserve Fund (ORF)**

Local government agencies and Special Districts receive Property Tax revenue as their primary source of cash in December and April each year. Because of the timing of this funding, there are times during the year that cash outflows exceed inflows. The Operating Reserve Fund is intended to ensure adequate cash is available at all times for the department to continue in its normal course of business. It is also intended to serve as a backup source of cash if an extraordinary event were to occur that disrupts the normal revenue collection cycle.

The ORF shall be funded to cover a minimum of six (6) months of Operating Expenses based on the prior fiscal year adopted final budget. For the purpose of this policy, “Operating Expenses” are defined as budget accounts included in the Salaries/Benefits and Service/Supplies categories.

Any funds expended from the ORF will be replenished with the subsequent Property Tax collections.

**Capital Replacement Reserve Fund (CRRF)**

The annual provision to the Capital Replacement Reserve Fund shall be based on an approved annual Capital Improvement Plan as well as an independent five-year study of existing depreciated facilities and equipment costs. The Board shall provide for the annual contribution so as to accumulate sufficient funds to replace, repair or restore its capital assets at the end of their useful lives. This would include assets not reasonably expected to be funded by future Development Fees.

Estimated replacement costs at the date of the five-year study shall be utilized for such calculations (including a 2% annual inflation factor thereafter until the next five-year study) and not actual costs. The Board shall not expend CRRF reserve funds for any other

purpose other than to repair, replace or restore such facilities and equipment as deemed necessary to maintain appropriate levels of service to the community. The Board may, by a supermajority (4/5) vote, declare a “Financial Emergency”. With this declaration, CRRF reserve funds, up to a maximum of thirty-three (33%) percent of the CRRF would be available to fund agency operations annually.

### **Pension and Benefit Reserve Funds (PBRF)**

The Board shall set aside PBRF reserves for the purpose of managing underfunded Pension and Other Post Retirement Benefit (OPEB) liabilities as identified in their respective actuarial reports.

#### **a. Pension Liability**

- a. At a minimum, the Board will make the annual “Employer Required Contribution” (ERC) to fund the Pension liability for all Safety and Non-Safety employees out of annual operating funds and not PBRF reserves.
- b. Secondly, the Board shall maintain adequate PBRF reserve funds by making additional annual transfers to the PBRF reserve to ensure that the funded ratio remains at a minimum of 75% funded as identified in the most current PERS Actuarial report with a goal to achieve minimum 80% funding by Fiscal 2021.
- c. In no case, shall the Board reduce the PBRF reserves for any other purpose other than to make additional payments to PERS or invest in a PARS established investment account as established by the Board.

#### **b. OPEB Liability**

- a. At a minimum, the Board will make the annual “Annual Required Contribution” (ARC) to fund the OPEB liability for all Safety and Non-Safety employees out of annual operating funds and not PBRF reserves.
- b. Secondly, the Board is to make additional annual contributions to ensure that the “Actuarial Accrued Liability” is reduced each year as identified in the bi-annual OPEB Actuarial report.
- c. Thirdly, the Board shall designate appropriate funds over the next five years to achieve a minimum of 75% funded OPEB liability by Fiscal 2021.
- d. Lastly, transfers to the OPEB fund cannot be re-designated for any other purpose.

The Board shall evaluate all Accumulated Reserves in accordance with this Reserve Fund Policy as part of its annual budgeting process and make adjustments to the reserves when adopting the annual budget.

The Board shall not expend funds designated in any specific reserve funds for any purpose other than in accordance with this Reserve Fund Policy. Reserve fund transfers not adopted by the final budget can be made only with majority vote of the Board.

**ADDENDUM 4**  
**(Adopted October 20, 2016)**  
**INVESTMENT POLICY**

**I. POLICY**

It is the policy of the El Dorado Hills County Water District (“the District”) to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all state and local statutes governing the investment of public funds.

**II. SCOPE AND FUNDS**

This investment policy applies to all surplus financial assets of the District that are under its span of control unless specifically exempted by statute or resolution. These funds are accounted for in the District’s Annual Financial Statements and include:

- a) General Reserve Fund
- b) Capital Replacement Fund
- c) Any new fund created by the Board of Directors unless specifically exempted.

**III. PRUDENCE**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officers shall be the “prudent investor” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

**IV. OBJECTIVE**

1. **Safety:** Safety of principal is the primary objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
2. **Liquidity:** The District’s secondary objective is to ensure that the investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.
3. **Return on Investment:** The District’s tertiary objective is to ensure that the investment portfolio shall be designed with the goal of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the

District's investment risk constraints and the cash flow characteristics of the portfolio.

**V. BOARD RESPONSIBILITIES**

The District Board of Directors is responsible for reviewing the Investment Policy on an annual basis and making modifications as needed. It is also the Board's responsibility to select Brokers, establish safekeeping accounts, enter into wire transfer agreements, banking service contracts, and collateral/depository agreements. The Board shall approve all financial institutions from which securities are purchased. In selecting financial institutions for the deposit or investment of District funds, the Board will consider the credit rating of the institutions. The Board of Directors delegates authority to the Fire Committee to guide the Director of Finance in making investment transactions.

**VI. DELEGATION OF AUTHORITY**

Authority to manage the District's investment program is derived from California Government Code 53601. Management responsibility for the investment program is hereby delegated to the District's Director of Finance, who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate activities of subordinate officials, and their procedures in the absence of the Director of Finance. This delegation is for a period of one (1) year, as authorized by California Government Code Section 53607. This delegation shall be reviewed annually at the regular September Board of Director's meeting, at which formal action shall be taken to either continue such delegation of authority or to allow such delegation to expire. No person may engage in an investment transaction except as provided under the terms of this policy.

**VII. ETHICS AND CONFLICT OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program, or impairs their ability to make impartial investment decisions. The Board of Directors and Director of Finance are required by the Fair Political Practices Commission to complete and file a Form 700 annually.

**VIII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS**

The District shall transact business only with banks, associations, and with broker/dealers licensed by the State of California. The broker/dealers should be primary government dealers regularly reporting to the New York Federal Reserve Bank, or regional dealers that qualify for SEC Rule 15c3-1 (uniform net capital rule).

**IX. AUTHORIZED AND SUITABLE INVESTMENTS**

The District is governed by the Health and Safety Code Section 9066 and Government Code, Sections 53600, 16429.1 and 53684, et seq.

**A. Prohibited Investments:** The District’s Investment Policy specifically **prohibits** the investment of any funds subject to this policy in the following securities:

Derivative securities, as defined in Government Code Section 53601.6, as any security that derives its value from an underlying instrument, index, or formula, are prohibited. The derivative universe includes, but is not limited to, structured and range notes, securities that could result in zero interest accrual if held to maturity, variable rate, floating rate or inverse floating rate investments, and mortgage derived interest or principal only strips.

**B. Permitted Investments:** The District’s Investment Policy further restricts the permitted investments to those listed in the table below.

Reference	Type of Investment	Cal Gov Code % of Funds Permitted	District % Funds Authorized*	Cal Gov Code Maximum Final Maturity
I.1	Bonds issued by the District or agency of the District	100 %	100%	5 Years
I.2	United States Treasury notes, bonds, bills or certificates of indebtedness	100 %	100% 30 % of a single issue	5 Years
I.3	Registered State (CA) warrants or treasury notes or bonds	100 %	100 % 40 % of a single issuer 10% of a single issue	5 years
I.4	Other State of California Local Agency bonds, notes, warrants or other evidence of indebtedness	100 %	100 % 40 % of a single issuer 10% of a single issue	5 years
I.5	Federal Agency or U.S. government sponsored enterprise (GSE) obligations	100 %	100 % 40 % of a single issuer 10% of a single issue	5 years
I.6	Banker’s Acceptances,	40 % 30% of a single issuer	40 % 5% of a single issuer	180 days
I.7	Commercial Paper of “Prime” quality	25% 10% of a single issuer	25% 5% of a single issuer	270 days
I.8	Negotiable Certificates of Deposits	30 %	30 %	5 years

			5% of a single issuer	
I.9	Medium Term Corporate Notes	30 %	30 % 5% of a single issuer	5 years
I.10	Shares of beneficial interest, Mutual Funds	20 % 10% of a single fund	20 % 10 % of a single fund	N / A
I.11	Any mortgage pass through security	20%	20%	5 years
I.12a	State of California Local Agency Investment Fund	100%	100%	N / A
I.12b	El Dorado County Investment Pool	100%	100%	N / A
I.12c	Investment Trust of California (CalTRUST)	100%	100%	N / A

\* All percentage limitations will be valued/calculated at the time of purchase based on the most recently Board approved report of investment balances.

For investments in Bankers Acceptances, Commercial Paper, Negotiable Certificates of Deposit, and Medium Term Corporate Notes, the policy limitation of 5% per single issuer applies to the aggregate amount of funds invested in all category investments to a single issuer, including subsidiary companies.

**C. Investment Descriptions:** The following is a description and respective District Investment Policy limitations to each asset class or security:

I.1 Bonds issued by a District or agency of a District are defined as “including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency.”

I.2 United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

I.3 Registered State (CA) warrants, notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or a department, board, agency, or authority of the state.

I.4 Other State of California Local Agency bonds, notes, warrants or other evidence of indebtedness of any local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned,

controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

I.5 Federal Agency or U.S. government sponsored enterprise (GSE) obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

I.6 Banker's Acceptances (BA) otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. The District's Investment Policy restricts purchases to a maximum of 180 days to maturity, 40% of the book value of the portfolio funds and 5% of the book value of the portfolio funds in a single issuer.

I.7 Commercial Paper (CP) of "Prime" quality is defined as having the highest ranking or the highest letter and number rating as provided for by a nationally recognized statistical-rating organization (NRSRO). The issuer must meet the following:

1. Is organized and operating in the United States as a general corporation, has total assets in excess of five hundred million dollars (\$500,000,000), has debt other than commercial paper, if any, that is rated "A" or higher by a NRSRO;
2. Is organized within the United States as a special purpose corporation, trust, or limited liability company, has programmable credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond, has commercial paper rated "A-1" or higher, or the equivalent, by a NRSRO.

The District's Investment Policy restricts purchases to a maximum maturity of 270 days, 25% of the book value of portfolio funds and 5% of the book value of the portfolio funds to a single issuer.

I.8 Negotiable Certificates of Deposits (NCD) are defined as issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a state licensed branch of a foreign bank. The District's Investment Policy restricts purchases to a maximum maturity of twenty years, 30% of the book value of the portfolio funds and 5% of the book value of the portfolio funds to a single issuer.

I.9 Medium Term Corporate Notes (MTN), defined as all corporate and depository institution debt securities with a maximum remaining maturity of ten years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this category shall be rated "A" or better by: Moody's, Standard & Poor's or Fitch,

and shall not include other instruments authorized in Section 11.6 of the Policy (i.e. "Federal Agency" Medium Term Notes are classified as "Federal Agencies"). Purchases in this category shall not exceed ten years to maturity or 30% of the book value of the Portfolio. Purchases in a single issuer in this category shall not exceed 5% of the book value of the Portfolio.

I.10 Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Committee under the Investment Company Act of 1940. The company shall have met either of the following criteria:

1. Attained the highest ranking or the highest letter and numerical rating provided by not less than two of the following: Moody's, Standard & Poor's or Fitch.
1. Retained an investment adviser registered or exempt from registration with the Securities and Exchange Committee with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

The purchase price of shares of beneficial interest, (mutual funds) purchased pursuant to this subdivision shall not include any Committee that these companies may charge.

Investments in this category shall be restricted to money market mutual funds that seek to maintain a Net Asset Value of \$1. Money market mutual funds provide daily liquidity; therefore, there is no final stated maturity for this investment category. Investments in mutual funds shall be restricted to Funds that have the highest ranking or the highest letter and numerical rating provided by not less than two of the following nationally recognized statistical rating organizations: Moody's, Standard & Poor's or Fitch. Purchases in this category shall not exceed 20% of the book value of the Portfolio. Purchases in a single mutual fund shall not exceed 10% of the book value of the Portfolio.

I.11 Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five year's maturity. Securities eligible for this investment shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized rating service. Purchase of securities may not exceed 20 percent of the agency's surplus money that may be invested.

I.12 State & Local Pools include the Local Agency Investment Fund, the El Dorado County Investment Pool and the Investment Trust of California (CalTRUST) Pool. The District may invest in the Local Agency Investment Fund (LAIF) established by the State Treasurer under Government Code Section 16429.1 for the benefit of local agencies. The District may also invest in the El



Dorado County Investment Pool as permitted under the Government Code Section 53684 and in the CalTRUST Pools as permitted under Government Code Section 53601.

Local Agency Investment Fund (LAIF)

Government Code Section 16429.1 further provides for investment in the Local Agency Investment Fund. The District may invest in the Local Agency Investment Fund administered and managed by the State of California, as stated and defined in § 16429.1. LAIF provides daily liquidity; therefore, there is no final stated maturity for this investment category.

- (a) Any monies deposited in the State Treasury for investment pursuant to this section are not subject to impoundment or seizure by any state official or agency while the funds are so deposited.

El Dorado County Treasury

Government Code Section 53684 allows local agencies to deposit excess funds into the El Dorado County Treasury for purposes of investment by the El Dorado County Treasurer. See Government Code Section 53684 Alternative Procedure for investment of excess funds.

- (a) Unless otherwise provided by law, if the Treasurer of any local agency, or other official responsible for the funds of the local agency, determines that the local agency has excess funds which are not required for immediate use, the Treasurer or other official responsible for the funds of the local agency, determines that the local agency has excess funds which are not required for immediate use, the Treasurer or other official may upon the adoption of a resolution by the legislative or governing body of the local agency authorizing the investment of funds pursuant to this section and with the consent of the County Treasurer, deposit the excess funds in the county treasury for the purpose of investment by the county treasurer pursuant to Government Code Sections 53601 or 53635.
- (b) The County Treasurer shall, quarterly, apportion any interest or other increment derived for the investment of funds pursuant to this section in an amount proportionate to the average daily balance of the amounts deposited by the local agency and district.
- (c) In conjunction with the monthly report required to be prepared pursuant to subdivision (b) of Government Code Section 53646, the County Treasurer shall provide the information described in that subdivision to the Treasurer or other official responsible for the funds of any local agency which has funds on deposit in the county treasury and that information shall, except as otherwise provided in paragraph (4) of subdivision (b) of Government Code Section be included by the

Treasurer or other official in a monthly report to the legislative or governing body of the local agency.

- (d) The Treasurer or other official responsible for the funds of the local agency may withdraw the funds of the local agency at any time but shall give the county treasurer 30 days written notice of his or her intent to withdraw the funds.
- (e) Any monies deposited in the County Treasury for investment pursuant to this section are not subject to impoundment or seizure by any county official or agency while the funds are so deposited.
- (f) This section is not operative in any county until the board of supervisors of the county, by majority vote, adopts a resolution making this action operative in the county.
- (g) It is the intent of the Legislature in enacting this section to provide an alternative procedure to Government Code Section 51301 for local agencies to deposit money in the County Treasury for investment purposes. Nothing in this section shall, therefore, be construed as a limitation on the authority of a county and an agency to contract for the County Treasurer to perform treasury functions for an agency pursuant to Government Code Section 51301.

The District may invest in the El Dorado County Investment Pool administered and managed by the El Dorado County Treasurer in accordance with the provisions of Government Code Section 53684.

#### **D. INVESTMENT POOLS/MUTUAL FUNDS**

A thorough investigation of the pool/funds is required prior to investing, and on a continual basis. Information should be obtained from the pool/fund regarding each of the following operational areas:

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how interest is distributed, and how gains and losses are treated.
- A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced and the program is audited.
- A description of who may invest in the program, how often, and the permissible size of deposit and withdrawal.
- A schedule for receiving statements and portfolio listings.
- Whether reserves, retained earnings, etc. are utilized by the pool/fund.
- A fee schedule, and when and how it is assessed.
- Whether the pool/fund is eligible for bond proceeds and/or whether it will accept such proceeds.

#### **E. COLLATERALIZATION**

Collateral is required for investments in certificates of deposit, repurchase agreements and reverse repurchase agreements. In order to reduce market risk, the collateral level will be at least 102% of market value of principal and accrued interest. The only securities acceptable as collateral shall be direct obligations which are fully guaranteed as to principal and interest by the United States Government or any agency or government sponsored enterprise of the United States.

**F. SAFEKEEPING AND CUSTODY**

All security transactions entered into by the District shall be conducted on a delivery-versus payment (DVP) basis. Securities will be held by a third party custodian designated by the Director of Finance and evidenced by safekeeping receipts.

**G. DIVERSIFICATION**

The District will diversify its investments by security type, issuer and maturity in order to reduce the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. With the exception of U.S. Treasury Securities and authorized pools (LAIF), the District's portfolio will be diversified by type and issuer. The District shall diversify its investments by investing funds among a variety of securities offering independent returns and financial institutions.

**H. MAXIMUM MATURITY**

Pursuant to Government Code Section 53601 where the Government Code does not specify a limitation on the maturity term of a security, the Director of Finance is authorized, as part of the District's investment program set forth herein, to invest in individual instruments in the portfolio to a maximum maturity of ten (10) years. The maximum weighted average maturity of the portfolio shall not exceed five (5) years.

**I. INTERNAL CONTROL**

The Director of Finance shall establish a system of internal controls, which shall be documented in writing. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the District. Controls deemed most important include; control of collusion, separation of duties, separating transaction authority from accounting and recordkeeping, custodial safekeeping, clear delegation of authority, specific limitations regarding securities losses and remedial action, written confirmation of telephone transactions, minimizing the number of authorized investment officials, documentation of transactions and strategies, and ethical standards.

**J. PERFORMANCE STANDARDS**

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

Investment performance is continually monitored and evaluated by the Director of Finance. Investment performance statistics and activity reports are generated quarterly for presentation to the Board of Directors.

The performance of the investment portfolio shall be measured against a market-average rate of return of the U.S. Constant Maturity Treasury (CMT) which is the closest to the weighted average maturity of the District's portfolio and to the earnings on the LAIF Pooled Investment Fund.

#### **K. REPORTING**

In accordance with CA Government Code Section 53646, the Director of Finance shall issue a quarterly report within 30 days following the end of the quarter to the Board of Directors, showing the type of investment, issuer and/or institution, date of maturity, amount of investment, current market value for all securities, rate of interest, and other relevant data that may be required. The quarterly report shall state compliance of the investment portfolio with the Investment Policy and shall include a statement denoting the ability of the District to meet its expenditure requirements for the next six months.

Additionally, in accordance with California Government Code Section 53607, the Director of Finance shall provide a monthly report to the Board of Directors detailing all transactions occurring over the immediately preceding month. If all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions.

**ADDENDUM 5**  
**(Adopted March 15, 2018)**  
**TICKET POLICY**

I. Purpose

The purpose of this policy is to define the acceptance, distribution, use and reporting of tickets received by the District and distributed to employees and/or officials. Tickets distributed as provided in this policy will not result in a gift to the official or employee receiving the tickets.

II. Definitions

1. District – El Dorado Hills County Water District (Fire Department)
2. Official – a person designated as a District official as per the District’s current adopted conflict of interest code.
3. Ticket – anything, including passes, providing access, entry, or admission to a specific event or function for which similar tickets are sold to the public to view, listen to, or otherwise take advantage of the attraction or activity for which the ticket is sold. A ticket includes any benefits that the ticket provides.
4. Ticket Administrator – the person designated by the Fire Chief to distribute and control tickets given to the District for distribution.

III. Public Purpose

Tickets may only be distributed to a District official or employee for one or more of the following public purposes:

1. To promote the District and/or public service;
2. To promote District sponsored programs, facilities or events;
3. To support general employee morale or retention;
4. To reward public service.

IV. Distribution

Tickets received by the District shall go to the Ticket Administrator designated by the Fire Chief for distribution. The Ticket Administrator will manage the distribution of the tickets as appropriate based on the public purpose of the tickets. Tickets may be distributed on a lottery basis if a limited quantity is available.

V. Reporting

Within 45 days of ticket distribution, the ticket administrator shall report the distribution on the Fair Political Practices Commission’s Forms 801 and 802, if required. The District will post all completed Form 801 and 802’s on the Department website.

**ADDENDUM 6**  
**(Adopted August 16, 2018)**  
**CAPITAL ASSET POLICY**

I. Purpose

The purpose of this policy is to define the process for acquisition, valuation and disposal of capital assets for the El Dorado Hills County Water District (“the District”). Proper accounting for capital assets in accordance with the requirements of the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP) ensures the District can prepare accurate financial reports and appropriately safeguard its assets.

II. Definitions

1. District – El Dorado Hills County Water District (Fire Department)
2. Capital Assets – Capital assets include all tangible and intangible assets acquired, fabricated or constructed for use in the District’s operations and have a useful life longer than one year. The District classifies its capital assets into the following categories for reporting purposes:
  - a. Land & Easements
  - b. Buildings/Improvements
  - c. Construction in Progress
  - d. Office/IT Equipment
  - e. Fire Equipment
  - f. Apparatus/Vehicles
  - g. Furniture/Fixtures/Tools
  - h. Radio Communications Equipment
3. Depreciation – Allocation of the cost of a capital asset over its useful life using an acceptable basis.
4. Useful Life – Period of time a capital asset will be of value and use to the District.
5. Salvage Value – Remaining value of a capital asset at the end of its useful life.
6. Historical Cost – Value placed on an asset at the time of acquisition, including ancillary costs required to place an asset in service, such as shipping and installation costs.
7. Acquisition Date – The date the District took ownership of the capital asset.
8. Net Book Value – The original cost of an asset minus any accumulated depreciation.
9. Capitalization Threshold – Required minimum value of an asset as defined by the District to qualify it as a capital asset or expense for accounting purposes.

III. Overview

Capital assets are recorded at historical cost, or if cost is not determinable, at estimated fair market value at the acquisition or in-service date. Although capital assets are broadly defined as having a useful life of greater than one year, the District's policy is to capitalize only assets with a useful life of 3 years or greater. In addition, the District defines the minimum capitalization threshold by category as follows:

Capital Asset Category	Capitalization Threshold
Land & Easements	\$0
Buildings/Improvements	\$50,000
Fire Equipment (SCBA's)	\$1,000
Fire Equipment (Other)	\$3,000
Hose (LDH)	\$3,000
Office Equipment	\$3,000
Radio Communications Equipment	\$3,000
Apparatus/Vehicles	\$3,000
Furniture/Fixtures/Tools	\$3,000

Assets purchased with an individual unit cost below the dollar threshold defined above or with a useful life of less than 3 years will be expensed in the period acquired.

#### IV. Depreciation

The District's policy is to depreciate its capital assets using the straight-line method of depreciation. The straight-line method expenses an asset evenly over its estimated useful life. The formula used to calculate depreciation expense is as follows:

$$(\text{Cost} - \text{Salvage Value}) / \text{Estimated Useful Life in Years} = \text{Annual Depreciation Expense}$$

Capital Asset useful lives are defined as follows:

Capital Asset Category	Estimated Useful Life
Land & Easements	N/A
Buildings/Improvements	39.5 years
Fire Equipment (SCBA's)	8-15 years
Fire Equipment (Other)	5-15 years
Hose (LDH)	15-20 years
Office Equipment	3-7 years
Radio Communications Equipment	5 years
Fire Apparatus	15 years
Vehicles	5-7 years
Furniture/Fixtures/Tools	3-7 years

Any useful life determinations that vary from the table above must be approved by the Fire Chief.

V. Tracking and Inventory

Capital assets are recorded and tracked from the date of acquisition to the date of sale or disposal. At the end of each fiscal year, the Finance Department will provide the Deputy Chief of Operations with the most current inventory list of capital assets. The Deputy Chief of Operations will distribute the list as appropriate to various program managers to conduct a physical inventory. Results of the physical inventory must be reviewed and signed off on by the Deputy Chief of Operations and returned to the Finance Department within 10 business days.

VI. Disposals/Sales

Capital Assets that are no longer needed in service by the District are submitted to the Board of Directors for approval to surplus. If approved, the assets are then evaluated for sale or disposal. All sales and disposals shall be approved by the Fire Chief or designee.

Sales are made in the form of public sale or auction. Proceeds from the sale are deposited into the District's General Fund. If the asset was purchased with development impact fees, proceeds from the sale of the asset shall subsequently be transferred back to the Development Fee Fund at the same ratio used for the purchase (i.e. if 75% of the cost of the asset was funded with development fees, 75% of the sale proceeds will be returned to the Development Fee Fund).

Assets determined to be missing during the physical inventory process will be reported to the Fire Chief and written off. Asset write-offs with a remaining net book value shall be submitted to the Board of Directors for approval.



**ADDENDUM 7**  
**(Adopted September 20, 2018)**  
**EMPLOYEE RECOGNITION POLICY**

Purpose

On the following occasions, El Dorado Hills County Water District honors and celebrates the commitment and dedication of employees and board members to public service:

- 1) Employee reaches a milestone service year. For purposes of this policy, the completion of every 5 years of service will be considered a milestone.
- 2) Employee is selected and recognized for a specific award.
- 3) Employee retires from El Dorado Hills County Water District
- 4) Board Member serving at least 4 years of service ends his/her term

Policy

**I. Retiring Employee Recognition**

1. For retiring employees, the Board of Directors authorizes the expenditure of public monies for a celebration of the employee's service and one or more gestures thanking the retiree for his/her years of service as specified in this policy. These gestures can include one or more of the following up to the maximums specified in this policy:
  - a. Framed resolution of appreciation
  - b. Celebratory event
  - c. Flag box
  - d. Plaque
  - e. Gift Card (Non-Safety)

2. Entitlements shall be determined based on years of service as follows:

Years of Service	Recognition	Maximum Total Expenditure
5-14 years	- Resolution of Appreciation - Celebratory Event - Flag box, Plaque, or Professional Gear Photo (Safety) - \$200 Gift Card (Non-Safety)	\$750
15-29 years	- Resolution of Appreciation - Celebratory Event - Flag box, Plaque, or Professional Gear Photo (Safety) - \$350 Gift Card (Non-Safety)	\$1,000

30 years or more or Fire Chief	<ul style="list-style-type: none"> <li>- Resolution of Appreciation</li> <li>- Celebratory Event</li> <li>- Flag box, Plaque, or Professional Gear Photo (Safety)</li> <li>- \$500 Gift Card (Non-Safety)</li> </ul>	\$1,250
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3. Retirement events, particularly those honoring top level employees, are intended as community celebrations and should therefore be held in an appropriate public venue whenever possible.

**II. Active Employee Years of Service Recognition**

1. For active employees reaching a service milestone, the Board of Directors authorizes the expenditure of public monies for a token of recognition as per the table below:

Years of Service	Recognition	Maximum Total Expenditure
5 years	<ul style="list-style-type: none"> <li>- Years of Service Pin</li> <li>- Certificate</li> </ul>	\$20
10 years	<ul style="list-style-type: none"> <li>- Years of Service Pin</li> <li>- Certificate</li> <li>- Plaque</li> </ul>	\$120
15 years	<ul style="list-style-type: none"> <li>- Years of Service Pin</li> <li>- Certificate</li> <li>- \$100 Gift Card to local establishment</li> </ul>	\$170
20 years	<ul style="list-style-type: none"> <li>- Years of Service Pin</li> <li>- Certificate</li> <li>- \$200 Gift Card to local establishment</li> <li>- Mounted helmet shield with an eagle on top (Safety)</li> </ul>	\$270
25 years	<ul style="list-style-type: none"> <li>- Years of Service Pin</li> <li>- Certificate</li> <li>- \$250 Gift Card to local establishment</li> <li>- Playpipe Award (Safety)</li> </ul>	\$340
30 years	<ul style="list-style-type: none"> <li>- Years of Service Pin</li> <li>- Certificate</li> <li>- \$350 Gift Card to local establishment</li> <li>- Maltese Axe Award (Safety)</li> </ul>	\$400

**III. Employee Award Recognition**

1. To recognize and honor employees for exceptional or meritorious conduct and to honor members of our community who have made a significant

contribution to the Fire Department in the furtherance of public safety, the Board of Directors authorizes the expenditure of public monies for a token of recognition as per the table below:

Award	Recognition	Maximum Total Expenditure
Medal of Valor or Peter L. Bertelsen Medal	Gold Medal Ribbon	\$50
Fire Cross, Life Saving Award or Enduring Service Medal	Silver Medal Ribbon	\$50
Unit Citation Meritorious or Meritorious-Emergency	Plaque and Certificate	\$50
Moni Gilmore Memorial, Distinguished Service-Fire or EMS, Citizen Service Award, Firefighter of the Year, Employee of the Year, Volunteer of the Year, Customer Service of the Year Award or Service to Fellow Members	Plaque	\$125

#### IV. Board Members

1. For board members retiring from their term with 4 or more years of service, the Board of Directors authorizes the expenditure of public monies for a framed resolution of appreciation and a plaque. The total expenditure for this recognition is not to exceed \$150.

El Dorado Hill County Water District will not make a donation under this policy that is inconsistent with federal or state law.

#### Policy Review

This policy will be reviewed at least every two years. Further, it will be used in the El Dorado Hills County Water District's annual budgeting process.