RESOLUTION 2026-27

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAUMONT - CHERRY VALLEY WATER DISTRICT AMENDING THE DISTRICT'S POLICIES AND PROCEDURES MANUAL PART II – APPLICABLE TO BOARD OF DIRECTORS AND DISTRICT STAFF: POLICIES 4025 BOARD MEETINGS AND 4065 REMUNERATION

WHEREAS, on March 18, 2009 the Board of Directors of the Beaumont-Cherry Valley Water District adopted Resolution 2009-05, establishing a Policy and Procedures Manual applicable to Board of Directors and District staff; and

WHEREAS, the Board of Directors desires to maintain a strong commitment to its responsibilities as a Board and as individual Board members, serving the best interests of the community and providing essential services while representing the people who elected its members; and

WHEREAS, the Board of Directors has reviewed and considered the said revisions and amendments to the BCVWD Policies and Procedures Manual Part II attached as Exhibit A and Exhibit B, and finds the revised polices relevant and acceptable, and deems said policies to be in the best interest of the District,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Beaumont-Cherry Valley Water District that the BCVWD Policies and Procedures Manual Part II is amended to include the attached exhibits as indicated below, superseding prior Resolutions:

Exhibit	Revised Policy:
A	4025 Board Meetings
B	4065 Remuneration

ADOPTED this 22ND day of OCTOBER, 2026, by the following vote:

AYES: COVINGTON, HOFFMAN, SLAWSON, WILLIAMS
NOES:
ABSTAIN:
ABSENT: RAMIREZ

ATTEST:

Director Lona Williams, President of the Board of Directors of the Beaumont-Cherry Valley Water District

Director David Hoffman, Secretary to the Board of Directors of the Beaumont-Cherry Valley Water District

Attachments: Exhibits A and B

EXHIBIT A

POLICY TITLE: BOARD MEETINGS
POLICY NUMBER: 4025

4025.1 **Regular Meetings.** Regular meetings of the Board of Directors shall be held on the second Wednesday and fourth Thursday of each calendar month at 6:00 p.m. in the meeting room located at 560 Magnolia Avenue, Beaumont, California, 92223-2258. Any changes to the established regular meeting dates shall be subject to the requirements of Water Code Section 21378.

A. Annual Meeting Schedule. At the annual organizational meeting in December, the Board shall adopt by formal action a calendar of regular meetings, including alternative meeting dates due to holidays or as the Board may determine due to a change in District needs and circumstances.

B. Changes to Regular Meeting Dates. The Board may, by motion entered into the minutes, change a meeting date and / or time when it is known that a quorum will not be present. Meetings held on alternative dates established through this procedure shall retain their status as regular meetings. Notice and agendas shall be posted in accordance with the requirements applicable to regular meetings under the Ralph M. Brown Act.

C. **Cancellation of Regular Meetings.** A scheduled regular meeting may be canceled when District business or other circumstances warrant.

4025.2 **Special Meetings and Workshops.** Special Meetings and Workshops of the Board of Directors may be called by the Board President or by a majority vote of the Board as District business requires and in accordance with applicable laws and regulations.

A. Call and Notice. The call and notice of a special meeting shall specify the time and place of the meeting and the business to be transacted or discussed. The written call and notice shall include the agenda identifying the proposed business

B. Distribution and Posting. The agenda shall be prepared and posted in compliance with open meeting laws, including the Brown Act. The agenda shall be made available to the public and delivered to the Board at least 24 hours prior to the scheduled meeting.

4025.3 **Emergency Meetings**. In the event of an emergency situation involving matters upon which prompt action is necessary due to actual or threatened disruption of public facilities, the Board of Directors may hold an emergency meeting in compliance with the criteria set forth by the Brown Act.

A. Actions taken during an emergency meeting shall be by roll call vote
B. The Board may convene in Closed Session if agreed to by a 2/3 vote of the members present, or if less than 2/3, present, by unanimous vote, if related to the following matters:
    i. Threats to public services or facilities
    ii. Personnel matters if an emergency affects public employees
    iii. Public security threats in consultation with law enforcement or security experts

C. Following an emergency meeting, the minutes of the meeting, a list of persons notified or attempted to be notified of the meeting, and actions taken must be posted as soon as possible for ten (10) days in a public place.

4025.4 **Adjourned Meetings.** A majority vote of the quorum of the Board of Directors may adjourn any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no quorum is present or no Directors are present at any regular or adjourned regular meeting, the Board President or the General Manager or his/her designee may declare the meeting adjourned to a stated time and place. Notice of the adjournment shall be posted on or near the door of the meeting within 24 hours after the adjournment and the adjourned meeting shall be noticed in the same manner as a special meeting.

4025.5 **Annual Organizational Meeting.** The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will affirm the rotation of officers for the offices of president, vice president, secretary, and treasurer.

A. Rotation of Officers.
    i. The offices of president, vice president, secretary, and treasurer will rotate annually with the vice president succeeding the president, the secretary succeeding the vice president, and the treasurer succeeding the secretary.
    ii. The Board member serving as president before the annual organizational meeting shall rotate out of that position and into the fifth position in the rotation among Board members.
    iii. The Board member serving as vice present before the annual meeting shall be appointed to the office of president.
    iv. Any Board member who takes office as a new member of the Board, as opposed to taking office upon reelection, shall take the fifth position in the rotation among the Board members as of the annual organizational meeting. At the time of such an event, the other Board members shall then be rotated to one higher position in the rotation.
B. At each Annual Organizational Meeting, all newly elected or newly appointed Board members will be added to the rotation list above the outgoing president and below all reelected.
C. In the event that two or more Board members are elected in the same election, the newly elected Board members will be placed in the rotation list in the order of the highest number of votes received to the lowest number of votes received.
D. In the event that two or more Board members are appointed at the same time, the newly appointed Board members will be placed on the rotation list in the order determined by the outgoing Board president.
E. If a Board member declines the automatic nomination for the next office in the rotation, a vote may be held to fill the office, or the rotation may move forward to fill the position with the declining Board member returning to the fifth position in the rotation sequence
F. In the event the president, vice president, secretary, or treasurer does not complete their term in such office, the Board member next in line on the rotation list to assume that office will serve for the balance of the vacant term and the following term unless such officer desires to return to the end of the rotation list at the next Annual Organizational Meeting.

G. At any time prior to the appointment of officers during the Annual Organizational Meeting, the Board may determine by majority vote on a motion to waive or otherwise suspend the implementation of this section. In that event, an election for president, vice president, secretary, and treasurer will be held. Any such motion may also address what impact, if any, the suspension of the rotation procedure will have on the position of Board members in the rotation for future elections/appointments.

4025.6 **Recording Secretary**. A staff member recommended by the General Manager, or his/her designee, shall be appointed by the Board as the Board's Recording Secretary.

4025.7 **Agenda Order.** The President of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

4025.8 **Public Involvement.** The President and the General Manager, or his/her designee, 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.

EXHIBIT B

POLICY TITLE: **REMUNERATION/DIRECTOR PER DIEM FEES**
POLICY NUMBER: **4065**

4065.1 Remuneration. Members of the Board of Directors shall be eligible to receive compensation ("per diem") for each day of service rendered as an officer of the Board. The per diem amount shall be established by the Board and be consistent with applicable State law.

4065.2 Limit. Per diem compensation is limited to no more than 10 days of service per calendar month, as established by Water Code Section §20202.

4065.3 Attendance. For purposes of this section, attendance includes:

A. Physical presence at the majority (75% or greater) of a meeting, event, conference or occurrence listed in section 4065.4 below, unless presence for a lesser period is authorized by the Board President, or, for a committee meeting, by the committee chair;
B. Participation by teleconference at the majority (75% or greater) of a meeting pursuant to California Government Code §54953;
C. Participation in an approved home study or online Ethics course to meet the requirements of Government Code §§53234-53235.5
D. Participation in required Sexual Harassment Prevention Training to meet the requirements of California Government Code §12950.1
E. Participation in required Fiscal and Financial Training to meet the requirements of California Government Code §53238

4065.4 Eligibility. Matters of District business eligible for per diem shall include, but not be limited to:

A. **General Director Preapproved Activities/Events.** The following activities/events are preapproved for all Board members:
    1. **Board and Committee Meetings.** All regular and special board meetings and committee meetings for appointed members, as defined in Government Code §54952.2.
    2. Activities as enumerated in the BCVWD Pre-Approved Events and Director Appointments list as approved by the Board of Directors at the annual reorganization meeting in December, or as otherwise approved mid-year by the Board of Directors.
        i. Designated representatives are eligible for per diem compensation
        ii. Designated alternates are eligible for per diem in the absence of the primary representative
        iii. Board members, other than those assigned according to the Pre-Approved Events and Director Appointments list, who wish to attend must have approval by the Board or be designated by the President to attend and receive per diem compensation and/or expense reimbursement.
    3. **Training Seminars.**
        i. State mandated ethics training - the entire two-hour course counts as ONE day of

service, even if the coursework is completed over more than one 24-hour period.

ii. State mandated sexual harassment training - the entire course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.

iii. State mandated fiscal and financial training - the entire course counts as ONE day of service, even if the coursework is completed over more than one 24-hour period.

B. **New Board Member Orientation.** New Board members may receive 1 per diem and expense reimbursement for an orientation program that meets the following criteria:

1. Is part of a planned orientation schedule.
2. The orientation meeting is at least two (2) hours in duration.
3. The per diems for this purpose must be claimed during the first 2 months of service on the Board.
4. New Board members may also attend a formal harassment awareness training seminar for District employees.

C. **Other Activities/Events, Authorization.** Board members may seek authorization to attend other functions that constitute the performance of official duties. Directors desiring to attend other events should obtain pre-approval from the Board in order to receive a per diem and expense reimbursement.

4065.5 Requests. In the event that circumstances prevent the per diem request from being considered in the manner described herein, a Board member may submit a request to the Board for a per diem for having attended a meeting or conference with the understanding that the Board may not approve the request.

4065.6 Non-authorized Activities/Events. The following activities/events are not eligible for per diem or expense claims:

A. Retirement receptions for Beaumont-Cherry Valley Water District employees/Board members.
B. Beaumont-Cherry Valley Water District picnics or other social functions.
C. Chamber of Commerce social events, or mixers

4065.7 Travel. Travel days to and from business meetings are compensable as appropriate.

4065.8 Reports. A Board member who requests compensation for attendance at a meeting other than a regular, special, or committee meeting of the Board shall provide a brief report of the meeting to the Board at a regular or special meeting of the Board of Directors following the meeting that was attended. If multiple Board members attended, a joint report may be made.

4065.9 Review. Directors' per diem compensation shall be reviewed by the Board annually in October of each year. Changes in compensation will require Board approval of an ordinance at least 60 days prior to the effective date of the change. Any increase would be effective January 1 of the next calendar year or 60 days following adoption, whichever meets the criteria of Water Code Section 20200 et. seq.