



## **MEMORANDUM**

Date: March 28, 2023

To: Water Utility Board

From: Pat Delmore, Board President

Subject: Water Utility Board Policy Book Update

## **RECOMMENDATION**

Informational Item

## **SUMMARY:**

The attached Water Utility Board Policy book, last revised on April 27, 2021 (Policy Book), reflects the broad policy parameters adopted by the Water Board (Board) for the successful functioning of the Water Utility (Utility.) and lays out the functional delineation between the responsibilities of the Board as a whole and the general manager. Additionally, the Policy Book serves as a framework for the annual evaluation of the general manager by the Board.

The standing operational reports that the staff presents to the Board at its meetings covering the core functional areas of the Utility – Supply, Finance, Engineering, Water Quality and Operations – reflects the overall functioning of the Utility based on the policy parameters set in the Policy Book. In fact, each of the staff reports begins with the enunciation of the appropriate policy frame work laid out in the Policy Book for the related functional area.

The standing staff reports thus reflects the current state of the Utility on an ongoing basis and by extension serves as an important input for the general manager’s evaluation. We will continue to rely on these organizational practices going forward.

## **FISCAL IMPACTS**

None

## **ATTACHMENTS**

1. Water Utility Board Policy Book, Revised April 27, 2021