



# Administrative Code Updates

Dan Howell  
September 5, 2019

# Officers of the Board – Section 2.205

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- Updates Section pertaining to the Board's Appointment of Officers
- Correct May 1, 2019 Update
  - In addition to the Board's ability to appoint either a board member or employee, adds also the option to appoint a qualified member of the public to the position of Treasurer

# Appointment to External Committees – Section 2.215

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- Newly added section as requested by the Board
- Establishes procedures for nominating committee participation to outside industry organizations whereby the District is a member agency
  - i.e. ACWA, WRCOG, Cal Desal, others
- Consider Board Member interest in serving on specific committees
- Establishes an agenda item for consideration
- Provides for the nomination of Board Member(s) or staff to serve

# Position Title Change - Sections 2.520, 3.404, 3.408

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Section Reference	Former Position Title	Updated Position Title
2.520 Filing Disclosure Statements	Director of Finance	Chief Financial Officer
3.404 Portfolio	Director of Finance	Chief Financial Officer
3.408 Administration	Director of Finance	Chief Financial Officer

# General Manager's Authority – Section 3.703 (a)

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- Addresses the annual and routine renewal of software and hardware license, maintenance, and cloud-based subscriptions for existing computer applications
- Budgeted Examples:
  - Oracle Financials
  - Maximo
  - Microsoft
  - Other
- Authorizes the General Manager to approve such renewals to any amount for existing applications

# Professional Services – Section 3.706

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- Specifies the purpose and responsibility for administering the District's prequalification process
- Requires competitive proposals for professional services exceeding \$35,000
  - Unless prequalified and less than \$250,000
- Maintains Board authorization requirement for contracts exceeding \$100,000, annually
- Requires non-competitive recommendations to be approved in accordance with existing administrative procedures

## Termination of Residential Water Services – Section 5.702 (c)

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- Compliance with SB998

### Water service will not be terminated when:

- Any account is less than 60 days delinquent

### And when all of the following conditions are met:

- Discontinuing service will pose a serious threat to the health and safety of a resident; and
- The customer is financially unable to pay within a normal billing cycle:
  - Less than 200% of the federal poverty level
  - Is a current recipient of qualifying assistance programs; and
- Willing to enter into an amortization agreement (12 months)

# Delinquent Tenants – Section 5.703 (a)

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- Existing administrative code provides that the District may refuse service, except to the property owner, in the event of delinquent charges accumulated by a tenant
- This update incorporates the property owners responsibility to satisfy an account if left unpaid by the tenant





# Contact Information

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