

Amador Water Agency

Board - Staff Interaction Policy

Reviewed and Adopted:
04-23-2020

100.00 Purpose of the Policy

The purpose of this policy is to ensure that all elected officials of the Amador Water Agency communicate transparently, efficiently, and effectively with the Agency's management, employees, advisors, and consultants within the appropriate policy direction and chain of command established by applicable laws and the Board.

200.00 Policy

- A. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly-convened Board and Board committee meetings. Except as provided in this policy or except as approved by the Board, individual Directors shall not act independently to direct the General Manager or staff in the performance of their duties. All Directors will deal with matters within the authority of the General Manager through the General Manager, and not through other Agency employees.
- B. Directors may not make requests directly to Agency employees to undertake analyses, perform other work assignments, or change the priority of work assignments. Any such request must be made to the General Manager. The General Manager will designate from time to time an Agency employee who is authorized to receive and process requests from Directors for factual information or documents regarding Agency operations to assist Directors in their work on behalf of the Agency. Directors are encouraged to reasonably limit the number of such requests in order to ensure the efficient operation of the Agency's business. Nothing in this policy is intended to limit a Director's access to information related to the Agency's business or to prevent any Director from asking questions or making information requests to the Agency's General Manager or staff during a public meeting of the Board.
- C. All requests for legal advice or opinions to the Agency's legal counsel or any special counsel employed by the Board, or requests for or direction on any work assignment to the Agency's auditor or a consultant will be made only by the Board collectively in an open or closed session of a public meeting, or outside of a meeting consistent with Board-approved policy and direction by the General

Manager at the President's or a Committee Chair's request. If a Director wishes to request advice or an opinion from Agency counsel, the auditor or a consultant, the Director will submit his or her request to the Board President or General Manager and, if the request is approved, the Board President or General Manager will submit the request to the appropriate counsel, auditor or consultant. The counsel, auditor or consultant who receives the request will communicate all advice, opinions or questions related to the request through the Board Chair or General Manager, as appropriate.

- D. Under no circumstance will any Director request or require that an Agency employee, attorney, auditor, or consultant perform services for the personal convenience or profit of a Director, employee or outside party or, if involving Agency business, that are contrary to an existing decision or direction of the Board.

300.00 Policy Review

This Policy shall be reviewed at least every two years.