

Yolo Subbasin Groundwater Agency
Policies & Procedures

GENERAL – Section 1000

POLICY TITLE: Officers

POLICY NUMBER: 1100

(Adopted November 18, 2024)

1100.1 **General.** Any officer, agent, or employee of the Yolo Subbasin Groundwater Agency (“Agency”) may also be an officer, agent, or employee of any member of the Agency. The election or appointment by the Agency of such a person shall evidence that the two positions are compatible.

1100.2 **Officers.** The officers of the Agency shall consist of a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer. Officers may delegate certain duties and responsibilities to staff in accordance with the Agreement, these Bylaws, and/or Board resolutions, and in compliance with all applicable laws.

1100.3 **Elections.** The Board of Directors shall, in January and every two years thereafter, elect the officers to serve at the pleasure of the Board. Each elected officer shall assume office at the January Board meeting and hold office for two years, or until his or her successor is elected. The offices of Chairperson and Vice Chairperson shall be held by Directors of the Agency and the positions should consist of one rural and one urban member; the offices of Secretary and Treasurer may be filled by a Director or any other person.

1100.4 **Chairperson.** The duties of the Chairperson shall be to preside at all meetings of the Board, to sign all contracts as authorized by the Board, and to perform such other duties as from time to time may be required by the Board or prescribed by the Agreement or these Bylaws.

1100.5 **Vice Chairperson.** The Vice Chairperson shall fulfill all of the duties of the chairperson in his or her absence.

1100.6 **Secretary.** The Executive Officer of the Agency shall serve as the Secretary of the Board. The Executive Officer shall provide the general management, direction and development of the Agency operations and procedures on a daily basis with responsibility for all facilities, employees, staff, consultants, and equipment, and for their respective uses. The Executive Officer shall report directly to the Board of Directors. The Executive Officer shall have the authority to:

- (a) Prepare and submit recommendations as to the necessary expenditure levels for the operations of the Agency and for the delivery of services;

- (b) Provide technical expertise to the Board in planning and design and construction of any Facilities and Works;
- (c) Expend funds as directed and approved by the Board approved budget;
- (d) Expend funds and enter into all contracts for labor, whenever required, as prescribed by the Board;
- (e) Prepare periodic reports to state, county and local agencies and to the Agency as required or requested by law or the Board;
- (f) Attend meetings of the Board of Directors;
- (g) Establish, coordinate, and supervise all other actions and duties as designated by the Board.

1100.7 Executive Committee. The Chair and Vice Chair shall nominate, and the Board shall designate, the Executive Committee members comprised of the Chairperson, Vice Chairperson, one rural member, one urban member, and an at-large member. The Executive Committee members shall serve on the committee for two years, or until his or her successor is elected.