

Policy – Parks and Recreation Community Advisory Committee

Policy

To establish policy for the operation and administration of the Parks and Recreation Community Advisory Committee (CAC) established by the Board of Directors of the Ramona Municipal Water District (District) to provide the CAC with clear and concise operating guidelines to perform their duties.

Procedure

I. Background:

The Community Advisory Committee was established by a vote of the Board of Directors on April 11, 2023 and amended on August 12, 2025 for the purpose of providing community involvement and input in advising the Board on its Park and Recreation function.

II. Composition and Selection:

A. The CAC will consist of seven (7) at large members and two (2) parks user members (one athletic and one non-athletic). Terms for the initial Members will be staggered between approximately two (2) and four (4) years for the initial cycle, determined by lot or other game of chance during the first meeting in which Members are formally appointed by the District's Board. All terms thereafter will be four (4) years. Members shall not be subject to term limits. Terms for Members for the initial cycle designated as having approximately two (2) year terms, shall end on June 30, 2025 and terms for Members designated as having four (4) year terms shall end on June 30, 2027.

B. Members will be selected as follows:

- a. The District will open a call for interest forms for submittal by interested Members for the at large Member representatives. The District will provide a notice to the following organizations that a position is open for recruitment:
 - Ramona Community Planning Group
 - Ramona Chamber of Commerce
 - Ramona Kiwanis
 - Ramona Trails Association
 - All regular park users (Ramona Rodeo Foundation, Ramona Junior Fair, Ramona Senior Center, recreational and travel youth and adult sports organizations, etc.)
 - Any other community organization or individual who wishes to be notified of a potential opening

Parties wishing to be added to the notification list can send an email with their contact info to park@rmwd.org.

- b. Interest forms will be reviewed by two Board members selected by the full board (such as via a Parks and Recreation ad hoc committee) to review the interest forms and decide on a slate of Members for the current openings.
- c. The proposed Members will be voted on at a regular District Board meeting.
- d. If there is a vacancy before the end of a Member's terms, proposed members shall be suggested, reviewed and approved in the same manner as item a through c above.

III. Orientation/Training/Establishment of Meeting Date and Times/Conduct for Meetings:

- A. District staff will provide a biennial briefing/ orientation to Members on the mission of the District's Parks and Recreation functions and the District's proposed budget and goals for the applicable fiscal year. This biennial briefing/ orientation shall be held in conjunction with the first CAC meeting following new appointments by the District's Board in odd numbered years. In the event of an appointment of a Member to fill a mid-term vacancy, District staff shall schedule a briefing/ orientation with the newly appointed Member.
- B. Following the briefing/ orientation meeting, the CAC will convene and determine: 1) a proposed workplan for the CAC and 2) a proposed schedule for meeting dates and times (with meetings to be held no less than quarterly), for presentation to the District's Board after the second CAC meeting of each odd numbered year, for the Board's approval. Management will inform the Board of any staffing or budgetary impacts associated with the CAC proposed workplan or meeting dates and times.
- C. The CAC will meet on its established meeting dates, as approved by the Board. Meetings will comply with the Ralph M. Brown Act and will be held at the Ramona Community Center or other Board-approved location. The CAC shall meet no less than quarterly and only conduct business when a full quorum consisting of more than 50% (five (5) or more members) of the Members are present. The business of the CAC will be conducted in accordance with Roberts Rules of Order and actions of the CAC require the affirmative vote of at least five (5) members of the CAC regardless of the number of CAC members present. Anything less than five (5) voting in favor of particular motion represents a failed motion. Minutes of the CAC will be taken that reflect the agenda items discussed and actions taken at each meeting.
- D. CAC Members may attend District Committee and Board meetings and provide individual or organized public comment regarding CAC approved recommendations on Parks and Recreation related items or issues to be considered by the Board. When representing the CAC, the Member public comment must reflect the official position of the CAC as determined by an official action garnering the requisite number of affirmative votes as specified in Section III.C. above. In all cases where applicable, District staff will convey information on official CAC recommendations to the applicable District Committee and/or the Board prior to or as part of the District's Board's consideration of the items or issues under consideration. The CAC should deliver CAC approved

recommendations to District staff in time to reasonably be added to reports provided to the Board. District staff should notify the CAC, in all instances where practicable given operational constraints, as to applicable deadlines for receipt of official CAC recommendations, to enable compliance with scheduling legal requirements.

- E. The District Board President or his/her designee and CAC Chair will meet quarterly. The CAC Chair or District staff on behalf of the CAC Chair will make a quarterly presentation to the full-Board.
- F. The District Board and CAC may host a joint meeting in June of every calendar year, or at some other time determined by the Board.
- G. Each CAC Member shall receive harassment prevention training (including anti-bullying training) and California Local Agency Ethics training within the required timelines as required by law. The District has these courses available online or training certificates can be provided from training completed by Members from outside sources. The District may offer the content courses as part of a regular or special CAC meeting in order to ensure that all Members have completed the required courses.
- H. The District's CAC liaison shall provide Members information on the training available to meet these requirements in writing before assuming the appointment and every two (2) years thereafter. All Members shall provide the training certificate, which providers of training courses are required to provide to participants, to the District's CAC liaison indicating the dates upon which they attended training sessions to satisfy these requirements. Said certificate shall also include the entity which provided the training. The CAC District's CAC liaison shall maintain the records indicating the dates that each of the Members satisfied their requirements and the entity which provided the training. These records shall be maintained for at least five (5) years after the training and are subject to disclosure under the Public Records Act.

IV. CAC Staffing/Support

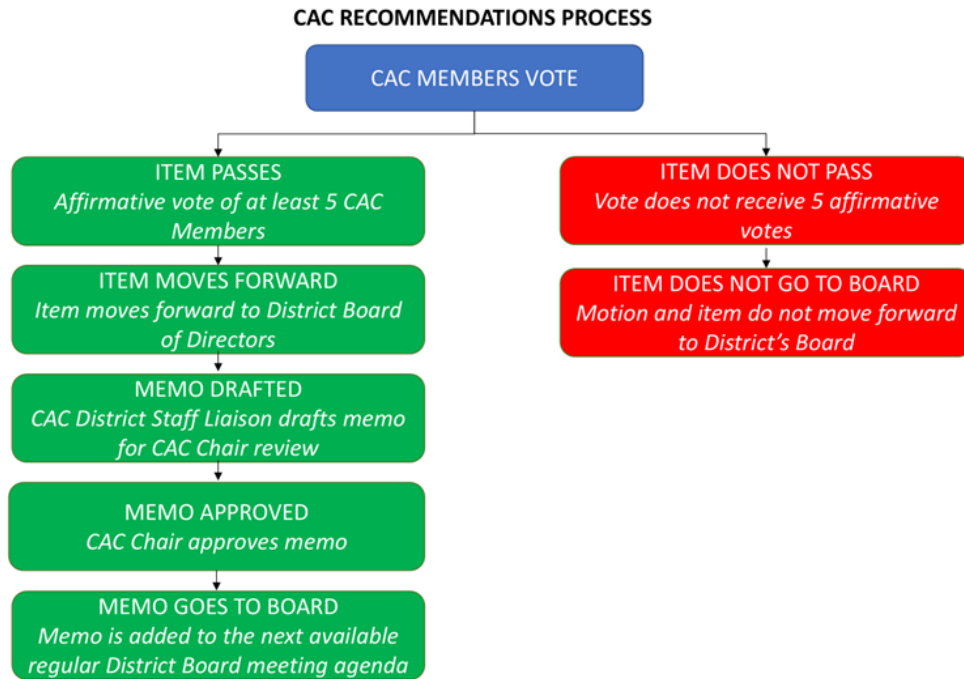
The General Manager shall designate District staff to support the CAC as Secretary and Liaison. Additional consultant services may be utilized to support the CAC as recommended by the General Manager and approved by the District's Board.

V. Requesting Information

The CAC may make formal requests for information from the CAC Liaison related to the approved list of issues to be considered, including, for example, documents and presentations by District subject matter experts at meetings. The CAC Liaison shall make every reasonable effort to provide requested information in a timely fashion to allow the CAC to make the most informed decision possible. Any requests for substantive information or research that entail substantial effort or cost will require District Board approval.

VI. Recommendations from the CAC to the District's Board

CAC recommendations to the District's Board will be memorialized in a memo prepared by the CAC Liaison after approval by the CAC Chair, and included as an item on the next available regular Governing Board meeting agenda. Memos will reflect the voting record of the CAC.



VII. Membership Removal

- I. CAC Members are subject to removal at any time by a majority vote of the District's Board of Directors, or as indicated below.
- J. If a CAC Member is absent for two (2) consecutive meetings, unless excused for good cause by the Board President or his/her designee, District staff will contact the Member by phone or in writing and inform him or her of this section. If the Member misses a third (3rd) consecutive meeting, the Member shall be removed through a written notification from the Board President.
- K. If a CAC Member wishes to vacate or resign from his/her position, the CAC Member shall send a written resignation letter to the District's Board of Directors or their designee.
- L. If a CAC Member ceases to be a resident or business owner in the District boundary, the Member is deemed to have resigned CAC membership and shall be automatically removed through a written notification from the District Board President or his/her designee.

M. If a CAC Member fails or refuses to take Anti-Harassment Training and California Local Agency Ethics Training or to provide a copy of the training certificate, as described above, the Member is deemed to have resigned CAC membership and the Member shall be automatically removed through a written notification from the District Board President or his/her designee.