

AGENDA ITEM 6

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MEMORANDUM

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VIA E-MAIL

TO: SOCWA Finance Committee **FILE NO:** 126694/00000001

FROM: Adriana R. Ochoa

DATE: June 15, 2023

RE: Finance Committee Bylaws – Amendments needed

BACKGROUND

In September of 2019, the SOCWA Chair appointed six agencies to serve as the SOCWA Finance Committee: South Coast Water District, City of Laguna Beach, City of San Juan Capistrano, Moulton Niguel Water District, Santa Margarita Water District, and El Toro Water District. The City of San Juan Capistrano is no longer a SOCWA Member Agency, and since 2019, SOCWA's membership has been reduced from ten member agencies to seven. In light of these changes, we recommend SOCWA amend the SOCWA Finance Committee bylaws. Below, we present options for the Finance Committee's consideration and discussion.

DISCUSSION POINTS FOR AMENDMENT

Membership

Currently, the Finance Committee Bylaws state that the Finance Committee shall consist of "up to six" individual representatives from the SOCWA Board of Directors, appointed by the SOCWA Chair. In 2019, the Chair designated Member Agencies, not individuals, to the Finance Committee. There are a number of options for how to select Finance Committee Members moving forward:

1. Who appoints Finance Committee members?
 - a. SOCWA Chair, or
 - b. SOCWA Board of Directors

2. How many members should be on Finance Committee?
 - a. Four (a majority of SOCWA Board)? Three? Five?
3. Will Member Agencies be designated, or individual persons?
 - a. Member Agencies designated, and Member Agencies have discretion to appoint who fills the role?
 - b. Member Agencies designated, with SOCWA Board representative/alternate filling the role?
 - c. Individual persons designated (not merely as representative of specific Member Agency)?
 - d. Alternates – depending on the above, are members/individuals designating their own alternates, or is the SOCWA Board designative specific alternates?

Term

1. Annually appointed?

Quorum

1. How many members constitute quorum?

Miscellaneous

Other bylaw provisions include compensation for attendance at monthly meetings, frequency of meetings, and the scope of the committee's duties and responsibilities. Absent specific instructions on these points, we will assume the current terms will remain as drafted.

CONCLUSION

Once the Finance Committee and ultimately, the Board of Directors provide direction on the above, we will incorporate the new terms into the provisions of the Finance Committee bylaws and bring back amended bylaws for the Board's approval.

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