



**Monterey County Water Resources Agency
Strategic Plan
Summary Matrix of Roles and Responsibilities**

Tables 1 through 4 below outline the roles and responsibilities of the MCWRA Board of Supervisors, MCWRA Board of Directors, and MCWRA General Manager (which includes provisions pertaining to MCWRA staff, if any) as outlined in the following documents (listed by hierarchy of authority):

- MCWRA Act
- MCWRA ordinances (not included in table below due to being researched)
- Monterey County General Plan, 2010, when MCWRA is specifically mentioned (not included in table below due to being researched)
- Monterey County Code of Ordinances, where MCWRA is specifically mentioned as detailed below
- MCWRA Resolutions (not included in table below due to being researched)
- MCWRA Board of Directors Bylaws

Table 1. Monterey County Board of Supervisors

MCWRA BOARD OF SUPERVISORS	
Summarized Roles & Responsibilities	Reference
Establish zones within the Agency without reference to the boundaries of other zones, and may institute zone projects for the specific benefit of the zones.	MCWRAA Sec. 6(a)
Amend any or all of the zones.	MCWRAA Sec. 7(a)
May adopt, by ordinance, reasonable procedures, rules, and regulations to implement this act. May, by ordinance, declare that a violation of its ordinances is a nuisance and may provide for the summary abatement of the nuisance. May provide that any person committing a nuisance is liable for the costs incurred by the Agency to abate a nuisance and may provide for civil penalties which may be imposed by a court.	MCWRAA Sec. 15
Power to make and enforce all needful rules and regulations for the administration and government of the Agency, and to appoint and employ all needful agents, superintendents, engineers, attorneys, and employees to properly look after the performance of any work provided for in this act and to operate and maintain those works, and to perform all other acts necessary or proper to accomplish the purposes of this act. May in its discretion appoint a chairman, a secretary, and any other officers, agents, and employees for the Board or the Agency as in its judgment may be deemed necessary, prescribe their duties, and fix their compensation. The officers, agents, and employees so appointed shall hold their respective offices or positions at the pleasure of the Board.	MCWRAA Sec. 17
May by resolution employ competent consultants and employees as may be required to investigate and carefully devise a plan or plans to control the flood and storm waters of the Agency, and the zones thereof, and the flood and storm waters of streams that have their sources outside of the Agency but which streams and the flood waters thereof flow into the Agency, and to conserve those waters for beneficial and useful purposes	MCWRAA Sec. 18
Determine which projects or works of improvement shall be carried out.	MCWRAA Sec. 19
May impose water tolls or charges for the use of water served directly by the Agency.	MCWRAA Sec. 23
No action shall be taken by the Board of Supervisors relating to the Agency without seeking or obtaining a recommendation from the Directors.	MCWRAA Sec. 52
Adopt the Agency's budget after the Directors approve it	MCWRAA Sec. 54
May grant to the purchasing agent the same authority to execute contracts on behalf of the Agency as it has to execute contracts on behalf of the County	MCWRAA Sec. 58
All contracts for which funds have not previously been budgeted by the Agency shall be approved by the Board of Supervisors and executed by the chairperson of the Board of Supervisors. All contracts involving the lease of Agency land to the County for recreational	MCWRAA Sec. 60 and 60.1

MCWRA BOARD OF SUPERVISORS	
Summarized Roles & Responsibilities	Reference
use shall be approved, modified, terminated, or administered by the Board of Supervisors, unless the Supervisors, by ordinance, grant this authority to the Directors.	
May select one of the candidates [for General Manager] referred by the Directors or may reject all candidates and direct that the process be repeated.	MCWRAA Sec. 61(a)
Retain the authority to terminate the general manager.	MCWRAA Sec. 61 (b)
May take any of the following actions: (a) Adopt Agency ordinances. (b) Create zones. (c) Levy assessments or taxes, impose fees, charges or tolls, authorize bonds, or borrow money. (d) Authorize projects that involve the creation of zones or the institution of any financing measures. (e) Adopt an Agency budget.	MCWRAA Sec. 70
Responsible for the initiation and the conduct of any litigation by the Agency and for the settlement of any litigation.	MCWRAA Sec. 71 (a)
The Board of Supervisors and Directors shall hold a joint meeting semiannually.	MCWRAA Sec. 75

Table 2. MCWRA Board of Directors

MCWRA BOARD OF DIRECTORS	
Roles & Responsibilities	Reference
Shall be residents of the County and shall have backgrounds and experience that indicate a high level of interest or expertise in areas relating to the Agency's work.	MCWRAA Sec. 48
Advise the Board of Supervisors on all matters relating to the Agency within the scope of the Supervisors' duties. No action shall be taken by the Board of Supervisors relating to the Agency without seeking or obtaining a recommendation from the Directors.	MCWRAA Sec. 52
Establish long-term and short-term policy objectives for the Agency, subject to review by the Board of Supervisors, and oversee the work of the Agency to ensure that the objectives established are diligently pursued. The policy objectives shall be consistent with the Monterey County General Plan and its implementing ordinances.	MCWRAA Sec. 53
With the assistance of staff, do all of the following: (a) Prepare an annual budget for the Agency. (b) Hold public hearings on the proposed budget. (c) After approval of the budget by the Directors, submit the budget to the Supervisors for its adoption.	MCWRAA Sec. 54
Have primary, but not exclusive, responsibility for initiating and developing all proposals affecting the work of the Agency.	MCWRAA Sec. 55
Approve, and the chairperson of the Directors shall execute, all contracts of the Agency when authorized by this act or by the Board of Supervisors.	MCWRAA Sec. 56
Approve all contracts for which funds have been budgeted by the Agency.	MCWRAA Sec. 57
The purchasing agent for the County shall be an ex officio purchasing agent for the Agency. The Supervisors may grant to the purchasing agent the same authority to execute contracts on behalf of the Agency as it has to execute contracts on behalf of the County. The general manager may submit to the Directors for approval any contract within the purchasing agent's authority, and shall submit any such contract to the Directors upon their request.	MCWRAA Sec. 58
In consultation with the County personnel Director, establish procedures for the recruitment and hiring of the general manager of the Agency, subject to approval by the Board of Supervisors. The procedures shall include at least all of the following requirements: (1) The County personnel department shall review and screen all applications.	MCWRAA Sec. 61(a)

MCWRA BOARD OF DIRECTORS	
Roles & Responsibilities	Reference
(2) The Directors shall interview the candidates who pass the screening by the personnel department, and shall recommend at least two candidates to the Supervisors. (3) The Board of Supervisors shall make the final selection. The Board of Supervisors may select one of the candidates referred by the Directors or may reject all candidates and direct that the process be repeated."	
Prepare an annual performance evaluation of the general manager.	MCWRAA Sec. 62
Duties relating to personnel matters of the Agency, subject to memoranda of understanding entered into by employee organizations and the Board of Supervisors.	MCWRAA Sec. 63(a)
<u>Meet</u> on a regular basis, not less than once per month, at a regular meeting place to be determined by the Directors, conducted pursuant to the Ralph M. Brown Act (Chapter 9, commencing with Section 54950) of Division 2 of Title 5 of the Government Code) and Robert's Rules of Order (the procedures set forth in Robert's Rules of Order may be modified by resolution of the Directors or by amendment to the bylaws of the Agency).	MCWRAA Sec. 64
<u>Hold</u> public hearings and consider testimony by the public on all matters concerning the Agency's <u>activities for which public hearings are required by law</u> .	MCWRAA Sec. 65
<u>Adopt</u> bylaws for the conduct of their business and establish standing committees comprised of Board members.	MCWRAA Sec. 66
<u>Establish</u> and appoint advisory committees to assist the Agency in any aspect of its work; any may prescribe the qualifications for membership on the advisory committees. The members of the advisory committees need not be Directors.	MCWRAA Sec. 67
<u>Shall</u> not delegate to any standing or advisory committee any authority other than the authority to advise the Board members.	MCWRAA Sec. 68
<u>Exercise</u> those Agency powers not reserved to the Supervisors.	MCWRAA Sec. 69
Refer all matters with respect to which litigation is likely to the Board of Supervisors.	MCWRAA Sec. 71(b)
The chairperson or his or her designee may be present during a closed session held by the Board of Supervisors to consider matters pertaining to litigation affecting the Agency.	MCWRAA Sec. 71(c)
Any decisions by the Directors which may have a significant impact on Agency operations, policies, and practices shall be discussed with the Supervisors, prior to implementation. Major policy changes having community-wide impact shall be communicated to the Supervisors for review and concurrence, prior to implementation.	MCWRAA Sec. 73(c)
The Board of Supervisors and Directors shall hold a joint meeting semiannually.	MCWRAA Sec. 75
If any ordinance, resolution, or regulation of the Agency provides for an appeal from any administrative or enforcement decision made by the Agency or its staff, the appeal shall be heard by the Directors, unless a different procedure is established by law, ordinance, or contract.	MCWRAA Sec. 76
Adopt rules and regulations relating to public notice requirements for, and the conduct of, a hearing held pursuant to an appeal.	MCWRAA Sec. 77
The decision of the Directors on any appeal shall be final, and there shall be no appeal from the decision to the Supervisors.	MCWRAA Sec. 80
Set policy for implementation by the General Manager and Staff. Adopt a hands-off policy regarding day-to-day management as that is the duty of the General Manager. Direct requests of Staff to the General Manager.	MCWRA Bylaws 1.03
Perform the duties delegated to them by the Monterey County Water Resources Agency Act and by Ordinance No. 3559.	MCWRA Bylaws 2.02
<u>Chair</u> shall preside at all meetings of the Board; execute contracts, correspondence, conveyances, and other written instruments as authorized by the Board; and appoint chairpersons and members of Board committees.	MCWRA Bylaws 3.03
Vice-Chair shall, in the absence of the Chair, assume the duties of the Chair and perform such reasonable duties as may be required by the Board or the Chair of the Board.	MCWRA Bylaws 3.04

Commented [SM1]: AI, do you know what this is? I tried searching using the Muni Code link you sent but didn't come up with anything

Commented [AZ2R1]: Good catch. I do not know, Suzanne. I tried searching as well. Shaunna, can you ask the Clerk or staff to research?

MCWRA BOARD OF DIRECTORS	
Roles & Responsibilities	Reference
Secretary shall be responsible for maintaining Board meeting minutes and other records that may from time to time be required by the Boards' activities, and shall perform such reasonable duties as may be required by the Board or Chair of the Board. The Secretary may delegate the actual performance of the tasks necessary to fulfill these duties.	MCWRA Bylaws 3.05
Chair shall appoint members of the Board committees, and the Chair of each Board committee. Appointments are for one year.	MCWRA Bylaws 4.01
Maintain the following standing committees: Finance Committee, Personnel/Administration Committee, and Planning Committee. Standing committees shall be comprised of Board members.	MCWRA Bylaws 4.02
Establish a regular meeting date and time, which shall be not less than once each month, and shall establish a regular place for holding such meetings.	MCWRA Bylaws 5.02
Bylaws shall be adopted by resolution, approved by a majority of the Directors. The bylaws may be amended at any properly noticed meeting, by resolution approved by a majority of the Directors	MCWRA Bylaws 6.01

Table 3. MCWRA General Manager

MCWRA GENERAL MANAGER	
Roles & Responsibilities	Reference
May submit to the Directors for approval any contract within the purchasing agent's authority, and shall submit any such contract to the Directors upon their request.	MCWRRA Sec. 58
Refer all matters with respect to which litigation is likely to the Board of Supervisors.	MCWRRA Sec. 71(b)
Report to the Board of Supervisors in a timely manner concerning all actions taken by the Board members. Copies of all agendas and minutes of meetings of the Directors shall be provided to the Board of Supervisors in a timely manner, to ensure communication between the Board of Supervisors and the Directors.	MCWRRA Sec. 73(a)
The Agency shall prepare a quarterly report, which shall be approved by the Directors, and a copy of the report shall be submitted to the Board of Supervisors.	MCWRRA Sec. 73(b)
Report to the Directors in a timely manner concerning all actions taken by the Board of Supervisors regarding the work of the Agency.	MCWRRA Sec. 74
Cite violations for infractions or civil violations in the enforcement of the provisions of this Code within their regulatory responsibilities.	MCCO 1.20.040(D)
Serve on the Monterey County Disaster Council.	MCCO 2.68.030(G)
In all matters regarding the use of boats on, or water contact of any type in, Lake San Antonio or Lake Nacimiento, the Director (of Parks) shall consult with the General Manager of the Monterey County Water Resources Agency, or designee, with respect to the adoption of rules and regulations pursuant to subsection 14.12.080.	MCCO 14.12.020(D)