**RULES OF THE BOARD OF DIRECTORS OF THE**

**MONO COUNTY TRI-VALLEY GROUNDWATER**

**MANAGEMENT DISTRICT**

CHAPTER 1. ORGANIZATION

 101. Powers and Duties of Board

 The Board of Directors (''Board'') of the Mono County Tri-Valley Groundwater Management District ("District") is organized pursuant to, and has those powers and duties granted in, Chapter 844, Statutes of the 1989 General Session of the California Legislature, which is more specifically known as the Mono County Tri-Valley Groundwater Management District Act (''Act''). In 2018, the act was amended in Sections 401, 402, 403, 404, and 802 of the Mono County Tri-Valley Groundwater Management District Act (Chapter 844 of the Statutes of 1989), relating to the groundwater management district.

 102. Adoption of Rules

 These rules, which may from time to time be amended, are adopted pursuant to Section 402 of the Act.

 103. Manner of Action

The Board shall act by ordinance, resolution or minute order. The adoption of civil penalties for violations of the act, the creation of exemptions from the provisions of the act, the implementation of water management programs, the adoption of a schedule of fees on water export permits, and the creation and amendment of zones of benefit shall be by ordinance. The adoption of rules and amendments thereto and the establishment of regular meeting dates shall be by resolution. All other actions may be taken by ordinance, resolution or minute order as the Board deems appropriate.

 104. Meetings

 A. The Board shall meet monthly at a location within the District, unless the Board determines by resolution that more or less frequent meetings are suitable. Special meetings may be held outside the District in the discretion of the Board.

 B. The regular meeting day and time shall be established by resolution. If any regular meeting day falls on a holiday, the Board shall provide for an alternate meeting date at a prior meeting, or it may in its discretion not meet in that month.

 C. Regular meetings, adjourned meetings, special meetings and emergency meetings of the Board shall be posted or otherwise noticed and held in accordance with relevant provisions of law, including the provisions of the Ralph M. Brown Act (Government Code Section 54950, et seq.)

 D. Members of the Board of Directors shall be responsible to attend regular meetings and shall notify the Chairman of any absence from noticed meetings so as not to create a lack of quorum and cancellation of a meeting. For medical reasons, a member of the Board may request a written leave of absence from their duties to attend to the medical issue. A leave of absence should not affect the duties of the Board of Directors and the functions of the District.

 E. Section 1770(g) of the California Government Code states that an office becomes vacant on the happening of any of the following events before the expiration of the term, including:

“His or her ceasing to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.”

Should a Board member not attend regular meetings for 3 months without a leave of absence to the Chairman, the Board shall place the matter on a regular agenda and assess the situation and the effect to the District.

 105. Quorum and Official Actions

 A. A quorum of the Board shall be four members.

 B. All official actions of the Board shall require four affirmative votes.

 106. Officers

 A. The officers of the Board shall be a chairman, vice-chairman and secretary-treasurer. The officers shall be elected by the members of the Board, shall serve terms of one year, and may be reelected at the first meeting of each year. Officers may be elected when a change in circumstances makes a director unable to complete duties of the office.

 B. The chairman shall call and preside at meetings and sign each official order or other action of the Board as its chairman. The chairman shall sign each contract, joint powers agreement, or other agreement to which the District is a party. The chairman shall co-sign all checks and other financial documents issued by the District or to which the District is a party.

 C. The vice-chairman shall serve in the absence of the chairman and shall carry out the duties of the chairman.

 D. The secretary-treasurer shall record the minutes of each Board meeting and shall be responsible for maintaining the records of the Board, including its accounts with financial institutions, its contracts and other agreements, and its official actions. The secretary-treasurer shall co-sign all checks and other financial documents issued by the District or to which the District is a party.

 107. Conduct of Meetings

 A. An agenda shall be adopted at the beginning of each meeting of the Board.

 B. The chairman shall call matters before the Board in the order specified on the agenda unless the Board, upon a duly adopted motion made at any time during the meeting, alters the order of business.

 C. A matter on the agenda may be postponed or continued upon a duly adopted motion.

 D. Agendas shall be posted on the District website, and the Mono County website.

 108. Address of District

The Board shall select an appropriate street or post office address within the District as its official address for the conduct of Board and District Business.

 109. Board Subcommittees

 The Board may appoint such advisory committees and subcommittees as are necessary to carry out the business of the District.

 110. Document Requests

 The Board may charge for the reasonable costs of providing and transmitting hard copies of documents requested by members of the public.

CHAPTER 2. GROUNDWATER ADVISORY BOARD

 201. Appointment of Groundwater Advisory Board

 The Board shall appoint a Groundwater Advisory Board (“Advisory Board”) as provided in Section 403 of the Act.

 202. The Advisory Board shall have the powers carry out the functions described in sections 404 through 406 of the Act.

 203. Each agenda of the Board shall reserve time for comment recommendations and reports of the Advisory Board, its committees or its members.

CHAPTER 3. PERMIT PROCESS

 301. Permits

Pursuant to Section 706 of the Act, no groundwater shall be exported from the District unless the proposed exporter has obtained a permit from the Board which establishes the quantity of water which may be exported and the conditions of any such permitted export.

 302. Reduction or Supervision of Groundwater Export

A permit for groundwater export may be amended to reduce the amount of water permitted for export, or to suspend such export, in the manner and for the reasons set forth in Section 707 of the Act.

 303. Permit Applications

 A. The Board shall adopt a groundwater permit application form which requires such information from the applicant as may be reasonably necessary for the Board to understand and evaluate a proposed groundwater export project. The Board may in its discretion require that supplemental information be provided before any such application is accepted as complete.

 B. The Board may appoint one of its members to accept applications on its behalf, to determine whether supplemental information is necessary, and to recommend Board denial or acceptance of an application as complete.

 C. Any application received by the Board or its designated member shall be placed on the agenda of the next meeting of the Board for appropriate action by the Board.

 304. Schedule of Permit Fees

Pursuant to Section 506 of the Act, the Board shall by ordinance adopt a schedule of fees to be imposed on water export permits. The fees shall include (1) the actual costs of the environmental review required by law prior to action on the permit application, and (2) the estimated costs of administration, enforcement and reclamation in proportion to the relative amount of water to be exported.

CHAPTER 4. ENVIRONMENTAL REGULATIONS

 401. California Environmental Quality Act

 A. Prior to taking any discretionary act, the Board shall comply with the California Environmental Quality Act ( ''CEQA'') and its administrative guidelines.

 B. The Board may adopt such additional environmental guidelines as do not conflict with CEQA for the purpose of carrying out the business of the District.

 402. Fees for Environmental Review

 The Board shall require that an applicant for a groundwater export permit or any other discretionary action post such sums as are necessary to pay the complete costs of the required environmental review, including, but not limited to, the cost of an environmental impact report when one is required by law. These costs shall be made a part of any permit fee established pursuant to Section 506 of the Act and Section 304 of these Rules.