

# Tab 5

Metropolitan Water District of Salt Lake & Sandy  
Board Meeting Information  
Last Update: May 22, 2024

**Agenda Item:** Discuss and consider approval of board committee assignments

**Background:** The attached excerpt from the District's Policies and Procedures (section 1-14) provides information regarding the roles and responsibilities of the standing board committees. Additionally, an attached table shows the current committee assignments.

**Committee Activity:** None.

**Recommendation:** Discuss and consider approval of board committee assignments.

**Attachments:**

- Policies & Procedures Manual Section 1-14 Committees of the Board
- Board Committee Assignments

## 1-14 COMMITTEES OF THE BOARD

1) Standing committees of the Board shall include the Executive Committee, the Management Advisory Committee, the Engineering Committee, the Finance Committee and the Environmental Committee. The Executive Committee consists of the Chair, Vice-Chair and Secretary. Members of other standing committees shall be appointed by the Board. The Board may appoint additional ad hoc committees. Except as otherwise determined by the Board, the authority of standing and ad hoc committees shall be limited to recommending action to the Board. The descriptions of general guidelines for the roles of standing committees below are not intended to limit the right of any Trustee to bring any discussion or action item before the Board.

a) The Executive Committee will:

- i) Recommend action to the Board regarding the hiring, firing and compensation of the GM and General Counsel;
- ii) Recommend action to the Board regarding the written appointment of a proxy, and the written instructions and authority to be given to such proxy, for the voting of the District's shares of Provo River Water Users Association (PRWUA) stock, in a manner consistent with the PRWUA Articles of Incorporation and Bylaws;
- iii) Recommend action to the Board regarding the written appointment of a proxy for the voting of any other shares of stock held by the District;
- iv) Recommend action to the Board regarding per diem Trustee compensation and Trustee travel expenses as described in P&P Section 1- 8(2);
- v) Pursuant to Utah Code Ann. § 11-49, serve as the ethics review commission for the District and recommend any action to the Board regarding ethics complaints;
- vi) Recommend action to the Board regarding governmental lobbying and public relations activities; and
- vii) Serve as the independent personnel board, or designate persons to serve as the independent personnel board, when complaints and grievances are filed pursuant to the Utah Protection of Public Employees Act, Utah Code Ann., Title 67, Chap. 21.

b) The Management Advisory Committee will:

- i) Periodically review the P&P other than Chapters regarding Fiscal and Budget, Investment, Debt, and regulations for non-District use of rights-of-way and recommend action to the Board;

- ii) Recommend action to the Board regarding organizational structure, staffing governance, staffing levels, and compensation of District employees other than the GM and General Counsel;
  - iii) Periodically review the Employee Manual and Safety Manual, and recommend action to staff;
  - iv) Hear grievances of employees in a manner described by the P&P Section 10-24; and
  - v) Declare property surplus as described in P&P Section 7-3.
- c) The Engineering Committee will:
- i) Recommend action to the Board regarding the purchase, design, construction, repair, replacement, or improvement of physical facilities;
  - ii) Recommend action to the Board regarding contracts and expenditures relating to the purchase, design, construction, repair, replacement, or improvement of physical facilities;
  - iii) Recommend action to the Board regarding regulations for non-District use of rights-of-way; and
  - iv) Hear appeals of affected property owners regarding non-District use of rights-of-way.
- d) The Finance Committee will:
- i) Annually, and prior to the adoption of a tentative budget, recommend to the Board reserve fund balances, and recommend the disposition of reserve fund balances in excess of District goals, as described in P&P Section 3-612(7);
  - ii) Recommend action to the Board regarding insurance, risk management, financial, accounting, budgetary and auditing matters;
  - iii) Periodically review the District's outstanding bonds, bond commitments and projected bonding requirements, and recommend action to the Board consistent with P&P Chapter 5;
  - iv) Periodically review the P&P Chapters regarding Fiscal and Budget, Investment, and Debt, and recommend action to the Board;
  - v) Review all District expenditures at least quarterly to see that such expenditures appear to have been properly budgeted, that applicable procurement regulations appear to have been followed, and that the expenditures appear to have been properly approved. This is intended to meet the requirement of Utah Code Ann. § 17B-1-642(3) that "the

governing body shall, at least quarterly, review all expenditures authorized by the financial officer”;

vi) Recommend the selection of an auditor as described in P&P Section 3-640, bond counsel, financial advisor, and bond underwriter;

vii) Periodically review the District’s investments and the Treasurer’s periodic report regarding District investments described in P&P Sections 3-633 and 4-3, and recommend action to the Board; and

viii) Periodically review the District’s internal control procedures.

e) The Environmental Committee will:

i) Recommend action to the Board regarding the sustainable development and wise use of water, energy and other resources after consideration of the relevant goals and activities of the member cities, associated districts and the state;

ii) Recommend action to the Board regarding water quality measures;

iii) Recommend action to the Board regarding watershed planning and protection programs;

iv) Recommend action to the Board regarding regulatory compliance; and

v) Recommend action to the Board regarding environmental compliance.

MWDSLS Board Committee Assignments  
 Last Update: June 12, 2023

<b>Committee</b>	<b>Members</b>	<b>Comments</b>
Executive	Tom Godfrey, Chair	
	John Kirkham, Vice Chair	
	Pat Comarell, Secretary	
Management Advisory	John Mabey, Chair	
	Tom Godfrey	
	Pat Comarell	
Engineering	Don Milne, Chair	
	John Mabey	
	Joan Degiorgio	
Finance	John Kirkham, Chair	
	Don Milne	
	Pat Comarell	
Environmental	Joan Degiorgio, Chair	
	Cindy Cromer	
	Tom Godfrey	