

RULES FOR THE ORGANIZATION AND  
REGULATION OF PROCEEDINGS OF

ELSINORE VALLEY MUNICIPAL WATER DISTRICT  
A MUNICIPAL WATER DISTRICT

Article I

Offices

The principal office for the transaction of business of the District is hereby fixed and located at 105 South Main Street, in the City of Elsinore, County of Riverside, State of California. The board of directors is hereby granted full power and authority to change the place of said principal office from time to time, by a resolution or ordinance duly adopted.

Article II

Directors

Section 1. Powers. The directors shall have and exercise all of the powers provided in Section 12 of the Municipal Water District Act of 1911, hereinafter referred to as the "Act", and all powers elsewhere provided in the Act, both express and implied.

Section 2. Number and Qualification of Directors. The District shall be divided into five divisions (as shown on map attached hereto, marked Exhibit "A", and by reference made a part hereof), and five directors, being residents respectively of each of said divisions, shall be elected therefrom as more fully provided in Section 4 et seq. of the Act.

Section 3. Election and Term of Office. Directors shall be elected at elections duly held in accordance with the provisions of the Act, and each director shall hold office for a term of four years from and after the date of his taking office and until the election and qualification of his successor. Provided, however, that the first directors shall serve the following terms: Directors from Divisions 2 and 4 shall serve until the qualification of, and taking office by, their successors elected at the primary election in 1952; the directors from Divisions 1, 3 and 5 shall serve until the taking of office by their successors after the elections in 1954.

Section 4. Place of Meeting. Regular meetings of the board of directors shall be held at any place within or without the State which has been designated from time to time by resolution of the board. In the absence of such designation, regular meetings shall be held at the principal office of the District. Special meetings of the board may be held either at a place so designated or at the principal office. Provided, however, that all legislative sessions of the board of directors, whether regular or special shall be open to the public, and to that end reasonable notification of said meetings shall be given to the public, through newspapers and otherwise, unless the urgency of the meeting is such that it is not practical to give such notice.

Section 5. Organization Meetings. At its first meeting in the month of January of each odd-numbered year, the board of directors shall convene for the purpose of organization, election of officers and the transaction of other business. Notice of such meeting is hereby dispensed with.

Section 6. Other Regular Meetings. Other regular meetings of the board of directors shall be held without call on the third Monday of each month, at 7:30 o'clock P.M. (Pacific Standard Time) of said day; provided, however, should said day fall upon a legal holiday, then said meeting shall be held at the same time on the next day thereafter ensuing which is not a legal holiday. Notice of such regular meetings of the board of directors is hereby dispensed with.

Section 7. Special Meetings. Special meetings of the board of directors for any purpose or purposes shall be called at any time by the president or, if he is absent or unable or refuses to act, by any two directors. Written notice of the time and place of special meetings shall be delivered personally to each director, or sent to each director by mail or by other form of written communication, charges prepaid, addressed to him at his address as it is shown upon the records of the District, or if it is not so shown or such records are not readily ascertainable, to Post Office Box 458, Elsinore, California. In case such notice is mailed or telegraphed, it shall be deposited in the United States mail or delivered to the telegraph company in the place which the principal office of the corporation is located at least forty-eight (48) hours prior to the time of the holding of the meeting. In case such notice is delivered as above provided, it shall be so delivered at least twenty-four (24) hours prior to the time of the holding of the meeting. Such mailing, telegraphing or delivery as above provided shall be due, legal and personal notice to such director.

Section 8. Notice of Adjournment. Notice of the time and place of holding an adjourned meeting need not be given to absent directors if the time and place be fixed at the meeting adjourned.

Section 9. Waiver of Notice. The transactions of any meeting of the board of directors, however called and noticed or wherever held, shall be as valid as though had at a meeting duly held after regular call and notice, if a quorum be present, and if, either before or after the meeting, each of the directors not present signs a written waiver of notice, or a consent to holding such meeting, or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

Section 10. Quorum. A majority of the board of directors shall constitute a quorum for the transaction of business.

Section 11. Action of the Board. The board of directors shall act only by ordinance or resolution. The ayes and noes shall be taken upon the passage of all ordinances and resolutions and entered upon the journal of the proceedings of the board of directors. No ordinance or resolution shall be passed or become effective without the affirmative vote of a majority of the members of the board. The enacting clause of all ordinances passed by the board shall be: "Be it ordained by the Board of Directors of Elsinore Valley Municipal Water District as follows:"

Section 12. Adjournment. A quorum of the directors may adjourn any directors' meeting to meet again at a stated day and hour; provided, however, that in the absence of a quorum, a majority of the directors present at any directors' meeting, either regular or special, may adjourn from time to time until the time fixed for the next regular meeting of the board.

Section 13. Vacancies. Any vacancy in the board of directors shall be filled by a majority of the remaining directors, the person so chosen shall be a resident of the division in which the vacancy shall occur and shall hold office for the remainder of the unexpired term.

Section 14. Compensation. Each member of the board of directors shall receive for each attendance at the meetings of the board twenty dollars (\$20). No director, however, shall receive pay for more than three meetings in an calendar month. Nothing herein contained shall be construed to preclude any director from serving the District in any other

capacity as an officer, agent, employee, or otherwise, and receiving compensation therefor.

### Article III

#### Officers

Section 1. Officers. The officers of the District shall be a president, secretary, and treasurer; and there shall be a general manager, attorney and auditor. All of said offices and positions shall be filled by appointment by a majority of the members of the board of directors, and all of said officers and persons shall serve at the pleasure of the board, and may employ such additional assistants and employees as they may deem necessary to efficiently maintain and operate the District. The board may consolidate the office of secretary and treasurer.

Section 2. President. The president, in addition to the duties imposed on him by law shall sign all contracts on behalf of the District and shall perform such other duties as may be imposed on him by the board of directors.

Section 3. Secretary. The secretary shall countersign all contracts on behalf of the District and perform such other duties as may be imposed by the board of directors.

Section 4. Treasurer. The treasurer shall draw warrants to pay demands against the district when such demands have been first approved by a majority of the board of directors and by the general manager.

Section 5. General Manager. The general manager shall have full charge and control of the maintenance, operation and construction of the water works or water works system of said water district with full power and authority to employ and discharge all employees and assistants at pleasure, prescribe their duties, fix their compensation, subject to the approval of the board of directors. The general manager shall perform such other duties as may be imposed on him by the board of directors. The general manager shall report to the board of directors in accordance with such rules and regulations as they may direct. Provided, however, the general manager shall have no power or duties unless and until the District acquires substantial waterworks and/or other physical facilities, at which time the board of directors shall, by resolution so declare.

Section 6. Attorney. The attorney shall be the legal adviser of the District and shall perform such other duties as may be prescribed by the board of directors.

Section 7. Auditor. The auditor shall periodically prepare audits of the books and accounts of the District and perform such other duties as may be prescribed by the board of directors.

Section 8. Compensation. The compensation of all of said officers and persons shall be as fixed by the board of directors from time to time.

Section 9. Official Bonds. The general manager, secretary and treasurer, and all other employees or assistants of said District who may be required so to do by the board of directors, shall give such bonds to the District conditioned for the faithful performance of their duties as the board of directors from time to time may provide.

#### Article IV

##### Miscellaneous.

Section 1. Records are public. All books, papers and records, including pay rolls and records of claims presented to or allowed by the District, which belong to and/or are in the custody of the District are and shall be public records and subject to the inspection of any tax or assessment payer of the District, at the office of the District during ordinary business hours.

Section 2. Checks Drafts etc. All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness to the District, shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by resolution of the board of directors.

Section 3. Conflicts with the Act Resolved. Anything herein contained to the contrary notwithstanding, these rules and regulations are expressly made and declared to be supplemental and explanatory of the provisions of the Act and any conflicts between these rules and any provision of the Act, now or hereafter existing, shall be resolved in favor of the provisions of the Act.

#### Article V

##### Amendments

These rules may be amended from time to time by a resolution duly adopted by a majority of the directors, and said rules as amended shall be set forth in full in the minute book of the District.

CERTIFICATE OF SECRETARY.

I, the undersigned, do hereby certify:

(1) That I am the duly elected and acting secretary of Elsinore Valley Municipal Water District, a municipal water district; and

(2) That the foregoing rules for the organization and regulation of procedure of the said District, comprising five pages, constitute the original rules of said District as duly adopted at the first meeting of the board of directors thereof duly held on the 26th day of February, 1951.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of said corporation this 19th day of March, 1951.

(SEAL)

H. C. [Signature]

BEST, BEST & KRIEGER  
ATTORNEYS AT LAW  
4200 ORANGE STREET  
POST OFFICE BOX 1028  
RIVERSIDE, CALIFORNIA  
OVERLAND 6-1450

RAYMOND BEST (1868-1957)

EUGENE BEST  
JAMES H. KRIEGER  
JOHN D. BABBAGE  
GERALD BROWN  
ENOS C. REID  
ARTHUR L. LITTLEWORTH  
JAMES B. CORISON  
JOHN H. BARNARD  
GLEN E. STEPHENS  
HORACE O. COIL  
EDWARD AMSCHEL

PALM SPRINGS OFFICE  
121 SO. PALM CANYON DR.  
FAIRVIEW 5-7567

HEMET OFFICE  
CITIZENS BANK BUILDING  
OLIVE 8-5114

January 28, 1961

Mr. James H. Keller  
Elsinore Valley Municipal Water District  
16755 Grand Avenue  
Elsinore, California

Dear Jim:

I am enclosing your original Certificate of Incorporation, as certified by the Secretary of State on December 23, 1950, along with three certified copies. The fourth certified copy I am keeping here in the office.

Arthur is arranging transportation and reservations for Sacramento Thursday afternoon or evening.

Sincerely,

  
James H. Krieger

JHK:R  
Enclosures

RECEIVED  
JAN 30 1961  
ELSINORE VALLEY  
MUNICIPAL WATER DISTRICT

J.H.K.

# STATE OF CALIFORNIA



## DEPARTMENT OF STATE

*To all whom these presents shall come, Greetings:*

I, FRANK M. JORDAN, *Secretary of State of the State of California, hereby certify:*

That the annexed transcript has been compared with the RECORD on file in my office, of which it purports to be a copy, and that the same is full, true and correct.

In testimony whereof, I, FRANK M. JORDAN,  
*Secretary of State, have hereunto caused the Great Seal of the State of California to be affixed and my name subscribed, at the City of Sacramento, in the State of California,*  
this **DEC 8 - 1960**



*Frank M. Jordan*  
Secretary of State

By *Walter C. Stuber*  
Assistant Secretary of State



**FILED**

In the office of the Secretary of State  
of the State of California

DEC 23 1950

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*  
Assistant Secretary of State

I, FRANK M. JORDAN, Secretary of State of the State of California, hereby certify:

That on the 23rd day of December, 1950, pursuant to the provisions of Section 3 of the Act of the Legislature of the State of California, entitled:

"An act to provide for the incorporation and organization and management of municipal water districts, and to provide for the acquisition and construction by said districts of waterworks, and for the acquisition of all property necessary therefor, and also to provide for the distribution and sale of water by said districts," approved May 1, 1911, as amended (Act 5243 of Deering's General Laws),

there was filed in my office the Certificate of the County Clerk of the County of Riverside, dated December 18, 1950, relative to the organization of a municipal water district within the boundaries of said County.

I further certify the said Certificate stated December 5, 1950, as the date of the election held in the area of the proposed district on the question "Shall the proposition to organize the Elsinore Valley Municipal Water District, under the Municipal Water District Act of 1911, as amended, be adopted?" and

I further certify the said Certificate states that thereafter the Board of Supervisors of said County canvassed the votes cast at said election, found a majority thereof to be in favor of such organization, and caused an order so declaring to be entered.

Now, therefore, I further certify that by reason of the facts and proceedings set forth in said Certificate, and the filing thereof in my office, a municipal water district in the County of Riverside, State of California, has been duly incorporated according to the laws of this State under the name:

"Elsinore Valley Municipal Water District."

IN WITNESS WHEREOF, I hereunto  
set my hand and affix the  
Great Seal of the State of  
California this 23rd day of  
December, 1950.

  
\_\_\_\_\_  
SECRETARY OF STATE