

Moorpark Watershed, Parks, Recreation and Conservation Authority
Procedural Policies

1. **Definitions:** “Authority” shall refer to the Moorpark Watershed, Parks, Recreation and Conservation Authority established by joint powers agreement of the City of Moorpark and the Santa Monica Mountains Conservancy; “Board” shall refer to the Governing Board of the Authority; “Executive Officer” shall refer to the Executive Director of the Santa Monica Mountains Conservancy acting pursuant to Section 10.1 of the Joint Powers Agreement; “Financial Officer” shall refer to the Finance Director of the City acting pursuant to Section 10.2 of the Joint Powers Agreement.
2. **Supplement to Joint Powers Agreement:** These policies shall be read together with, and shall not duplicate, the text of the Joint Powers Agreement entered into between the City of Moorpark and the Santa Monica Mountains Conservancy.
3. **Address and Service of Process:** Unless changed by resolution of the Board, the address of the Authority shall be Ramirez Canyon Park, 5750 Ramirez Canyon Road, Malibu, CA 90265.
4. **Bonds:** Official bonds in the amount required by the Joint Powers Agreement shall be procured by the Executive Officer or his designee for all such members of the Board, Officers, and employees as are required by the terms of the Joint Powers Agreement. The Financial Officer shall, and upon request of the Executive Officer, approve warrants to be drawn upon the treasury of the Authority for such purpose.
5. **Duties of Officers:**
 - (a) **Chair:** The Chair shall perform such functions as assigned by the Joint Powers Agreement, and shall execute such documents as may be required by these policies or by resolution of the Board.
 - (b) **Vice Chair:** The Vice Chair shall perform the duties of the Chair in the absence of the Chair and upon the inability or unwillingness of the Chair to do so.
 - (c) **Executive Officer:** In addition to those duties set forth in the Joint Powers Agreement, the Executive Officer shall execute and authenticate all documents of the Authority, including resolutions, minutes, contracts, and the requests to the Financial Officer for the issuance of warrants upon the treasury of the Authority, which shall be executed by the Chair upon recommendation of the Executive Officer and as authorized by these policies or by resolution of the Board.
 - (d) **Deputy Executive Officer:** The Deputy Executive Officer shall be appointed by the Executive Officer and serve at the pleasure thereof; and shall be responsible for the day to day activities of the Authority subject to the direction of the Executive Officer.

6. **Budget Administration:** Upon adoption of a budget and approval by the City of Moorpark and the Santa Monica Mountains Conservancy as provided in the Joint Powers Agreement, the Executive Officer may authorize the expenditure of funds with the statement: "I hereby certify that the expenditure is in strict conformance with the budget of the Authority, and is a proper expenditure from the treasury thereof."
7. **Competitive Bidding and Use of City of and Conservancy Funds:** The Authority and the Executive Officer acting on behalf thereof, shall use the resources of the City and the Conservancy to the extent permitted by law and the provisions of the Joint Powers Agreement. Prior to entering into any contract for services, the Executive Officer shall consult with the member of the Board who serves as the Director of Parks, Recreation, and Community Services for the City of Moorpark, to ensure that the proposed service to be rendered to the Authority is not one that could be performed by the City of Moorpark. Where resources of the Conservancy or the City cannot be used, the Executive Officer shall ensure competitive bidding in the award of all contracts to the extent possible.
8. **Land Acquisition:** Acquisition of land or interest therein may only be made pursuant to a resolution adopted by the Board.
9. **Personal Property and Equipment:** The Executive Officer may acquire on behalf of the Authority such personal property and equipment as may be authorized in the budget and necessary for the functioning of the Authority. Resources of the City and/or the Conservancy shall be used to the extent possible.
10. **Meetings of the Board:** The Governing Board of the Authority shall hold at least one regular meeting in each year and the regular meeting schedule, including the hour, date, and place for regular meetings, shall be approved by resolution of the Governing board , and noticed in accordance with the provisions of the Brown Act. Insofar as authorized by law, special or emergency meetings may be held upon call of the Chairperson or upon request of a majority of the members of the Board addressed to the Executive Officer.
11. **Gifts and Donations:** The Executive Officer may accept on behalf of the Authority gifts and donations of real and personal property. Any gift or donation of property real or personal in excess of \$10,000 in value shall be confirmed by the Board at its next meeting.
12. **Filing with the Secretary of State:** The Executive Officer shall cause to be filed with the Secretary of State such notices as may be required by law. The fee for such filing shall be, notwithstanding any other provision of these policies, a valid charge against the Authority.