



**Bylaws of the
Hunter Valley Community Services District &
Hunter Creek Community Park
Revised June 3, 2022**

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**Article I
Organizations**

Section 1. The organizations, Hunter Valley Community Services District and Hunter Creek Community Park; shall herein be referred to as HVCSD & HCCP, respectfully. The HVCSD was created September 27, 1965, was granted Parks and Recreation Powers on January 24, 2022, and HCCP Deeded property transferred to HVCSD in June 2022. Therefore, this makes HVCSD and HCCP shared property assets under ownership of all Hunter Creek Subdivision property owners. The HVCSD & HCCP operates under the laws of the State of California, Department of Health Service, the Federal Clean Water Act Internal Revenue Service and the Environmental Protection Agency.

**Article II
Purpose**

- Section 1. The purpose of the organization is to:
- a. The HVCSD first and foremost responsibility is to provide fresh, clear, clean and healthy water in quantities sufficient to meet the needs of our customers on a 24-hour basis, 365 days a year and at an affordable price and ensure the water delivery infrastructure is maintained in a sanitary and operational state.
 - b. HCCP is governed by the HVCSD Board of Directors through direct oversight by the HCCP Project Manager and community concurrence to provide for the entertainment, health, and recreation for the community. Improvements are developed through community donations, annual fees and as resources become available.
 - c. To ensure the various routine water testing procedures and schedules are professionally performed on time and as required.
 - d. To manage all finances, funds, accounts, and correspondence in a secure and appropriate manner.
 - e. Encourage open two-way communication between the HVCSD Board of Directors, our Partner Property Owners and Residents responding in a timely manner to address operational concerns and issues that may arise.

- f. Finally, to promote the welfare of all area customers, always following those policies intended to accomplish the greatest good for the greater number.

**Article III
Limitations**

- Section 1. The HVCSD shall observe all local, state, and federal laws, which apply to a water producing organization and a provider of safe and secure Park and Recreation Facilities

**Article IV
Customers**

- Section 1. Any property owner, partnership or estate residing primarily within the Sphere of Influence (SOI) boundaries of the Hunter Creek Subdivision shall be eligible to apply for a residential service connection or a position on the Board of Directors as stipulated in Article VIII Board of Directors. Section 1.
- Section 2. Application request for new residential service connection is submitted in writing, to the HVCSD Board of Directors. Acceptance of all applications for service connections will be reviewed by the Board of Directors hereafter referred to as the "Board", at any meeting thereof. Service may be granted to applicants willing to adhere to the Purpose and principals of these Bylaws. The Board reserves the right to deny any service application not associated with residential living within a permanent constructed dwelling.
- Section 3. Service fees are set by the Board. Rates and Fees may be adjusted periodically by a majority vote of the Board. Annual HVCSD Water & HCCP Park and Recreation Fees are billed once a year to all property owners on the 1st day of June of each year. Both HVCSD & HCCP fees are due in full by the 1st day of July of each year to be eligible for continued water service until June 30 of the following year. Partial payments of these fees are not approved. Financial hardship situations, which require a modified payment schedule, are considered by the Board on a case-by-case basis.

be declared the winner by default by the County of Del Norte Board of Supervisors.

**Article VII
Order of Business**

- Section 1. The order of business for a General Membership meeting may be adopted to conduct a Board meeting.
- a. Roll Call
 - b. Convene Meeting
 - c. Reading of the Minutes of the preceding meeting
 - d. Treasurer's Report
 - e. CCR Reports of Committees
 - f. Reports from any Director
 - g. Old & Unfinished Business
 - h. New Business or Customer comments
 - i. Adjournment

**Article VIII
Board of Directors**

- Section 1. The business of the HVCS D & HCCP organizations shall be managed by a Board of Directors consisting of as little as 3 and up to 5 members. All members of the Board of Directors elected must be at least 21 years of age, registered voter, a property owner within the Hunter Creek Subdivision, an American Citizen by birth or a legal naturalized citizen of the United States and customer in good standing. Match these to XIV on Customer Policy and Procedures?
- Section 2. The directors to be chosen for the ensuing Term shall be chosen by ballot during a county general election if there is more than one candidate vying for the same Directorship position.
- Section 3. The Board shall have the control and management of the affairs and business of the HVCS D & HCCP organizations. Such Board shall only act in the name of the organization.
- Section 4. Each director shall have one vote and such voting may not be done by proxy.
- Section 5. The Board may make such rules and regulations covering its meeting as it may in its discretion determine necessary within the confines of the US Business Code.

**Article V
Meetings**

- Section 1. There shall be an annual meeting of the Board of Directors and all HVCSD customers in the month of June and the Board shall fix the day. This meeting shall be called the Annual Board of Directors Meeting of the HVCSD. This meeting may be conducted by electronic conference call at the discretion of the Board of Directors.
- Section 2. The Treasurer shall mail to every customer to the address as it appears in the Customer roll book, a notice telling the time and place of such annual meeting. All meeting notifications provided shall include a bill for the coming year annual fee and any required Consumer Confidence Reports (CCR) that indicate testing and results history.
- Section 3. Regular meetings of the HVCSD Board of Directors are conducted on the first Friday of each month at such place & time designated by the Board.
- Section 4. Special meetings of this organization may be called by the HVCSD Board of Directors Chairman, or by a designated representative as appointed by the Board of Director Chairman, when he/she deems it for the best interest of the organization.
- Section 5. Quorum: At all HVCSD meetings, a majority of Elected Board Members shall constitute a quorum.
- Section 6. Should an issue be put before the Board which generates lengthy discussion, a time limit during the meeting may be imposed by the Board of Directors Chairman and more time will be allowed off-line to bring a recommendation of resolution to be considered before the Board of Directors.

**Article VI
Voting and Elections**

- Section 1. At all meetings, except the election of Officers and Directors, all votes shall be by voice.
- Section 2. Each Board of Directors member is elected to a four (4) year Term of Office. For the election of Board members, if more than one individual is a suitable candidate for a Directorship, the matter will be handled by the Del Norte Registrar of Voters and placed on the ballot during the next county election ballot. If only one individual is registered, that person will

Section 6. The HVCSD Board of Directors can have as many as 5 members in which a Chairman is appointed and by virtue of his/her office shall be General Manager. The Board shall select from one of their members a Treasurer. In the absence of a full Board of Directors; consisting of 3 Board members, the Treasurer may act as HVCSD's General Manager and assume all the duties of the Board of Director Chairman

Section 7. Any Director may be removed when enough cause exists for such removal in accordance with these By Laws. A member of the Board who shall be absent from three (3) consecutive regular meetings of the Board shall automatically be dropped from membership on the Board, unless confined by illness or other absence approved by a majority vote of the Board.

Article IX Officers

Section 1. The Offices of the organization shall be as follows:

Chairman/General Manager
Treasurer
General Board Member(s)
HCCP Project Manager

Section 2. Conditions of Office

- a. The Officers shall uphold the principles of Purpose as defined in these Bylaws.
- b. Officers shall be, by virtue of their office, members of the Board of Directors.
- c. No Director shall for reason of his/her office be entitled to receive any salary, but nothing herein shall be construed to prevent a Director from receiving one free annual residential water fee account as suitable compensation for the duties performed as a Board of Director Member.

Section 3. Duties of Officers:

- a. Chairman of the Board shall:
 1. Preside, direct, conduct, and keep order at all meetings called in the name of the HVCSD.

2. Present, at each annual meeting of the organization, an annual report of the work of the organization.
 3. Appoint all committees and assign all duties, temporary or permanent.
 4. See all books, reports and certificates required by law are properly kept or filed. Review all financial records/correspondence and challenge such record keeping that is not substantiated or approved by the Board.
 5. Be one of the Board Members who may sign the checks or drafts of the organization.
 6. Have such powers as may be reasonably construed as belonging to the chief executive of any organization.
 7. Designate a Member of the Board of Directors or alternate resource to undergo and maintain the training enough to obtain and renew the required State of California Department of Health Services certification as a Water Distribution Operator - Grade D1.
- b. Treasure shall:
1. In the absence of or inability of the Board of Director Chairman, to exercise his/her office as acting General Manager of the organization with all the rights, privileges, and powers of Chairman of the Board as if he/she had been duly elected for the remainder of the unexpired term.
 2. Keep the minutes of the organization.
 3. Be an officer required to write checks and drafts on behalf of the organization. No special fund or account may be set up that shall make it unnecessary for at least 2 Board members; not including the Treasurer, to sign and countersign any checks issued upon it.
 4. Give and serve all Board approved notices to customers of this organization
 5. File any certificate required by any statute, federal, state or Local agency.
 6. Be authorized to prepare all official inquiries and responses as directed by the Board of Directors or at the official request of the Board.

7. Present to the membership at any meeting all communication addressed to him/her as Treasurer of the organization.
 8. Be the official custodian of the minutes and records of this organization.
 9. Attend to all correspondence of the organization and shall exercise all duties incident to the office of Treasurer.
 10. Have the care and custody of all monies belonging to the HVCSD and shall be solely responsible for such monies or securities of the organization. He/she shall cause to be deposited, such monies or securities, in a regular business bank or trust company.
 11. Render a written and verbal account of the finances of the organization at each Board meeting and at monthly Board meetings. Such report shall be physically available to the Board at such meeting.
 12. Exercise all duties incident to the office of Treasurer.
- c. HCCP Project Manager
1. Is recognized as the primary Point of Contact
 2. Be an officer required to write checks and drafts on behalf of the organization. No special fund or account may be set up that shall make it unnecessary for at least 2 Board members; not including the Treasurer, to sign and countersign any checks issued upon it.
 3. Give and serve all Board approved notices to customers of this organization
 4. File any certificate required by any statute, federal, state or Local agency.
 5. Be authorized to prepare all official inquiries and responses as directed by the Board of Directors or at the official request of the Board.
 6. Present to the membership at any meeting all communication addressed to him/her as Project Manager of the HCCP organization.

7. Be the official custodian of the minutes and records of this organization.
- d. General Board Member shall:
1. Be one of the officers required to sign checks and drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.
 2. Review all financial records/correspondence and challenge such record keeping that is not substantiated or approved by the Board
 3. Attend all meetings as required.
 4. Assist the other Board Members in efforts to address water quality or leak emergencies.
 5. Lend input in all planning efforts supporting HVCSD activities.
 6. Maintain timely communications of issues pertaining to HVCSD issues.

**Article X
Parliamentary Procedure**

The most current edition of Roberts Rules of Order shall be the final source of authority in all questions of parliamentary procedure unless such rules are inconsistent with the By-Laws of this organization.

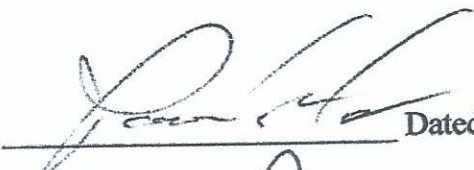
**Article XI
Amendments**

These By-Laws may be altered, amended, repealed, or added to by two-thirds (2/3) vote of the Board.

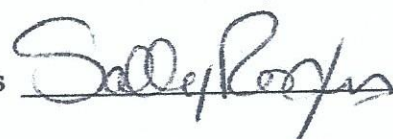
Approved by Board of Directors: June 3, 2022

Board Members: Treasurer/General Manager: Paul Crandall.
Board Members: Bob Rodgers
Sally Rodgers Hunter Creek Community Park Project Manager

These Bylaws were reviewed and approved by all members of the HVCSD Board of Directors:

Paul Crandall  Dated 6/9/2022

Bob Rodgers  Dated 06/09/2022

Sally Rodgers  Dated 6/9/2022