

**Legal Affairs Committee Meeting  
San Juan Water District  
November 13, 2024  
11:00 a.m.**

**Committee Members:** Ted Costa, Chair  
Manuel Zamorano, Member

**District Staff:** Paul Helliker, General Manager  
Donna Silva, Director of Finance  
Greg Turner, Water Treatment Plant Manager  
Teri Grant, Board Secretary/Administrative Assistant  
Ryan Jones, Legal Counsel

**Members of the Public:** Anthony Wong

**Topics:** Discrimination, Harassment, and Abusive Conduct Prevention Policy (W & R)  
Records Management Policy Revisions (W & R)  
Other Legal Affairs Matters  
Public Comment

**1. Discrimination, Harassment, and Abusive Conduct Prevention Policy (W & R)**

GM Helliker reviewed the written staff report that was provided to the committee which will be included in the Board packet. He explained that the District has a similar policy that is included in the Personnel Manual and this new Board policy, which is similar to SSWD's policy, will clearly note that Board members are covered by the policy. He explained that the policy defines Discrimination, Harassment, Violence in the Workplace and Abusive Conduct. He informed the Committee that Legal Counsel Jones reviewed the policy and made some minor revisions which are included in the policy. In addition, he explained that BOD-2.3 Ethics Policy will need two sections deleted since they would be superseded by the new policy.

In response to Director Zamorano's question, GM Helliker explained that the last three paragraphs cover enforcement of the policy, and Ms. Silva explained the due process and disciplinary actions that apply to employees for violating the District policies.

*The Legal Affairs Committee recommends that the Board of Directors approve BOD-2.5 Policy on Prevention of Discrimination, Harassment, Violence in the Workplace and Abusive Conduct and amend BOD-2.3 Ethics Policy.*

**2. Records Management Policy Revisions (W & R)**

GM Helliker provided a written staff report that will be included in the Board packet. He explained that there are several revisions to Board Policy Adm-3.6 Records Management Policy and that the Records Retention Schedule was completely replaced. In addition, he informed the committee that Legal Counsel Jones reviewed the policy and made some revisions which are included in the policy and schedule.

*The Legal Affairs Committee recommends that the Board of Directors adopt Resolution 24-08 revising Board Policy Adm-3.6 Records Management Policy.*

**3. Other Legal Affairs Matters (W & R)**

There were no other matters discussed.

**4. Public Comment**

There were no public comments.

The meeting was adjourned at 11:14 a.m.