

CANEBRAKE COUNTY WATER DISTRICT

BOARD MEETING - SEPTEMBER 12, 2026

BY-LAWS: AMENDMENT AND READOPTION

Agenda Item

Amendment and Readoption of CCWD By-Laws - Discussion and Possible Action

Background

The CCWD By-Laws currently provide that amendments require a two-thirds (2/3) vote of the District Board of Directors and approval of the San Diego County Board of Supervisors.

The District has determined that the Board of Supervisors approval requirement is not imposed by the California Water Code but is a requirement contained in CCWD's own By-Laws. County Counsel has advised that, while the requirement remains in the By-Laws, the District must comply with it, including for an amendment that removes the requirement for future Board of Supervisors approval.

The District's records indicate that an earlier version of the By-Laws predating the January 2019 revisions was submitted for Board of Supervisors approval. The District has not located documentation establishing Board of Supervisors approval of the subsequent 2019 or 2023 revisions. To create a clear and complete chain of adoption, the Board is therefore being asked to readopt the District's By-Laws as a single amended and restated document incorporating the accumulated 2019 and 2023 revisions together with the proposed 2026 amendments.

The accumulated revisions are summarized below so the Board and the Board of Supervisors can see the changes being confirmed and approved.

Amendment History Being Confirmed

Revision	Provision	Change being confirmed
2019	Article IV, Section 1	Second Friday at 6:30 P.M. → second Saturday at 10:00 A.M.
2023	Article IV, Section 1	10:00 A.M. → 9:00 A.M.
2023	Article IV, Section 3	Holiday provision corrected from Friday → Saturday.
2023	Article VI, Section 1	"bank" → "Federally insured financial institution."
2023	Article VI, Section 2	Two-of-three officer signatures → current \$8,000 withdrawal/signature structure.
2023	Article VI, Section 3	Five-year audit plan → annual audit plan.
2026	Article IV, Sections 2 & 5	Remove Secretary references from Board meeting procedures.
2026	Article VII, Section 1	Replace Secretary administrative structure with Project Manager/Executive Assistant.
2026	Article VII, Section 3	Clarify authority to appoint/employ additional employees and independent contractors.
2026	Article IX	Remove Board of Supervisors approval requirement for future By-Law amendments.

Recommended Action

1. Readopt and ratify the Canebrake County Water District By-Laws, including the 2019 and 2023 revisions summarized above;

2. Approve the 2026 amendments contained in Attachment 1;
3. Adopt Attachment 1 as the Amended and Restated By-Laws of the Canebrake County Water District, subject to approval by the San Diego County Board of Supervisors under the currently effective Article IX; and
4. Direct staff to submit the Amended and Restated By-Laws and supporting documentation to the San Diego County Board of Supervisors for approval.

Proposed Motion

"I move that the Board of Directors readopt and ratify the Canebrake County Water District By-Laws, including the 2019 and 2023 revisions summarized in the staff report; approve the 2026 amendments contained in Attachment 1; adopt Attachment 1 as the Amended and Restated By-Laws of the Canebrake County Water District, subject to approval by the San Diego County Board of Supervisors as required by the currently effective Article IX; and direct staff to submit the Amended and Restated By-Laws and supporting documentation to the Board of Supervisors for approval."

Attachment 1

CANEBRAKE COUNTY WATER DISTRICT

AMENDED AND RESTATED BY-LAWS

Adopted by the Board of Directors September 12, 2026

Effective upon approval by the San Diego County Board of Supervisors

ARTICLE I

The name of the organization shall be the Canebrake County Water District, a county water district certified by the County of San Diego and the State of California under applicable laws.

ARTICLE II

The purpose of the District shall be to provide potable water to property owners within the boundaries of the Canebrake County Water District as approved by the San Diego Local Formation Commission of San Diego County, August 16, 1965, pursuant to the rules and regulation of the Water Code of the State of California.

ARTICLE III

SECTION 1. The Board of Directors shall consist of five (5) Directors elected by the registered voters in the District pursuant to the Water Code of the State of California.

SECTION 2. Pursuant to California Water Code Section 30513 and notwithstanding any other provision of the California Water Code to the contrary, each member of the Board of Directors of the Canebrake County Water District, whether elected or appointed, shall be either a registered voter of the District or an owner of land within the District.

SECTION 3. Each Director elected shall serve a period of four (4) years. The beginning and ending terms of office for the directors shall be staggered by two (2) years.

SECTION 4. Election of members of the Board of Directors of the District shall be governed by the provisions of the Uniform District Election Law, part 3 (commencing at Section 23500) of Division 12 of the Elections code.

SECTION 5. Should a vacancy occur on the Board during any member's term of office, such vacancy shall be filled by the Board's appointment of a qualified Director to serve out the unexpired term of the vacation member. Such appointment shall be made by a majority vote of the remaining Directors on the Board, even if those remaining Directors do not constitute a quorum.

SECTION 6. In the event there are not sufficient candidates at the regular election for offices to be filled, such office may be filled by appointment of the Board of Supervisors of San Diego County.

SECTION 7. Directors may receive compensation for each regular or special meeting attended and may be paid for their out of pocket expenses incurred on the Districts behalf.

ARTICLE IV

SECTION 1. Regular meeting of the Board of Directors shall be held in Canebrake Canyon at 9:00 A.M. on the second Saturday of the month at a place designated and publicized prior to each meeting for the months of January, March, May, June, September and November, and additional meetings as determined to be necessary by the Board of Directors.

SECTION 2. If a Director of the Board shall miss two (2) consecutive regular meetings of the Board without notification to the President, or any member of the Board to excuse his or her absence, said Director shall be immediately dismissed from the Board of Directors and a new member appointed as provided herein.

SECTION 3. Should the second Saturday of the month fall on a legal holiday, the meeting shall be held on the following Saturday.

SECTION 4. Except as provided in Article III, Section 5, a quorum shall be required to be present to transact any business at a regular meeting or special meeting of the Board of Directors. A quorum shall consist of three (3) Directors.

SECTION 5. Should a quorum not be present at any meeting of the Board, such meeting may be declared adjourned by the President or ranking Officer present to a time and place designated by the Officer, notice of which shall be given each Director and posted outside the Canebrake Community Center 24 hours prior to such meeting.

SECTION 6. A special meeting of the Board may be called for discussion of and action on a specific subject. Notice of said meeting shall be posted outside the Canebrake Community Center at least 24 hours prior to such meeting.

SECTION 7. A special meeting or emergency meeting may be called by a majority of the Board or upon petition of any five (5) property owners within the District.

SECTION 8. The Board may go into executive session to discuss any personnel matter including, but not limited to, the hiring or firing of any employee of the District, employee compensation, the performance of any employee of the District, the consideration of any accusation against any Director or employee of the District, and to meet with the District's counsel.

SECTION 9. Except as provided in Article III, Section 5, no action, resolution or motion may be approved by less than a majority vote of the Board.

SECTION 10. There shall be no proxies.

SECTION 11. All meetings shall be open to the public except for executive sessions as provided in ARTICLE IV, Section 8. Any member of the public shall have the right to address the Board of Directors regarding any agenda item. If a member of the public is unable to attend any meeting but wishes his or her views on an agenda item be known, he or she may submit comments in writing to the Board of Directors not less than twenty-four (24) hours prior to the meeting.

ARTICLE V

SECTION 1. Officers of the District shall consist of a President, Vice President and Chief Financial Officer.

SECTION 2. At the regular January meeting of the Board of Directors, a President, Vice President and Chief Financial Officer shall be elected to serve for a term of one year.

SECTION 3. The duties of the President shall be to preside at all meetings and represent the Water District in all related situations.

SECTION 4. The duties of the Vice President shall be to preside in the absence of the President.

SECTION 5. The duties of the Chief Financial Officer shall include the co-signing of the District's checks and such other duties as may be determined by the Board of Directors.

SECTION 6. The Directors may also appoint a Director of Equipment Operations, a Director of Water Operations and a Director of Building Maintenance and Improvement, with duties as determined from time to time by the Board of Directors.

ARTICLE VI

SECTION 1. Funds of the District shall be deposited in a Federally insured financial institution selected by the Directors of the District.

SECTION 2. Either the President or the Chief Financial Officer may make withdrawals of funds up to \$8,000 after approval of the Board. Withdrawals greater than \$8,000 require signatures of both the President and the Chief Financial Officer after approval of the Board.