

SOUTH FEATHER WATER & POWER AGENCY

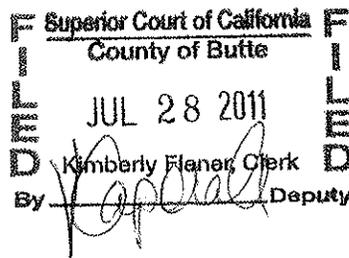
MICHAEL C. GLAZE, GENERAL MANAGER

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July 27, 2011



Hon. Steven J. Howell, Presiding Judge
c/o Court Administration
Superior Court of California, County of Butte
One Court Street
Orville, California 95965

Re: Required Response to 2010-2011 Butte County Grand Jury Report

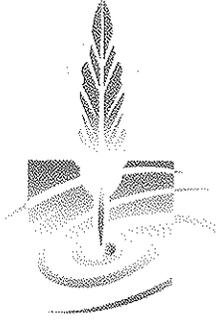
Dear Judge Howell:

This letter is South Feather Water and Power Agency's (SFWPA) required response to Recommendation 2 of the 2010-2011 Grand Jury Report on "Ethics Training in Special Districts."

Attached is SFWPA's General Policy #210, "Directors' Code of Ethics." Rule "o" therein is the Agency's plan to ensure continued compliance with the ethics training requirements of AB 1234.

Sincerely,
South Feather Water and Power Agency

Michael C. Glaze, General Manager



SOUTH FEATHER WATER & POWER AGENCY

DIRECTORS' CODE OF ETHICS (General Policy #210)

1. The Board of Directors of South Feather Water & Power Agency is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the governing of the behavior between and among members of the Board of Directors, the following rules shall be observed.
 - a. The dignity, style, values and opinions of each Director shall be respected.
 - b. Responsiveness and attentive listening in communication is encouraged.
 - c. The needs of the Agency's constituents should be the priority of the Board of Directors.
 - d. The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the Agency are to be delegated to professional staff members of the Agency.
 - e. Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
 - f. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issue should be avoided.
 - g. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
 - h. Directors should practice the following procedures:
 - (1) In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - (2) In handling complaints from residents and property owners of the Agency, said complaints should be referred directly to the General Manager.

- (3) In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the Agency office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - (4) In presenting items for discussion at Board meetings, see the Agenda Policy.
 - (5) In seeking clarification for policy-related concern, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager
- i. When approached by Agency personnel concerning specific Agency policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.
 - j. The work of the Agency is a team effort. All individuals should work together in a collaborative process, assisting each other in conducting the affairs of the Agency.
 - k. When responding to constituent request and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
 - l. Directors should develop a working relationship with the General Manager wherein current issues, concerns and Agency projects can be discussed comfortably and openly.
 - m. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
 - n. Directors are responsible for monitoring the Agency's progress in attaining its goals and objectives, while pursuing its mission.
 - o. Directors shall receive training in public service ethics laws and principles every two years (in even numbered years) in compliance with the ethics training provisions of California Assembly Bill (AB) 1234. To promote accountability to the public, the Agency shall maintain records of said training that will verify compliance with AB 1234.