



# Agenda

## San Miguel Community Services District

### **Amended** - Organization & Personnel Special Committee Meeting

**FRIDAY, MARCH 3, 2017 9:30 A.M.**

**SMCSD Boardroom 1150 Mission St. San Miguel, CA 93451**

**Cell Phones:** As a courtesy to others, please silence your cell phone or pager during the meeting and engage in conversations outside the Boardroom.

**Americans with Disabilities Act:** If you need special assistance to participate in this meeting, please contact the CSD Clerk at (805) 467-3388. Notification 48 hours in advance will enable the CSD to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are available for the hearing impaired.

**Public Comment: When public attendance is over ten (10) persons, the following policies will go into effect:** Any person wishing to address the Board or Standing Committee, please complete a "Request to Speak" form located at the podium in the boardroom in order to address the Board of Directors on any agenda item. Comments are limited to three minutes, unless you have registered your organization with CSD Clerk prior to the meeting.

**If you wish to speak on an item not on the agenda,** you may do so under "Oral Communications." Any member of the public may address the Board of Directors on items on the Consent Calendar. Please complete a "Request to Speak" form as noted above and indicate which item number you wish to address.

**Meeting Schedule:** Regular Board of Director meetings are generally held on the fourth Thursday of each month at 7:00 P.M in the CSD boardroom. Agendas are posted on the CSD's website at: [www.sanmiguelcsd.org](http://www.sanmiguelcsd.org)

**Agendas:** Agenda packets are available for the public inspection 72 hours prior to the scheduled meeting at the Counter/ San Miguel CSD, Fire Station located at 1150 Mission St., San Miguel, during normal business hours. Any agenda-related writings or documents provided to a majority of the Board of Directors after distribution of the agenda packet are available for public inspection at the same time at the counter/ San Miguel CSD, Fire Station located at 1150 Mission St., San Miguel, Ca during normal business hours.

- I. Call to Order- 9:30 AM
- II. Pledge of Allegiance Director \_\_\_\_\_
- III. Roll Call: Members Present: Director \_\_\_\_\_ Director \_\_\_\_\_

**IV. Oral and Written Communications:** Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are limited to three minutes. Please complete a “Request to Speak” form and place in basket provided.

**V. AGENDA ITEMS:**

**1. Review and Discuss Revisions to Board Rules and By-Laws Manual**

**Staff Recommendation:** Discuss and make a recommendation that the Board approve revisions to Board Rules and By-Laws Manual.

**2. Discuss General Manager’s Status Report on Timekeeping Policy Tracking & Reporting**

**Staff Recommendation:** Review and Discuss Status Report on Timekeeping Policy Tracking & Reporting

**3. Discussion and Clarification of Options for Job Opening Recruitment—Administration Department**

**Staff Recommendation:** Discuss and Clarify options for job opening recruitment

**VI. COMMITTEE COMMENTS:**

This section is intended as an opportunity for Committee members to make brief announcements, request information from staff, request future agenda item(s) and/or report on their own activities related to District business. No action is to be taken until an item is placed on a future agenda.

**VII. ADJOURNMENT**

**TIME:** \_\_\_\_\_

Next O & P Committee Meeting is tentatively scheduled for Friday, March 24, 2017.

Tentative Committee Agendas includes:

- 1) Review of Fire Department SOP’s;
- 2) Review and Discussion of GM Report on Surrounding Agency Compensation Schedules

**Attest:**

STATE OF CALIFORNIA                    )  
COUNTY OF SAN LUIS OBISPO    ) ss.  
COMMUNITY OF SAN MIGUEL        )

I, Tamara Parent, Account Clerk II/Operations Coordinator of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCSO district office on February 28, 2017

Date: February 28, 2017

*Tamara Parent*

\_\_\_\_\_  
Tamara Parent, Account Clerk II/Operations Coordinator



# San Miguel Community Services District Organization & Personnel Committee

## Staff Report

March 3, 2017

AGENDA ITEM: V. 1

**SUBJECT: Review and Discuss Revisions to Board Rules and By-Laws Handbook**

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### **STAFF RECOMMENDATION:**

Review and Discuss with recommendation to Board approving a comprehensive revision to existing Board Rules and By-Laws Handbook.

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### **BACKGROUND:**

As a task detailed in the Board approved 2016-17 Annual Work Program, a revision and update of the existing Board Rules and By-Laws Handbook was listed. The Board revised its Handbook several years ago, but there have been changes in District circumstances, administration staffing, Board membership and functions that prompted this update.

District General Counsel did not prepare a redline version of the older Handbook.

They prepared, instead, this revision based on changes in state and federal law requirements, especially in the areas of Board relationship to staff but they did incorporate the existing Handbook language as noted in the attached "Exhibit A" from Churchwell White that shows some highlighted areas of questions or needing some input. Exhibit A is attached for your review and discussions.

District General Counsel prepared this revision for consideration and has addressed some specific areas of concern as well as incorporated ideas discussed during last year's Board training session with David Aranda, BHI Consulting. This proposed revision was considered and adopted by the Board will supersede and replace the existing Handbook document. Future reviews of this Handbook should be scheduled every 3 years in order to maintain the Handbook with changing circumstances or situations.

The second attachment is a copy of the clean version of the new Board Handbook. This is identified as "Exhibit B".

### **FISCAL IMPACT:**

There is no cost for the adoption of a new Board Handbook.

**ACTION DISCUSSION:**

Staff recommends that the Committee discuss and make recommendations to the Board to approve this comprehensive revision to the Board's Rules and By-Laws Handbook.

PREPARED BY:

*Darrell W. Gentry*

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General Manager

Attachments: Exhibit A—mark up by Churchwell White

Exhibit B—new Board Handbook, clean version

# San Miguel Community Services District



## Board Members' Handbook

Board Members' Handbook created November 2016

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**PART I: ADMINISTRATIVE GUIDELINES**

## Chapter 1: Introduction & Overview

### **A. Purpose of San Miguel Community Services District Board Member's Handbook**

The San Miguel Community Services District (the "District") has prepared this Board Members' Handbook (the "Handbook") to assist Board members and other District Officials (collectively, "District Officials") by documenting accepted practices and clarifying expectations. This Handbook should serve as a reference on adopted practices and procedures pertaining to District Board of Directors ("Board") meetings, committee meetings or Advisory Groups, provide an overview of District operations, Board powers and responsibilities, expected behavior and decorum from Board members and other elected or appointed officials, and related matters.

The Handbook supersedes any other handbooks which govern the Board, Committees, or Advisory Groups.

### **B. Overview of Basic Documents**

This Handbook is a summary of important aspects of Board Officials' activities. However, it cannot incorporate all materials and information necessary for understanding the business of District Officials. Many other laws, plans and documents exist which bind the District Officials to certain courses of action and practices. A summary of some of the most notable documents which establish District Official direction is provided below.

**Commented [HS1]:** Darrell: are there other District officials? These would be elected or appointed positions, not employees.

### 1. California Government Code

The state Government Code contains many requirements for the operation of local government and administration of public meetings throughout the state. Many of these requirements, such as open meeting laws, is to ensure there is broad awareness of such requirements. The District is a “special district” which means it is organized in accordance with provisions of the Government Code and it is bound by the state’s general law.<sup>i</sup>

### 2. Annual Budget

The District’s annual budget provides a description of District services and the resources used to provide services. The document contains a broad overview of the budget as well as descriptions of programs offered within each division of the organization.

### 3. Emergency Operations Plan

The District is in the process of drafting emergency plan entitled “Emergency Operations Plan”, which will describe actions to be taken in periods of extreme emergency. The Emergency Operations Plan may be updated from time-to-time. The Board may be called upon during an emergency to establish policies related to the specific incident.

**Commented [HS2]:** Darrell: does the District have an Emergency Operations Plan, or does it intend to draft one?

Additionally, are there any other notable District documents that we should be referencing in this section?

## C. Orientation of New District Officials

It is important that new and incoming District Officials gain an understanding of the full range of services and programs provided by the District. As Board members join the Board or other District Officials join their respective committees, department heads are instructed to provide invitations for members to tour facilities and meet with key staff. At any time, if there are facilities or

programs about which Board members would like more information, arrangements will be made to increase awareness of these operations.

#### **D. Board Member Qualifications**

Each Board member shall not hold an incompatible office. Each Board member shall hold office and discharge his or her duties with loyalty. Each Board member shall attend all regular and special meetings of the Board, unless there is good cause. Removal or replacement of a Board member shall be governed by the requirements set out in Government Code §§ 1770-1782 and outlined in detail in Chapter 8 of this Handbook.

#### **E. Basic Definitions**

1. Chair/Presiding Officer is the individual authorized by law or District policy to oversee, direct and preside over the public meeting of the Board meeting or any other District committee.
2. Board of Directors is the governing body of the District, comprised of four (4) Board Directors and one (1) President of the Board. Each Board member serves a term of office of four (4) years or until his or her successor qualifies and takes office. Board members shall take office at noon on the first Friday in December following their election.
3. District Official is any elected or appointed member of the Board or District committee established by resolution or Board policy.

## Chapter 2: Board—General Powers and Responsibilities

### **A. Board Authority**

The Board is the unit of authority within the District. Board members have no individual authority. As individuals, Board members may not commit the District to any policy, act, or expenditure. Board members do not represent any fractional segment of the community, but are rather part of the body, which represents and acts for the District as a whole. Routine matters concerning the operational aspects of the District are to be delegated to professional District staff members.

### **B. Board Functions**

The Board of Directors is the legislative body of the District; its members are the community's decision makers. Power is centralized in the elected Board collectively, and not in an individual Board member. The Board approves the budget and determines the public services to be provided and the taxes, fees and assessments to pay for these public services. It focuses on the District's mission to provide fire protection, wastewater, water, lighting, and solid waste collection. The Board appoints a professional General Manager to carry out the administrative responsibilities of the District.

### **C. Board President and Vice-President Functions**

#### **1. President**

The President is to preside at all meetings of the Board and perform such other duties consistent with the office as may be imposed by the

Board. At Board meetings, the President assists the Board in focusing on the agenda, discussions, and deliberations. The President does not possess any power of veto. As presiding officer of the Board, the President is to faithfully communicate the will of the Board majority in matters of policy. The President is also recognized as the official head of the District for all ceremonial purposes. The President shall be selected by the Board in December annually.

## **2. Vice-President**

The Vice-President shall perform the duties of the President during the President's absence or disability. The Vice-President shall serve in this capacity at the pleasure of the Board.

## **D. Appointment of General Manager and District Counsel**

The Board appoints two (2) positions within the District organization: General Manager and District Counsel. Both positions serve at the will of the Board.

### **1. General Manager**

Is an employee of the District and has an employment agreement, which specifies terms of employment including an annual evaluation by the Board. General Manager shall be the administrative head of the District under the direction of the Board. He or she shall be responsible for the efficient administration of all the affairs of the District, which are under the General Manager's control. The General Manager shall also be responsible for the duties outlined in the Government Code.<sup>ii</sup>

### **2. District Counsel**

District Counsel services will be provided by contract. The District Counsel attends all Board meetings, as well as other meetings at the

request of the Board as deemed necessary. The District Counsel is appointed and serves at the pleasure of the Board.

### **E. Role in Emergency**

The Board has some extraordinary powers for the protection of persons and property within the District in the event of an emergency. The District is currently in the process of drafting an “Emergency Operations Plan” by and which the role of Board members and District staff will be explained.

### **F. Standing Committees**

At the first regular meeting in December, the Standing Committee positions for the following year will be appointed by the President, with the consent of the Board. Each committee will consist of two (2) Board Members and District staff (General Manager and his or her designee) may be invited to advise or give input as needed. Each Board member will serve two (2) consecutive years on one committee. Members of the public may be appointed by the President, with the consent of the Board to serve on District committees on a voluntary basis.

Committee meetings will be held when deemed appropriate by the Committee Chairman or the General Manager.

The Committee’s function will be to study appropriate issues in depth, report their findings, make policy recommendations and conclusions to the whole Board for its consideration.

The District’s Standing Committees are:

- a. Budget Committee, formerly the Finance and Budget Committee;

- b. Operations Committee, formerly the Equipment and Facilities Committee;  
and
- c. Personnel Committee, formerly the Organizations and Personnel  
Committee.

## Chapter 3: Board Administrative Support

### **A. Requests for Research or Information**

Board members may request information or research from the General Manager on a given topic. All Board member requests for research or information should only be directed to the General Manager, and not directly to a District staff member. Requests for new information or policy direction will be brought to the full Board for consideration at a regular meeting. All written products will be provided to the full Board.

### **B. Inappropriate Actions**

The Board has delegated the General Manager the responsibility to discuss, on behalf of the full Board, any perceived or inappropriate action by a Board member. The General Manager will discuss with the Board member the action and suggest a more appropriate process or procedure to follow. After this discussion, if further inappropriate action continues, the General Manager will report the concern to the full Board.

## Chapter 4: District Finances

### **A. Board Member Compensation**

Pursuant to Government Code section 61047, Board members are authorized to receive up to One Hundred Dollars (\$100.00) for each day of attending meetings, limited to six (6) days in one month, and all other expenses incurred.

Board members may waive their stipends as provided by state law<sup>iii</sup>; however, they may not elect to assign their salary to any person or entity including a charitable organization.

### **B. Expenditure Allowance**

The annual District budget may include an expenditure allowance for expenses necessary for members to undertake official District business. Eligible expenses include travel expenses, including meals for Board members, and mileage reimbursement, which are made for District business.<sup>iv</sup> Donations to organizations are not eligible nor are meals for individuals other than Board members.

### **C. Expenditure Guidelines**

Any expense must be related to District affairs.<sup>v</sup> Public property and funds may not be used for any private or personal purpose. For example, reimbursement is not allowed to pay for meals at a meeting to discuss political or campaign strategies. It is also inappropriate for District funds to pay for a meal or other expenses of a private citizen or spouse attending a meeting.

District budgetary practices and accounting controls apply to expenditures within the District budget. Board members should plan expenditures, which will allow

them to remain within the annual allocation. When exceptional circumstances require that additional amounts be allocated, the request must be made to the General Manager, and Board action may be necessary. Reimbursement requests should be made through the General Manager's office with receipts. Expenditure records are public information.

## Chapter 5: Board Member Communications

### **A. Overview**

Perhaps the most fundamental role of a Board member is communication; communication with the public to assess community options and needs and communication with staff to provide policy directions and to gain an understanding of various policy alternatives. Because the Board performs as a body (that is acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking “for” the Board. Equally important, when members are expressing personal views and not those of the Board, the public should be so advised.

When responding to constituent requests or concerns, Board members should respond to the individuals in a positive manner and route their questions to the General Manager.

### **B. Speaking “for the District”**

When Board members are requested to speak to groups or are asked the Board’s position on an issue, the response should reflect the position of the Board as a whole. Of course, a Board member may clarify their vote on a matter by stating “While I voted against X, the Board voted in support of it.” When representing the Board at meetings or other venues, it is important that those in attendance gain an understanding of the Board’s position rather than that of an individual member.

### **C. Correspondence from Board Members**

1. Members of the Board may be called upon to write letters to citizens, businesses or other public agencies. Typically, the President will be charged with transmitting the District's position on policy matters to outside agencies on behalf of the Board. Individual members of Board will often prepare letters for constituents in response to inquiries or to provide requested information.
2. The following is the policy of the Board relative to official and non-official correspondence by members of the Board:
  - a. Board members shall not write or send letters on District stationary or letterhead without Board approval.
  - b. The President is authorized to send thank you and acknowledgement letters as they directly pertain to the District in its usual course of business. Such correspondence shall not represent or include Board endorsements, positions, etc. All correspondence signed by the President shall have a copy forwarded to each Board member.
  - c. Board members may endorse political candidates, initiatives, legislation or positions using their own stationary. They may identify themselves by District Board position and title, but in no case shall said endorsements infer that the District or Board supports said position or candidate. Board members are encouraged to notify or send copies of said endorsement to the full Board.

d. The Board policy is that it will not support individual political candidates, but may vote to support or take stands on initiatives, measures or other legislation as appropriate and permissible under state law. The President shall be authorized to sign letters stating the Board's position.

#### **D. Confidential Issues**

Confidential issues, including anything which has been discussed in a closed session, shall not be disclosed to any member of the public, including the press.

#### **E. Local Ballot Measures**

At times ballot measures may be placed on the ballot that affect Board policy. There are restrictions regarding what actions the Board or individual members may take on ballot measures under California Law.

#### **F. State Legislation, Propositions**

The Board may be asked to take action on pending state legislation. The Board has adopted a practice of requiring analysis of bills prior to taking any official position. The analysis is to include a summary of the legislation's purpose and a listing of those entities both in support and against the proposed legislation.

#### **G. Proclamations**

Ceremonial proclamations are often requested of the District in recognition of an event or individual. Proclamations are not statements of policy but a manner in which the District can make special recognition of an event (e.g. Recycling Week). As part of his or her ceremonial responsibilities, the President is charged with administration of Proclamations. Individual Board members do not issue proclamations, but may request that the President issue a proclamation.



## Chapter 6: District Officials—Conflicts & Liability

### A. Conflict of Interest

State laws are in place that attempt to eliminate any action by a District Official that may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest.

Newly elected officials are required to file a Statement of Economic Interest (Form 700) within thirty (30) days of being sworn into office. Thereafter, elected officials are required to file an annual Form 700. The General Manager will notify the District Officials of any filing requirements. Written permission must be obtained before posting elected officials' home addresses or telephone numbers on the Internet.

At any time if a District Official believes that a potential for conflict of interest exists, he or she is encouraged to consult with the District Counsel or private legal counsel for advice. Staff may also request an opinion from the District Counsel regarding a District Official's potential conflict. Laws which regulate conflicts are very complicated. Violations may result in significant penalties or fines, including criminal prosecution. While not inclusive, a general summary of conflict rules has been prepared and appears below.

There are several laws that govern conflicts of interest for public officials in California – the Political Reform Act, Government Code section 1090, and Government Code section 87105 (<http://leginfo.legislature.ca.gov/faces/codes.xhtml>). In general terms, the

Political Reform Act prohibits a public official from having a financial interest in a decision before the official. Section 1090 prohibits a public official from being interested in government contracts; and section 87105 requires a public official, who has a conflict of interest, to publicly announce the conflict, recuse himself or herself and leave the room until after the discussion and voting on the matter is complete.

## **B. Political Reform Act**

The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official position to influence a governmental decision in which they know, or have reason to know, that they have a disqualifying conflict of interest. Therefore, if a public official has a conflict of interest, the official must disqualify himself or herself from acting on or participating in the decision before the District. During that discussion, the official must leave the area where the discussion is taking place.

An official has a financial interest if “it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from the effect on the public generally” on one or more of the economic interests of the official or a member of the official’s immediate family.<sup>vi</sup>

As of 2016, economic interests include interests in businesses worth \$2,000 or more, interests in real property, both ownership and leases, worth \$2,000 or more, a source of income in an amount of \$500 or more, and gifts of \$460 or more provided to or received within one (1) year of the decision.<sup>vii</sup> These dollar amounts are subject to annual increases. Please check with the District Counsel to verify the current dollar amounts.

Often the economic interest involved is real property owned or leased by the District Official. In these cases, a public official is presumed to have a conflict of interest if he or she has a direct or indirect interest worth two thousand dollars (\$2,000) or more in fair market value.<sup>viii</sup> If a Board member has a pro rata share interest in real property, in which the Board member or immediate family member owns, and has a ten percent (10%) or greater interest in the property, then that is also a conflict of interest.<sup>ix</sup>

Determining whether a Board member has a disqualifying conflict of interest is very complicated and fact specific. Please contact the District Counsel if you suspect that you may have a conflict of interest so that a formal four-step analysis of the potential conflict can be provided.

Government Code section 87105 states that a Board member who has a conflict of interest must recuse himself or herself and leave the room, unless the matter is on the Consent Calendar.<sup>x</sup> After it has been determined that a conflict of interest exists under the Political Reform Act, the following steps must take place:

**1. Publicly identify the financial interest.**

This must be done in enough detail for the public to understand the economic interest that creates the conflict of interest. Residential street addresses do not have to be disclosed.

**2. Recuse yourself from both the discussion and the vote on the matter.**

Recusal applies to all proceedings related to the matter

### **3. Leave the room until the matter has been complete.**

The matter is considered complete when there is no further discussion, vote, or any other action.<sup>xi</sup>

**Exceptions:** if the matter is on the consent calendar, recusal is not required. Additionally, if the individual with the conflict wants to speak during public comment, he or she may do so as a private citizen. However, this is the only time he or she may be in the room while the matter is being considered.

The Fair Political Practices Commission (“FPPC”) has published lengthy regulations and opinions on conflicts of interest that are useful in determining whether a particular financial interest or decision could give rise to disqualification based on a potential conflict of interest. The FPPC also puts out informational pamphlets to assist public officials in determining what types of situations may give rise to prohibited conflicts of interest.

### **C. Government Code Section 1090**

Government Code section 1090 is similar to the Political Reform Act, but it applies only to District contracts in which a public official has a financial interest. The financial interests covered by section 1090 are different than those in the Political Reform Act. Having an interest in a contract may preclude the District from entering into the contract at all. In addition, the penalties for violating section 1090 are severe. If a District Official believes that he or she may have any financial interest in a contract that will be before the Board, the member should immediately seek advice from the District Counsel or the District Official’s personal attorney.

There are a number of other restrictions placed on Board actions, which include prohibitions on secrecy and discrimination, as well as assurance that all District

funds are spent for public purposes. Violations of these restrictions may result in a personal liability for individual District Officials.

#### **D. Conflict of Interest Forms**

Annual disclosure statements are required of all Board members and senior staff. These disclosure statements indicate potential conflicts of interest including sources of income, ownership of property and receipt of loans and gifts. Board members often serve on the governing board of other local agencies as a result of appointment or delegation through the Board. These agencies will also require submittal of disclosure forms. These forms require information including income, loans, receipt of gifts, and interest in real property among other items.

#### **E. Ex Parte Communications**

All Board members may have “ex parte” communications – meaning communications outside the meeting forum. However, such communication should not be encouraged, made, or accepted when such communication is designed to influence the official decision or conduct of the official or other officials in order to obtain a more favored treatment or special consideration to advance the personal or private interests of himself or herself or others. This guarantees that all interested parties to any matter shall have equal opportunity to express and represent their interests. The applicable California law, the Brown Act, is discussed in Chapter 9 of this Handbook and provides more detail as to Board members’ obligations under California state law.

#### **F. Liability**

The District offers a variety of services and may often find itself subject to legal actions through lawsuits. The District must always approach its responsibilities

in a manner which reduces risk to all involved. However, with such a wide variety of high profile services (e.g. fire, utilities) risk cannot be eliminated.

The District belongs to the Special District Risk Management Association to manage insurance and risk activities. When claims are filed against the District they are sent to the District's claims examiner to review and make recommendations. Unless there is a clear liability on the part of the District, the claim will normally be recommended for denial. The claim is placed on the District agenda for rejection, but will only be discussed in closed session if the Board desires. The Board should be careful discussing details of a claim or lawsuit outside of closed session.

It is important to note that violations of certain laws and regulations by individual District Officials may result in that official being personally liable for damages which would not be covered by the District's insurance. Examples may include discrimination, harassment, or fraud.

#### **G. AB 1234 Training**

California state law requires the District to advise District Officials, subject to California's ethics education requirements about their compliance options at least once a year.<sup>xii</sup> The District will ensure that all District Officials will be provided the AB 1234 Ethics Training.

#### **H. AB 1661 Training**

Beginning January 1, 2017, the state law will require local agency officials to receive sexual harassment prevention training and education within the first six (6) months of taking office and every two (2) years thereafter.<sup>xiii</sup>

## Chapter 7: District Officials—Interaction with Staff and Officials

### **A. Overview**

Board policy is implemented through professional staff. Therefore, it is critical that the relationship between the Board and staff be well understood by all parties so policies and programs may be implemented successfully. To maintain effective relationships between the Board and staff it is important that roles are clearly recognized.

### **B. Board-Manager Relationship**

#### **1. Employment Relationship Between the Board and General Manager**

This relationship honors the fact that the General Manager is the chief executive officer of the District. The Board should avoid situations that can result in District staff being directed, intentionally or unintentionally, by one or more members of the Board. Regular communication between the Board and General Manager is important in maintaining open communications. All dealings with the General Manager, whether in public or private, should respect the authority of the General Manager in administrative matters. Disagreements should be expressed in policy terms rather than in terms that question satisfaction with or support of the General Manager.

#### **2. Evaluation**

The Board is to evaluate the General Manager on an annual basis and pursuant to the terms of the General Manager's contract with the District.

### **3. Open Communication**

As in any professional relationship, it is important that the General Manager keep the Board informed. The General Manager respects and is sensitive to the political responsibility of the Board and acknowledges that the final responsibility for establishing the policy direction of the District is held by the Board. The General Manager encourages regular one on one meetings with Board members to provide information on various issues before the Board.

### **4. Staff Roles**

The Board recognizes the primary functions of staff as executing Board policy and actions taken by the Board and in keeping the Board informed. Staff is obligated to take guidance and direction only from the Board as a whole through the General Manager or from the appropriate management supervisors. The Board is discouraged from instructing staff directly, but should instead submit any requests to the General Manager or District Counsel. Further, any comments or concerns from the Board should be communicated to the General Manager or District Counsel. Staff is directed to reject any attempts by individual members of the Board to unduly direct or otherwise pressure them into making, changing or otherwise influencing recommendations.

District staff will make every effort to respond in a timely and professional manner to all requests made by the General Manager on behalf of an individual Board member for information or assistance, provided that the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full Board.

### **C. General Manager Code of Ethics**

The General Manager is subject to a professional code of ethics from his or her professional association. These standards appear in Appendix A of this Handbook, the ICMA Code of Ethics. It should be noted that this code binds the General Manager to certain practices which are designed to ensure actions are in support of the District's best interests. Violations of such standards can result in censure by the professional association.

**Commented [HS3]:** Darrell: are you a member of the ICMA? If not, are you part of a similar organization?

### **D. Board-District Counsel Relationship**

#### **1. District Counsel**

The District Counsel is the legal advisor for the Board, General Manager, and department heads.

#### **2. District Counsel Legal Responsibilities**

The general legal responsibilities of the District Counsel are to:

- a. Provide legal assistance necessary for formulation and implementation of legislative policies and projects;

- b. Represent the District's interest, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings;
- c. Prepare ordinances, resolutions, contracts and other legal documents to best reflect and implement the purposes for which they are prepared; and
- d. To keep the Board and staff apprised of court rulings and legislation affecting the legal interest of the District.

### **3. District Counsel Representation**

It is important to note that the District Counsel does not represent individual Board members, but the Board as a whole.

#### **E. General Manager-District Counsel Relationship**

The District Counsel provides legal support and advice to the General Manager to assist him or her in implementing Board policies and exercising his or her authority as the chief executive officer of the District. The District Counsel also keeps the General Manager apprised of current relevant court rulings and legislation. It is important to note that the District Counsel represents the Board and the District as a whole, not the General Manager, Board members, or individual residents of the District. The District Counsel may share confidential information obtained from the General Manager with the Board if necessary to protect the best interests of the District, and vice versa.

#### **F. Access to Information and Communications Flow**

## **1. Objectives**

It is the responsibility of staff to ensure Board members have access to information from the District and to ensure such information is communicated completely and with candor to those making the request. However, Board members must avoid intrusion into those areas that are the responsibility of the staff. Individual Board members shall not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities. This is necessary to protect staff from undue influence and pressure from individual Board members, and to allow staff to execute priorities given by the General Manager on behalf of the Board as a whole without fear of reprisal.

## **2. Board Roles**

The full Board retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, workloads and schedules, departmental priorities, and the performance of District business.

Individual members of the Board shall not make direct attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities. If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy.

Board members also have a responsibility of information flow. It is critical that they make extensive use of staff and committee reports

and committee minutes. Board members should come to meetings prepared—having read the board agenda packet materials and supporting documents, as well as any additional information or memoranda provided on District projects or evolving issues. Additional information may be requested from staff, if necessary.

### **3. Access to Information**

Individual Board members, as well as the Board as a whole, are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information. Any request for information shall be directed to the General Manager. The General Manager or District Counsel will pass critical information to all Board members. The Board will always be informed by the General Manager or District Counsel when a critical or unusual event occurs about which the public would be concerned.

There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress) are under review and not available for release until complete and after review by District management. In addition, there are legal restrictions on the District's ability to release certain personnel information even to members of the Board. Confidential personnel information also has restrictions on its ability to be released. Any concerns Board members may have regarding the release of information, or the refusal of the General Manager to release information, should be discussed with the District's Counsel for clarification.

## **G. Dissemination of Information**

In cases where a staff response to an individual Board member request involves written materials which may be of interest to other Board members, the General Manager will provide copies of the material to all other Board members. In making this judgment, the General Manager will consider whether the information is significant, new, otherwise not available to the Board, or of interest to the Board.

## **H. Restrictions on Political Involvement by Staff**

Local governments are non-partisan entities. Staff formulates recommendations in compliance with District policy and for the good of the community and is not influenced by political factors. For this reason, it is very important to understand the restrictions of staff in any level of political involvement through campaigns, fund-raisers, or other means.

### **1. Staff Members**

By working for the District, staff members do not surrender rights to be involved in local elections. Indeed, laws are in place to preserve those rights. However, there are limitations to such involvement. Different restrictions apply to management and general employees.

### **2. Management Staff**

The General Manager strongly discourages any involvement in local campaigns even while on personal time. Such involvement erodes the tenet that staff are to provide an equal level of service to all members of the Board.

### **3. General Employees**

These employees have no restrictions while off the job; however, no participation in campaigns or other activities may take place while on the job. No District resources may be used by staff in support of any campaign. Even while off the job, no employee may participate in campaigns or other political activities while in District uniform. For example, posing for a promotional photograph for a candidate for local office while in uniform is inappropriate. The support of the Board in these matters is requested. A Board member asking staff to sign petitions or similar items can create an awkward situation.

## **I. General Conduct Expectations**

Board members are expected to uphold a high standard of civility towards each other and to abide by the District's Ethics and Civility Code. Civility is expected between Board members, the public, and District staff while in Board meetings and when out in public. Rude behavior and profanity will not be tolerated.

While in public, Board members should be aware that they are still viewed as elected representatives of the residents of the District. As such, Board members' behavior in public shall be appropriate and shall not include inappropriate gesturing (including, but not limited to, crude or offensive body language, gyrating, or other inappropriate body movements) or profanity.

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts should model the same professional behavior displayed during Board meetings and community meetings.

**Commented [HS4]:** Does the District have such a policy? If not, we can draft a policy and even include it in this handbook.

Social media sites are not to be used as mechanisms for conducting official District business other than to informally communicate with the public. Examples of business that may not be conducted through social media include making policy decisions, official public noticing and discussing items of legal or fiscal significance that have not been previously released to the public. Officials' social media site(s) should contain links directing users back to the District's official website for in-depth information, forms, documents or online services necessary to conduct official District business. Officials will not post or release proprietary, confidential, or sensitive information on social media websites.

Board members must conduct themselves in a respectable manner as to not damage the prestige of his or her elected title. In the performance of their official duties and in public, they should refrain from any form of conduct which may cause any reasonable person unwarranted offense or embarrassment.

## Chapter 8: Leaving Office

### **A. Filling Board Vacancies**

Once it has been determined that a seat on the Board is vacant, the District must notify the San Luis Obispo County elections official that there is a vacancy within fifteen (15) days of the Board being notified of the vacancy, or the effective date of the vacancy, whichever date comes later.<sup>xiv</sup> A vacancy on the Board may be filled by appointment, call of a special election, or in the manner prescribed by law.<sup>xv</sup> Alternatively, the Board may appoint a person to fill a vacancy on the Board to hold office only until the date of a special election, which shall be immediately called to fill the remainder of the term.

#### **1. Appointing a New Member**

If the Board wishes to appoint a new member, it must do so within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever date comes later.<sup>xvi</sup> Once the appointment has been made, the District must notify the San Luis Obispo County elections official within fifteen (15) days of the appointment.<sup>xvii</sup>

#### **2. Special Election**

If the Board wishes to hold a special election, it must call the election within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever comes later.<sup>xviii</sup> The election shall be held on the next established election date, as long as it is at least one hundred and thirty (130) days after the call of the election.<sup>xix</sup>

#### **3. Intervention by the Board of Supervisors**

If the Board chooses not to call an election or make an appointment within sixty (60) days to fill the vacancy, then the San Luis Obispo County Board of Supervisors may fill the vacancy with an appointment or call for an election within ninety (90) days of the vacancy.<sup>xx</sup> If the Board of Supervisors calls for an election, it shall be held on the next established election date, which is at least one hundred and thirty (130) days from when the election is called.<sup>xxi</sup>

#### **B. Conflicts of Interest While Leaving Office**

A public official may not use his or her official position to influence prospective employment. California law prohibits elected officials, who held a position with the agency from lobbying the agency, to take any action within one (1) year of official's departure from office or employment.<sup>xxii</sup> However, the individual may appear before the agency with which the official worked if the official is appearing on behalf of another public agency, or in their individual capacity.

**PART II: BOARD PROCEDURAL  
GUIDELINES**

## Chapter 9: Open Meetings—Brown Act

### A. Policy

#### 1. Introduction

The Board shall comply with the provisions of the Ralph M. Brown Act, the Open and Public Meeting Law (the “Brown Act”).<sup>xxiii</sup>

#### 2. Penalties and Applicability

The intent of the Brown Act is to ensure that deliberation and actions of local public agencies are conducted in open and public at meetings.

- a. Penalties: The law provides for misdemeanor penalties for members of a body who violate the Brown Act.<sup>xxiv</sup> Violations are also subject to civil action.<sup>xxv</sup>
- b. Applicability: The Brown Act applies to the Board, committees, and ad hoc committees that advise the Board. Staff cannot promote actions which would violate the Brown Act.

### B. Meetings

#### 1. General

All meetings shall be open and public. A meeting takes place whenever a quorum (3 or more members) is present and information about the business of the body is received; discussions qualify as a meeting. Motions must be passed unanimously if only three Board members attend.<sup>xxvi</sup> Social functions do not fall under the Brown Act unless District business is discussed.

## **2. Serial Meetings**

These can take place, and are prohibited by the Brown Act, when any member of the Board or District staff contact more than two (2) Board members for the purpose of deliberating or acting upon an item pending before the Board (does not apply to the public or media). Correspondence that merely takes a position on an issue is acceptable.

## **C. Procedure**

The following procedure shall be followed:

### **a. Posting the Agenda**

Agendas for regular meetings must be made available seventy-two (72) hours in advance of the meeting in the District's office and must include the following:

- i. Time and location of the meeting.
- ii. Description of the agenda items. The description should be reasonably calculated to adequately inform the public, and should include the contemplated Board action.
- iii. Public Comments Section. A section providing an opportunity for members of the public to address the Board. (The public comments portion of the agenda meets this requirement).

### **b. Agenda Items**

Requests for items to appear on the Board's Regular Meeting agenda shall be presented to the General Manager, or his or her designee, in

writing no later than 4:30 p.m. two (2) weeks prior to the meeting date.

#### **D. Actions**

No action can be taken on any item not appearing on the posted agenda, except as set forth in the Government Code Section 54954.2.

#### **E. Ex Parte Communication**

Board members who have ex parte communications with a party that appears before them at the meeting, should disclose that he or she had ex parte communication with the party. This can be done by stating that the Board member had ex parte communication with a party at a time in the meeting when the item is discussed.

Any written ex parte communication received by a District Official in a matter when all interested parties should have an equal opportunity for a hearing, shall be made a part of the record by the recipient.

Further information pertaining to ex parte communication can be found in Chapter 6, Subsection E of this Handbook.

## Chapter 10: Board Meetings

### A. Board Meetings

#### 1. Regular Meetings

Regular meetings of the Board shall be held the fourth Thursday of each month, whereby closed session will commence at 6:00 p.m. and the regular meeting will commence at 7:00 p.m. at the San Miguel Fire Station located at 1150 Mission Street, San Miguel, California.

##### a. Other Locations

The Board may, from time to time, elect to meet at other locations within the District, and upon such election shall give public notice of the change of location in accordance with provisions of the Government Code.<sup>xxvii</sup>

##### b. Location During Local Emergency

If, by reason of fire, flood, or other emergency, it shall be unsafe to meet at the San Miguel Fire Station, the meetings may be held for the duration of the emergency at such other place as may be designated by the President, or if the President does not so designate, by the Vice President or General Manager.<sup>xxviii</sup>

##### c. Holidays

When the day for any regular meeting falls on a legal holiday, the regularly scheduled meeting for that day shall be held on the next regular business day at the regular time and place or at such other time as shall be determined and noticed by the Board.

## **2. Special Meetings & Emergency Meetings**

Special meetings and emergency meetings of the Board may be called and held from time to time consistent with, and pursuant to, the procedures set forth in the Government Code.<sup>xxix</sup>

Notice for a special meeting must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice to all Board members. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

Written notice to all Board members can be waived if the majority of the Board declares an emergency situation pursuant to Government Code section 54956.5, which requires the District to act immediately to preserve public peace, health and safety over the District.

## **3. Adjourned Meetings**

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Government Code.<sup>xxx</sup>

At 10:00 p.m., the Board may finish a pending agenda item, but then must adjourn the meeting to the next regularly scheduled meeting, or to a special meeting. The Board, by a unanimous vote, may vote to finish the remaining agenda items past the 10:00 p.m. deadline.

#### **4. Closed Session**

The Board may hold closed sessions during any regular or special meeting, or any time otherwise authorized by law, to consider or hear any matter which is authorized by State law to be heard in closed session. The general subject matter for consideration shall be expressed in open meeting before such session is held.<sup>xxxii</sup>

##### **a. Time Limit**

Closed Sessions may begin earlier than 6:00 p.m., as needed, as long as the closed session items are agendaized and the time for their consideration is specified in the agenda. Closed session must conclude promptly at 7:00 p.m. regardless of whether there is a pending action that must be taken. Closed session may be continued and reconvened after the regular meeting to finish any unfinished agenda items.

#### **5. Cancellation of Regular Meetings**

Any meeting of the Board may be canceled in advance by a majority of the Board.

#### **6. Quorum.<sup>xxxii</sup>**

A majority of the Board constitutes a quorum for transaction of business. However, a motion must pass unanimously if only three (3) Board members attend. Less than a majority may adjourn from time to time, and compel attendance of absent members in the manner and under the penalties prescribed by resolution. If all Board members are absent from any regular meeting, the General Manager shall declare the meeting adjourned to a stated day and hour. The General Manager

shall cause a written notice of the adjournment to be delivered personally to each Board Member at least three (3) hours before the adjourned meeting.

**7. Chair.**<sup>xxxiii</sup>

The President shall preside over all Board meetings. The President shall have the authority to preserve order at all Board meetings, to call for the removal of any person or persons from any meeting of the Board for disorderly conduct, to interpret and enforce the procedural guidelines of the Board, and to determine the order of business under the guidelines of the Board.

a. Absence of President

The Vice President shall act as President in the absence or disability of the President.<sup>xxxiv</sup>

b. President & Vice President Absence

When the President and Vice President are absent from any meeting of the Board, the Board members present may choose another member to act as President, and that person shall, during that meeting, have the duties of the President. Upon the arrival of the President or Vice President, the acting President shall relinquish the chair at the conclusion of the business before the Board.

c. Presiding Officer

The Presiding Officer for any District appointed or created committees and boards shall preside over public meetings of such committees and boards.

## **8. Attendance by the Public**

Except as specifically provided by law for closed sessions,<sup>xxxv</sup> all meetings of the Board shall be open to the public in accordance with the terms, provisions and exceptions consistent with State law.<sup>xxxvi</sup>

## **9. Action Minutes**

The General Manager, or his or her designee, will maintain a written record and attest to the proceedings of the Board in the form of action minutes. Action minutes will include final motions with votes of the Board, and reflect the names of public speakers.<sup>xxxvii</sup>

## **10. Recordings of Meetings**

Audio recordings of proceedings shall be made and shall be permanently maintained by the General Manager.<sup>xxxviii</sup>

# **B. Policy Decision Making Process**

## **1. Ad-Hoc Committees**

The President shall appoint such ad-hoc committees as may be deemed necessary or advisable by the Board. Ad-hoc committees are formed on an as needed basis with a clearly defined purpose and term. The duties of an ad-hoc committee shall be outlined at the time of appointment, and the committee shall dissolve when its final report has been made.

## **2. Town Hall or Community Meetings**

Such meetings may be held by an individual Board member and are not considered official governmental committees or Board meetings. Town Hall or Community Meetings do not require formation or

appointment by the President or Board. The Board member shall disclose this fact at their town hall meeting(s). To avoid possible Brown Act violations, only two (2) Board members may participate in the discussion at a Town Hall or Community Meeting.

**Commented [HS5]:** Is this something you envision occurring at the District? If not, we can remove it.

## Chapter 11: Order of Business

### **A. General Order**

The business of the Board at its meetings will generally be conducted in accordance with the following order of business unless otherwise specified. A closed session may be held at any time during a meeting consistent with applicable law.

#### **1. CALL TO ORDER**

#### **2. PLEDGE OF ALLEGIANCE**

#### **3. ROLL CALL**

The General Manager or his or her designee shall call the roll of the Board members. The roll shall be called randomly, except that the name of the President shall be called last. The names of each Board member shall be called on each roll call whether they are present or absent, and shall be entered into the minutes.

#### **4. APPROVAL OF AGENDA.**

A motion should be made to approve the agenda for the current meeting. Should a Board member wish to remove an item from the consent calendar for separate discussion, any Board member may do so during the approval of the agenda or during the approval of the consent calendar.

#### **5. CLOSED SESSION (IF NECESSARY)**

- a. The Board meets from time to time in closed sessions which are duly held meetings or a portion thereof, at which certain actions may be taken and are not open to public and news media. These are:
  - i. Closed sessions held at such times pursuant to Government Code Section 54957.6 where the Board meets with its designated representatives prior to and during consultation and discussions with representatives of employee organizations.
  - ii. Security or emergencies.
  - iii. Personnel sessions.
  - iv. Closed sessions to consider potential or pending litigation in which the District or an officer or employee is or could be a party.
- b. Matters discussed in closed sessions are considered confidential:
  - i. Labor Relations: As a matter of policy, the Board acknowledges that the District and its taxpayers are best served if positions authorized during such sessions are presented as those of the Board as a whole. Members of the Board agree that positions and agreements shall not be divulged.
  - ii. Personnel Sessions: Matters discussed and reviewed in personnel sessions shall remain confidential in order to protect employees' rights to privacy.

- iii. Security: Arrangements made to address threats to the District or its property must be kept confidential.
  - iv. Litigation: Discussion of probable or pending litigation could waive attorney-client privilege to the detriment of the District's position.
- c. The Board must adhere to the time limits for closed session in order to begin the regular meeting in a timely manner. If the Board does not conclude the closed session in the required timeframe as set forth in the Agenda, the Board will temporarily continue the closed session meeting until the close of the regular meeting.

**6. CALL TO ORDER FOR REGULAR BOARD MEETING/REPORT OUT OF CLOSED SESSION**

(approximately 7:00p.m.)

**7. PUBLIC COMMENT (NON AGENDA ITEMS)**

**8. SPECIAL PRESENTATIONS/PUBLIC HEARINGS**

All special presentations and public hearings will be calendared and coordinated through the President or General Manager. The guidelines for conducting public hearings are discussed below at sub-section B of this Chapter.

**9. STAFF REPORTS/COMMITTEE REPORTS**

- a. SLO County Sheriff
- b. General Manager
- c. Fire Chief

**Commented [HS6]:** The latest agenda has public comment before closed session and after closed session. Are there 2 opportunities for public comment during a meeting? If not, I think it would be more appropriate to put public comment after closed session.

- d. District Engineer
- e. Board of Supervisors
- f. Equipment and Facilities Committee
- g. Organization & Personnel Committee
- h. Finance and Budget Committee

**10. AGENDA**

a. Consent Calendar

All matters listed under the Consent Calendar are considered by the Board to be routine and will be acted upon in a single motion. Separate discussions of these items may be requested by a Board member or staff member prior to the time the Board considers the motion to adopt. A member of the public may not pull an item from the consent calendar.

Agenda items requested for removal from the consent calendar by Board member or staff will be considered at the beginning of the "Staff/Committee Reports" Section of the agenda. A Board member may vote "no" on any consent item without comment or discussion. Any substantive Board comments, questions or discussion on an item will require removal of the item from the consent calendar.

**11. BOARD ACTION ITEMS**

- a. Unfinished Business
- b. New Business

**12. BOARD COMMENTS**

This section is intended for Board members to make brief announcements, request information from staff, request future agenda item(s) and report on their own activities related to District business.

No action is to be taken until an item is placed on a future agenda.

### **13. ADJOURNMENT TO NEXT REGULAR MEETING OF (Date)**

#### **B. Conduct of Business**

The following is the preferred sequence of the decision-making process:

- a. Announce business item;
- b. Review staff report;
- c. Board comment and discussion;
- d. Hear public comment;
- e. Board comment and discussion;
- f. Present motion;
- g. Second;
- h. Roll call or voice vote;
- i. Announcement of the decision.

#### **C. Action on Agenda Items**

In accordance with the Ralph M. Brown Act, the Board may not take action on any item that did not appear on the posted Board agenda seventy-two (72) hours prior to the Board meeting unless an exception is made as permitted by the Government Code.<sup>xxxix</sup>

#### **D. Items Placed on Written Agenda**

Items of business shall be placed upon the written agenda prior to the deadline announced or observed for the preparation thereof, at the request of the General Manager or the District Counsel.

Any member of the Board may place an item on a future agenda by making a formal request to the General Manager at a meeting of the Board. The General Manager will place Board items on a future Board agenda when reasonable based on the staff time and research necessary to prepare the item for Board consideration.

**E. Items from the Board, General Manager, or District Counsel**

These sections of the agenda provide the opportunity for brief comment on District business, District operations, District projects, and other items of general interest.<sup>xi</sup>

**F. Public Hearings:**

**1. General Procedure**

The Board may, at its discretion or in compliance with applicable law, call a public hearing on any subject within its purview. The Board procedure for the conduct of public hearings is generally as follows:

- a. The Staff Presents its Report. After the President/Chair announces the item as it appears on the agenda, District staff will give a presentation to the Board and the public on the staff report prepared for the matter.

b. Initial Questions to Staff by the Board. Prior to opening up a public hearing on a matter, Board members may ask questions of staff or third party consultants regarding the staff report and the item.

c. President/Chair Opens the Public Hearing:

- i. Applicant or Appellant Presentation. The applicant or appellant then has the opportunity to present comments, testimony, or argument.
- ii. Public Testimony. Members of the public are provided with the opportunity to present their comments, testimony, or argument. Members of the public presenting comments, testimony, or argument will follow the following guidelines:
  1. Members of the Public Request to Speak. Any person desiring to speak or present evidence shall make his or her presence known to the President/Chair and upon being recognized by the President/Chair, the person may speak or present evidence relevant to the matter being heard. No person may speak without first being recognized by the President/Chair.
  2. Board Questions of Speakers. Members of the Board who wish to ask questions of the speakers or each other during the public hearing portion may do so but only after first being recognized by the President/Chair.
  3. Public Oral Presentations. All Board guidelines pertaining to oral presentation by members of the public apply during public

hearings. These guidelines are discussed in this Handbook in Chapter 13: "Addressing the Board."

4. Materials for Public Record. All persons interested in the matter being heard by the Board shall be entitled to submit written evidence or remarks, as well as other graphic evidence.

5. Germane Comments. No person will be permitted during the hearing to speak about matters or present evidence which is not germane to the matter being considered. A determination of relevance shall be made by the President/Chair, but may be appealed to the full Board.

i. The applicant or appellant is given an opportunity for rebuttal or closing argument.

ii. The public input portion of the public hearing is closed.

d. Questions and discussion from the Board. Board members should not express their opinions on an item prior to the close of the public hearing, as the Board members should not form or express an opinion until after all testimony has been received. Questions and comments from the Board should not be argumentative, and the Board should not engage in debates with staff, or those members of the public testifying to an opinion, until after all testimony has been received.

Any Board member shall have the right to express dissent from, or protest to, any action of the Board and have the reason entered in the minutes. If the dissenting Board member desires such dissent or protest to be entered into the minutes, this should be made clear by language such as "I would like the minutes to show that I am opposed to this action for the following reasons..."

e. Board decision occurs. Once the Board completes its discussion of the matter, a Board member may make a motion to take action on the item. A Board member may also make a motion to table, amend, substitute, postpone, or continue the matter, pursuant to these procedures. If the Board is unsuccessful in carrying a motion on the matter before the adjournment of the meeting, the motion shall be deemed to have failed.

f. The President/Chair will announce the final decision of the Board.

## **2. Time for Consideration**

Matters noticed to be heard by the Board will commence at the time specified in the notice of hearing, or as soon thereafter as is reasonably possible and will continue until the matter has been completed, or until other disposition of the matter has been made.

## **3. Continuance of Hearing**

Any hearing being held, noticed, or ordered to be held by the Board at any Board meeting may, by order, notice, or continuance, be continued or re-continued to any subsequent hearing.

#### **4. Communications and Petitions**

Written communications and petitions concerning the subject matter of the hearing will be noted and summarized by the President/Chair. A reading in full shall take place where a majority of the Board votes to have that correspondence read into the record.

#### **5. Ex-Parte Contacts**

Should a Board member and one (1) or more members of the public make contact outside of the hearing process regarding a matter which is, or may be, before the Board for a quasi-judicial hearing, as soon as the Board is informed that the matter will come before it as a quasi-judicial hearing, that Board member must disclose the substance of the contact and the names of the parties on the record at the beginning of the Board's quasi-judicial hearing. Visits by Board members to sites or properties that are the subject of such pending hearings, shall also be disclosed at the beginning of the Board's quasi-judicial hearing.

#### **6. Resolutions**

A resolution is generally adopted by the Board to deal with temporary or special matters, such as when the Board makes only a factual determination or certification that certain necessary conditions or requirements set by statute have been met. Resolutions can also express opinions of the legislative body or set temporary standards (i.e. amount of processing fees that may be changed again by future resolutions). Resolutions are recorded and kept on file with the General Manager or the Account Clerk.

## 7. Voting & Publishing Requirements for Resolutions and Ordinances

- a. Voting. All resolutions require a recorded majority vote of the total membership of the Board.<sup>xii</sup> Resolutions shall be signed by the President and attested by the General Manager.
- b. Publishing. The rates of taxes to be levied, or the amount of revenue required to be raised by taxation, may be fixed either by ordinance or resolution. Where the tax rate or the amount of revenue required to be raised by taxation is fixed by resolution, such resolution shall be published in the same manner and within the same time as ordinances are required to be published. Within fifteen (15) days after the ordinance passes, the Account Clerk shall cause each ordinance to be published at least once, with the names of those Board members voting for and against the ordinance, in a newspaper of general circulation circulated in the District. Ordinances shall not be published in a newspaper if the charge exceeds the customary rate charged by the newspaper for publication of private legal notices, but these ordinances shall be posted in the manner and at the time required by California law.

**Commented [HS7]:** Does the District have the capability of doing this?

## Chapter 12: Guidelines of Conduct

### **A. General Procedures**

It is the policy of the Board not to become involved in the protracted discussion over parliamentary procedure. Consistent with any statute or other legal requirement, any issue of procedure relating to conduct of a meeting or hearing not otherwise provided for herein may be determined by the President/Presiding Officer, subject to appeal to the full Board.

### **B. Authority of the President/Presiding Officer**

Subject to appeal to the full Board, the President/Presiding Officer shall have the authority to prevent the misuses of motions, or the abuse of any privilege, or obstruction of the business of the Board by ruling any such matter out of order. In so ruling, the President/Presiding Officer shall be courteous and fair and should presume that the moving party is acting in good faith.

### **C. President to Facilitate Board Meetings**

The Board delegates the responsibility and expands the role of President/Presiding Officer to include the facilitation of Board meetings. In the role as facilitator, the President/Presiding Officer will assist the Board to focus on their agenda, discussions and deliberations.

### **D. Board Deliberation & Order of Speakers**

The President/Presiding Officer is delegated the responsibility to oversee the debate and the order of speakers. Speakers will generally be called upon in the order they request to speak as recognized by the President/Presiding Officer.

### **E. Limit Deliberation to Item at Hand**

Board members will limit their comments to the subject matter, item or motion being currently considered by the Board.

#### **F. Length of Board Comments**

Board members will govern themselves as to the length of their comments or presentations. The Board delegates to the President/Presiding Officer the responsibility to assist the Board by signaling if a Board member has been speaking for an excessive time period. Comments from Board members are limited to five (5) minutes for each Board member, unless the Board, by concurrence, extend such time.

#### **G. Limitations of Debate**

Board members will be allowed to speak once before the President/Presiding Officer opens the matter for public comment. Board members may speak a second time after the close of public comment if more time is allowed by the President/Presiding Officer or the majority of the Board. Comments from Board members are limited to the question under debate, avoiding all personalities and indecorous language. Comments are limited to five (5) minutes for each Board member, unless the Board, by concurrence, extend such time.

#### **H. Obtaining the Floor**

Any member of the Board wishing to speak must first obtain the floor by being recognized by the President/Presiding Officer. The President/Presiding Officer must recognize any Board member who seeks the floor when appropriately entitled to do so.

Once recognized, a Board member shall not be interrupted when speaking unless it shall be to call him or her to order. If a Board member, while speaking, is

called to order, he or she shall cease speaking until the question of order has been determined and, if in order, he or she shall be permitted to proceed.

## **I. Motions**

Motions may be made by any member of the Board, including the President/Presiding Officer, providing that before a motion is offered by the President/Presiding Officer, the opportunity for making a motion is offered to the other Board members. Any members of the Board, other than the person offering the motion, may second the motion.

### **1. Procedure for Motions**

Before a motion can be considered or debated, it must be seconded. Once the motion has been properly made and seconded, the President/Presiding Officer shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any Board member properly recognized by the President/Presiding Officer. Once the matter has been fully discussed and the vote is called for, no further discussion will be allowed; however, Board members may be allowed to explain their vote.

- a. Process to Make and Second a Motion. Board members wanting to make or second a motion may do so through a verbal request to the President/Presiding Officer.

### **2. Precedence of Motions**

When a motion is on the floor, no other motion shall be entertained except the following, which shall have precedence in the following order:

a. Motion to Adjourn the Meeting (not debatable). A motion to adjourn shall be in order at any time, except as follows:

- I. When repeated after defeat without any intervening business or discussion.
- II. When made as an interruption of a Board member who is speaking.
- III. While a vote is being taken.

A motion to adjourn "to another time" shall be debatable only as to the time which the meeting is adjourned

b. Motion to Fix Hour of Adjournment. Such motion shall be set to a definite time at which to adjourn and shall be undebatable and unamendable except to the time set. Notice of the adjournment and the date of the subsequent meeting shall be conspicuously posted on or near where the meeting was held within twenty-four (24) hours of the adjournment. <sup>xiii</sup>

If the subsequent meeting occurs within five (5) days of the original meeting, the Board may consider matters placed on the original meeting agenda without posting a new agenda. If the subsequent meeting occurs more than five (5) days from the original meeting, a new agenda must be prepared and posted. <sup>xliii</sup>

- c. Motion to Table. A motion to table shall be used to temporarily bypass the subject. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. The tabled item may be “taken from the table” at any time by a motion made prior to the end of the meeting. If the item is not taken from the table prior to the end of the meeting, it shall be placed on a future agenda as a new matter.
- d. Motion to Amend. A motion to amend can be made after a motion is introduced and seconded. A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A motion to amend shall be voted on first, followed by a vote on the original motion, as amended or as originally stated, depending on whether the motion to amend carries.
- e. Motion to Substitute. A motion to substitute can be made after a motion is introduced and seconded. A substitute motion on the same subject shall be acceptable, and voted on before a vote on a motion to amend the main motion amendment.
- f. Motion to Continue. Motions to continue to a definite time shall be amendable and debatable as to the propriety of postponement and time set. If desired, the Board member who initiates the motion to

continue may also move to reopen the hearing to receive further testimony.

### **3. Motions Introducing Ordinances**

Ordinances shall not be passed within five (5) days of their introduction unless they are urgency ordinances. Ordinances may only be passed at a regular meeting and must be read in full at the time of introduction and passage except when, after reading the title, further reading is waived. Motions introducing ordinances for adoption at a future meeting are deemed to include a waiver by the Council of the full reading of the text and title of the proposed ordinance unless the motion otherwise specifically so provided. When ordinances, other than urgency ordinances, are altered after introduction, they shall be passed only at a regular meeting held at least five (5) days after alteration. Corrections of typographical or clerical errors are not considered alterations for purposes of this paragraph.

### **J. Voting Procedures**

Any Board member present at a meeting when a question comes up for a vote, should vote for or against the measure unless he or she is disqualified from voting and abstains because of such disqualification. All votes shall be roll call votes, except for minute actions. The call of roll call vote shall not be interrupted. Minute actions may be taken by voice vote. The results reflecting all "ayes" and "noes" and "abstentions" must be clearly set forth for the record. Unless a Board member clearly states that he or she is not voting because of a conflict of interest, his or her silence shall be recorded as an affirmative vote.

### **1. Abstention**

An abstention does not count as a vote for or against a matter. If a Board member abstains, he or she is counted as present for quorum purposes, but is not deemed to be "voting" for purposes of determining whether there has been a "majority vote of those members present and voting." If a Board member abstains from voting on the grounds that he or she has or may have a conflict of interest, that abstention shall be made either at the beginning of the Board consideration of the matter, or as soon as the Board member recognizes that he or she may have such a conflict or potential conflict. In addition, the Board member shall state for the record the precise nature of the interest which he or she may have that creates the conflict or potential conflict and shall leave the room where the Board meeting is taking place during discussion of the item when required to do so by the Political Reform Act.<sup>xiv</sup>

### **2. Tie Votes**

A tie vote results in a lost motion. In such an instance, any member of the Board may offer a motion for further action. If there is no action by an affirmative vote, the result is no action. If the matter involves an appeal and an affirmative vote does not occur, the result is that the decision appealed stands as decided by the decision-making person or body from which the appeal was taken.

### **3. Motion for Reconsideration**

Motions for reconsideration of a matter may only be made at the same meeting at which the Board takes action on a matter. Such motion

may only be made by a Board member who voted with the side that prevailed on the matter in question. With regard to a tie vote resulting in a lost motion, the prevailing side will be deemed to be those Board member who voted in the negative. Any member of the Board may second a motion for reconsideration. A motion to reconsider shall be debatable.

**K. Non-Observance of Guidelines**

The guidelines are adopted to expedite and facilitate the transaction of the business of the Board in an orderly fashion, and shall be deemed to be procedural only. The Board shall not be required to follow formal organizational procedures such as Robert’s Rules of Order. Failure to strictly observe the guidelines shall not affect the jurisdiction of, or invalidate any action taken by the Board.<sup>xlv</sup>

**L. Non-Exclusive Guidelines**

These guidelines are not exclusive and do not limit the inherent power and general legal authority of the Board or of the President/Presiding Officer, to govern the conduct of Board meetings as may be considered appropriate from time to time or in particular circumstances for purposes of orderly and effective conduct of the affairs of the District.

## Chapter 13: Addressing the Board

### **A. Oral Presentations by Members of the Public**

The rules governing oral presentations by members of the public at Board meetings are as follows:

1. Prior to the meeting, or during the meeting prior to a matter being reached, persons wishing to address the Board are requested to fill out a "Board Appearance Request Form" and submit it to the General Manager.
2. When called upon, the person is requested to come to the podium, state his or her name and address for the record (although not required), and, if speaking for an organization or other group, identify the organization or group represented.
3. All remarks should be addressed to the Board as a whole, not to an individual Board member.
4. Questions, if any, should be directed to the President/Presiding Officer who will determine whether, or in what manner, an answer will be provided.

### **B. Public Comment**

Public Comment is that period set aside at Board meetings for members of the public to address the Board on items of District business other than scheduled agenda items. The Public Comment portion of the Board meeting is the opportunity for members of the public to address the District in compliance with the Government Code.

**1. Timing**

Public Comment for each speaker is limited to three (3) minutes, unless the Board, by concurrence, extend such time.

**2. Board Appearance Request Form**

Persons wishing to speak under Public Comment should submit a "Board Appearance Request Form" to the General Manager or his or her designee prior to the start of the Board item. Preference may be given to those persons who have notified the General Manager or his or her designee in advance of their desire to speak.

**3. District Matters**

Presentations under Public Comment are limited to items within the subject matter jurisdiction of the District.

**4. Response to Public Comment**

The Board at its discretion may direct staff to respond to a concern or question raised; place items on the agenda for consideration at a future Board meeting; or permit individual discussion between a Board member and an individual providing the public comment for the purposes of clarification or discovery of facts, subject to recognition.

**C. Agenda Item Oral Presentation**

Any member of the public wishing to address the Board orally on District business matters appearing on the Board agenda, may do so when that item is taken up by the Board, or as otherwise specified by the Board or the President/Presiding Officer.

### **1. Presentations Submitted in Writing**

Persons, who anticipate oral presentations exceeding three (3) minutes, are encouraged to submit comments in writing, in advance, care of the General Manager, for prior distribution to the Board and other interested parties. Submission of comments in writing is encouraged in lieu of possible lengthy oral presentations which may not be permitted.

### **2. Timing**

Comments by the public on District business matters appearing on the agenda may do so once the President/Presiding Officer opens the matter for public comment. Members of the public may speak a second time after the close of public comment only if more time is allowed by the President/Presiding Officer or the majority of the Board.

### **3. Assigning Time**

Persons wishing to assign their time for oral presentations to other individuals may do so only with authorization of the President/Presiding Officer or a majority of the Board.

### **4. Reading Written Comments**

Persons wishing to read written comments into the record may do so only with authorization of the President/Presiding Officer or a majority of the Board. Additional procedures for written comments is detailed below.

## **D. Comments in Writing Encouraged**

Members of the public may submit, and are encouraged to submit, comments in writing to the Board, care of the General Manager, relating to any items of District business, whether on the Board agenda or otherwise. Such comments will be distributed to members of the Board and considered and acted upon, or not acted upon, as the Board, in its judgment, may deem appropriate. All written comments submitted prior to or during the item the comments relate to, will be part of the record on that particular item. Written comments will not be read aloud at the Board meeting.

**1. Comment Cards**

Comment cards may be used by members of the public in attendance at the meeting who do not wish to or cannot verbally address the Board during a meeting. A person may indicate his or her brief comments on the card and his or her opposition or support for an item on a comment card. During the public testimony on the item, the President indicates that the Board has received comment cards from (name of person) in support of the project or issue and comment cards from (name of person) in opposition of the project or issue.

**2. Repetitious Comments Prohibited**

Speakers shall not present the same or substantially the same items or arguments to the Board repeatedly or be repetitious in presenting their oral comments. If a matter has been presented orally before the Board, whether the Board has taken action, or determined to take no action, the same or substantially the same matter may not be presented orally by the same person any further. Nothing in the foregoing precludes submission of comments to the Board in writing for such action or non-action as the Board, in its discretion, may deem appropriate.

### **E. Speaker Time Limits for An Agenda Item**

In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Board on the same subject matter, the President/Presiding Officer may request that a spokesperson be chosen by the group, and in case additional matters are to be presented by any other member of the group, that there be a limit on the number of such persons addressing the Board. A specific time limit may also be set for the total presentation. No group shall arrange themselves so as to use individual speakers' times in sequential order to circumvent the time limits.

### **F. Waiver of Guidelines**

Any of the foregoing guidelines may be waived by majority vote of the Board members present when it is deemed that there is good cause to do so based upon the particular facts and circumstances involved.

### **G. Decorum**

It is crucial that the public have confidence in the integrity of its local government. Further, to ensure that the Board's business is conducted in a manner that is both professional and efficient, it is important that all participants in the process exercise decorum and civility.

The President/Presiding Officer shall maintain order, decorum, and the fair and equitable treatment of all speakers. The President/Presiding Officer shall keep discussions and questions focused on the specific agenda item under consideration.

Board members shall perform their duties in accordance with the District's processes and rules of order governing the deliberation of public policy issues,

the involvement of the public, and the implementation of policy decisions of the Board by District staff. They shall work together collaboratively, assisting each other in conducting the affairs of the District. Board members shall fully participate in public meetings, in both the open and closed sessions while demonstrating respect and courtesy to others. Board members and the General Manager shall stay focused, stay on topic and act efficiently during public meetings. They shall refrain from interrupting other speakers or otherwise interfering with the orderly conduct of the meetings.

No person shall engage in harassment of another person during a public meeting. Harassment includes but is not limited to:

1. Verbal harassment such as racial epithets, derogatory comments, or slurs;
2. Physical harassment such as assault, impeding or blocking movement, or any other physical interference or threat directed at an individual;
3. Sexual harassment such as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, such as name calling, suggestive comments, or lewd talks and jokes that unreasonably interferes with an individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

During public meetings, all present shall:

1. Preserve safety and order;
2. Not block the audience from viewing the proceedings;

3. Not block or impede the microphone, which audibly records the proceedings;
4. Not engage in disruptive behavior, including but not limited to: heckling, whistling, yelling, and other similar demonstrations;
5. Not willfully disrupt the peace and order of the meeting;
6. Listen to others respectfully and not interrupt those whom are speaking;
7. Refrain from making comments that personally attack an individual in a way that disrupts, disturbs, or otherwise impedes orderly conduct;
8. Avoid the use of profanity, obscene language, and threats that disrupt, disturb, or otherwise impede orderly conduct;
9. Not use unlawful physical force. Physical force includes but is not limited to: grabbing, pushing, slapping, punching, kicking, or otherwise striking the body of another or an object attached to another's body;
10. Not harass any other person in any way;
11. Avoid obscene gestures or motions that could be viewed as threatening or an effort to intimidate. Unacceptable gestures include, but are not limited to. those of a sexual nature, finger pointing and fist shaking in an overly aggressive or accusatory manner, miming the use of weapons or other violent acts, and other movements that could be seen as threatening; and

12. Avoid raising voices beyond what is necessary to be heard by the audience.

Unruly conduct that disrupts the meeting such as undue noise, hissing, profanity, inappropriate applause, insults or physical disturbance shall not be permitted.

If these rules are violated, the District has the following recourse:

1. The President/Presiding Chair can call a point of order;
2. A Board member present at the public meeting may move to require the President/Presiding Chair to enforce the rules and upon majority vote, the President/Presiding Chair shall be required to do so;
3. The President/Presiding Chair may instruct the Chief of Police or another member of the police department designated by the Chief of Police to enforce the rules;
4. The Chief of Police or other member of the police department designated by the Chief of Police to enforce the rules may order an individual to sit, refrain from addressing the Board, board or commission, or remove the disruptive person from the meeting.

Any person making personal, impertinent, or derogatory remarks, or who shall become boisterous while addressing the Board, shall be barred from further audience before the Board at said meeting by the President/Presiding Officer unless permission to continue is granted by a majority of the Board.<sup>xvii</sup>

**Commented [HS8]:** Is this a feasible policy?  
Would it be the Sheriff's office?

Appendix A  
ICMA Code of Ethics

## ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

### Tenet 1

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

### Tenet 2

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant

### Tenet 3

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

### Tenet 4

Recognize that the chief function of local government at all times is to serve the best interests of all people.

### Tenet 5

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

Tenet 6

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

Tenet 7

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

Tenet 8

Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

Tenet 9

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

Tenet 10

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

Tenet 11

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

Tenet 12

Seek no favor; believe that personal aggrandizement or profit secured by confidential

Information, or by misuse of public time is dishonest.

## Appendix B

### Referenced Code Citations

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<sup>i</sup> Government Code § 61000 *et. seq.*

<sup>ii</sup> Government Code § 61051.

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- iii Government Code § 61047.
  - iv Government Code § 53232.2
  - v Id.
  - vi Government Code §87103.
  - vii Id.
  - viii Government Code §82033.
  - ix Id.
  - x Government Code §87105.
  - xi Government Code §87105(a)(1)-(3).
  - xii Government Code §53235(f).
  - xiii Government Code §53237.1.
  - xiv Government Code § 1780 (b).
  - xv Government Code § 1780 (c).
  - xvi Government Code § 1780 (d)(1).
  - xvii Ibid.
  - xviii Government Code § 1780 (e)(1).
  - xix Government Code § 1780 (g)(2).
  - xx Government Code § 1780 (f)(1).
  - xxi Government Code § 1780 (f)(2).
  - xxii Government Code §87406.3.
  - xxiii Government Code § 61044.
  - xxiv Government Code §54959.

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xxv Government Code §54960.

xxvi Government Code § 61045.

xxvii Government Code § 54954(b).

xxviii Government Code § 54954(e).

xxix Government Code §§ 54956; 54956.5. Special meetings and emergency meetings, respectively.

xxx Government Code §§ 54955, 54956.

xxxi Government Code § 54954.5.

xxxii Government Code § 61045.

xxxiii Government Code § 61043.

xxxiv Government Code § 61043(b).

xxxv Government Code § 54954.5.

xxxvi Government Code § 54953.

xxxvii Government Code § 61045.

xxxviii Government Code § 54953.5. The statute only requires maintenance of the audio or visual recording for thirty (30) days where there are other records of the meeting that are retained according to Government Code § 6250 *et seq.*

xxxix Government Code §54954.

xl Government Code §54954.2(a).

xli Government Code § 61045(c).

xlii Government Code § 54955.

xliii Government Code § 54954.2(b)(3).

xliv Government Code §87100 *et seq.* A Board member should leave the room when he or she identifies that he or she has a financial interest in the decision being discussed. Prior to leaving the room, the Board member should publically identify the financial interest at stake and recuse himself or herself from that portion of the meeting.

xlv *City of Pasadena v. Paine* (1954) 126 Cal.App.2d 93.

xlvi Government Code § 54957.9.

# San Miguel Community Services District



# Board Members' Handbook

Board Members' Handbook created November 2016

Adopted by Resolution No \_\_\_\_\_

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# **PART I: ADMINISTRATIVE GUIDELINES**

# Chapter 1: Introduction & Overview

## **A. Purpose of San Miguel Community Services District Board Member's Handbook**

The San Miguel Community Services District (the "District") has prepared this Board Members' Handbook (the "Handbook") to assist Board members and other District Officials (collectively, "District Officials") by documenting accepted practices and clarifying expectations. This Handbook should serve as a reference on adopted practices and procedures pertaining to District Board of Directors ("Board") meetings, committee meetings or Advisory Groups, provide an overview of District operations, Board powers and responsibilities, expected behavior and decorum from Board members and other elected or appointed officials, and related matters.

The Handbook supersedes any other handbooks which govern the Board, Committees, or Advisory Groups as of the effect date of adoption by the Board.

## **B. Overview of Basic Documents**

This Handbook is a summary of important aspects of Board Officials' activities. However, it cannot incorporate all materials and information necessary for understanding the business of District Officials. Many other laws, plans and documents exist which bind the District Officials to certain courses of action and practices. A summary of some of the most notable documents which establish District Official direction is provided below.

## **1. California Government Code**

The state Government Code contains many requirements for the operation of local government and administration of public meetings throughout the state. Many of these requirements, such as open meeting laws, is to ensure there is broad awareness of such requirements. The District is a “special district” which means it is organized in accordance with provisions of the Government Code and it is bound by the state’s general law.<sup>i</sup>

## **2. Annual Budget**

The District’s annual budget provides a description of District services and the resources used to provide services. The document contains a broad overview of the budget as well as descriptions of programs offered within each division of the organization.

## **3. Emergency Operations Plan**

The District is in the process of drafting emergency plan entitled “Emergency Operations Plan”, which will describe actions to be taken in periods of extreme emergency. The Emergency Operations Plan may be updated from time-to-time. The Board may be called upon during an emergency to establish policies related to the specific incident.

## **C. Orientation of New District Officials**

It is important that new and incoming District Officials gain an understanding of the full range of services and programs provided by the District. As Board members join the Board or other District Officials join their respective committees, department heads are instructed to provide invitations for members to tour facilities and meet with key staff. At any time, if there are facilities or

programs about which Board members would like more information, arrangements will be made to increase awareness of these operations.

#### **D. Board Member Qualifications**

Each Board member shall not hold an incompatible office. Each Board member shall hold office and discharge his or her duties with loyalty. Each Board member shall attend all regular and special meetings of the Board, unless there is good cause. Removal or replacement of a Board member shall be governed by the requirements set out in Government Code §§ 1770-1782 and outlined in detail in Chapter 8 of this Handbook.

#### **E. Basic Definitions**

1. Chair/Presiding Officer is the individual authorized by law or District policy to oversee, direct and preside over the public meeting of the Board meeting or any other District committee.
2. Board of Directors is the governing body of the District, comprised of four (4) Board Directors and one (1) President of the Board. Each Board member serves a term of office of four (4) years or until his or her successor qualifies and takes office. Board members shall take office at noon on or before the first Friday in December following their election but may assume their elected seat after being sworn in at the first regular Board meeting in December.
3. District Official is any elected or appointed member of the Board or District committee established by resolution or Board policy.

## Chapter 2: Board—General Powers and Responsibilities

### **A. Board Authority**

The Board is the unit of authority within the District. Board members have no individual authority. As individuals, Board members may not commit the District to any policy, act, or expenditure. Board members do not represent any fractional segment of the community, but are rather part of the body, which represents and acts for the District as a whole. Routine matters concerning the operational aspects of the District are to be delegated to professional District staff members.

### **B. Board Functions**

The Board of Directors is the legislative body of the District; its members are the community's decision makers. Power is centralized in the elected Board collectively, and not in an individual Board member. The Board approves the budget and determines the public services to be provided and the taxes, fees and assessments to pay for these public services. It focuses on the District's mission to provide fire protection, wastewater, water, street lighting, and solid waste collection. The Board appoints a professional General Manager to carry out the administrative responsibilities of the District without Board interference in those delegated duties and responsibilities.

## **C. Board President and Vice-President Functions**

### **1. President**

The President is to preside at all meetings of the Board and perform such other duties consistent with the office as may be imposed by the Board. At Board meetings, the President assists the Board in focusing on the agenda, discussions, and deliberations. The President does not possess any power of veto. As presiding officer of the Board, the President is to faithfully communicate the will of the Board majority in matters of policy. The President is also recognized as the official head of the District for all ceremonial purposes. The President shall be selected by the Board in December annually.

### **2. Vice-President**

The Vice-President shall perform the duties of the President during the President's absence or disability. The Vice-President shall serve in this capacity at the pleasure of the Board.

## **D. Appointment of General Manager and District Counsel**

The Board appoints two (2) positions within the District organization: General Manager and District Counsel. Both positions serve at the will of the Board.

### **1. General Manager**

Is an employee of the District and has an employment agreement, which specifies terms of employment including an annual evaluation by the Board. General Manager shall be the administrative head of the District under the direction of the Board and by Board adopted policies. He or she shall be responsible for the efficient administration of all the

affairs of the District, which are under the General Manager's control and without interference in day-to-day management duties and responsibilities by Board members. The General Manager shall also be responsible for the duties outlined in the Government Code.<sup>ii</sup>

## **2. District Counsel**

District Counsel services will be provided by contract. The District Counsel attends all Board meetings, as well as other meetings at the request of the Board as deemed necessary. The District Counsel is appointed and serves at the pleasure of the Board.

### **E. Role in Emergency**

The Board has some extraordinary powers for the protection of persons and property within the District in the event of an emergency. The District is currently in the process of drafting an "Emergency Operations Plan" by and which the role of Board members and District staff will be explained and specified.

### **F. Standing Committees**

At the first regular meeting in December, the Standing Committee positions for the following year will be appointed by the President, with the consent of the Board. Each committee will consist of two (2) Board Members and District staff (General Manager and his or her designee) may be invited to advise or give input as needed. Each Board member may~~will~~ serve a maximum of two (2) consecutive years on one committee. Members of the public may be appointed by the President, with the consent of the Board to serve on District committees on a voluntary basis.

Committee meetings will be held when deemed appropriate by the Committee Chairman or the General Manager.

Each Committee's function will be to study appropriate issues in depth, report their findings, make policy recommendations and conclusions to the whole Board for its consideration.

The District's Standing Committees are:

- a. Finance Committee, formerly the Finance and Budget Committee;
- b. Facilities Committee, formerly the Equipment and Facilities Committee;  
and
- c. Personnel Committee, formerly the Organization and Personnel Committee.

## **G. Ad Hoc Committees**

The President may, with consent of the Board, establish and appoint members to an Ad Hoc Committee. Said Committee shall be established for specific duties, responsibilities and limited to no more than six (6) months in length of term. Committee may give input and/or recommendations to the Board of Directors for consideration and action in accordance with Board established duties and responsibilities.

Said Ad Hoc Committees may consist of up to two (2) Board Members, District staff and members of the public. Ad Hoc Committee members serve on a voluntary basis and meetings will be held when deemed necessary and appropriate by Committee Chair or the General Manager.



## Chapter 3: Board Administrative Support

### **A. Requests for Research or Information**

Board members may request information or research from the General Manager on a given topic. All Board member requests for research or information should only be directed to the General Manager, and not directly to a District staff member. Requests for new information or policy direction will be brought to the full Board for consideration at a regular meeting. All written products will be provided to the full Board.

### **B. Inappropriate Actions**

The Board has delegated the General Manager the responsibility to discuss, on behalf of the full Board, any perceived or inappropriate action by a Board member. The General Manager will discuss with the Board member the action and suggest a more appropriate process or procedure to follow. After this discussion, if further inappropriate action continues, the General Manager will report the concern to the full Board.

## Chapter 4: District Finances

### **A. Board Member Compensation**

Pursuant to Government Code section 61047 and District Resolution No. 2015-26, Exhibit A, Board members are authorized to receive up to One Hundred Dollars (\$100.00) for each regular Board meeting attended in each month~~ing~~ ~~meetings~~, limited to ~~one~~six (16) ~~days~~ in one month, and all other expenses incurred.

Board members may waive their stipends as provided by state law<sup>iii</sup>; however, they may not elect to assign their salary to any person or entity including a charitable organization.

### **B. Expenditure Allowance**

The annual District budget may include an expenditure allowance for expenses necessary for members to undertake official District business. Eligible expenses include travel expenses, including meals for Board members, and mileage reimbursement, which are made for District business.<sup>iv</sup> Donations to organizations are not eligible nor are meals for individuals other than Board members.

### **C. Expenditure Guidelines**

Any expense must be related to District affairs.<sup>v</sup> Public property and funds may not be used for any private or personal purpose. For example, reimbursement is not allowed to pay for meals at a meeting to discuss political or campaign strategies. It is also inappropriate for District funds to pay for a meal or other expenses of a private citizen or spouse attending a meeting.

District budgetary practices and accounting controls apply to expenditures within the District budget. Board members should plan expenditures, which will allow them to remain within the annual allocation. When exceptional circumstances require that additional amounts be allocated, the request must be made to the General Manager, and Board action may be necessary. Reimbursement requests should be made through the General Manager's office with receipts. Expenditure records are public information.

## Chapter 5: Board Member Communications

### **A. Overview**

Perhaps the most fundamental role of a Board member is communication; communication with the public to assess community options and needs and communication with staff to provide policy directions and to gain an understanding of various policy alternatives. Because the Board performs as a body (that is acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking “for” the Board. Equally important, when members are expressing personal views and not those of the Board, the public should be so advised.

When responding to constituent requests or concerns, Board members should respond to the individuals in a positive manner and route their questions to the General Manager.

### **B. Speaking “for the District”**

When Board members are requested to speak to groups or are asked the Board’s position on an issue, the response should reflect the position of the Board as a whole. Of course, a Board member may clarify their vote on a matter by stating “While I voted against X, the Board voted in support of it.” When representing the Board at meetings or other venues, it is important that those in attendance gain an understanding of the Board’s position rather than that of an individual member.

## **C. Correspondence from Board Members**

1. Members of the Board may be called upon to write letters to citizens, businesses or other public agencies. Typically, the President will be charged with transmitting the District's position on policy matters to outside agencies on behalf of the Board. Individual members of Board will often prepare letters for constituents in response to inquiries or to provide requested information.
2. The following is the policy of the Board relative to official and non-official correspondence by members of the Board:
  - a. Board members shall not write or send letters on District stationary or letterhead without Board approval.
  - b. The President is authorized to send thank you and acknowledgement letters as they directly pertain to the District in its usual course of business. Such correspondence shall not represent or include Board endorsements, positions, etc. All correspondence signed by the President shall have a copy forwarded to each Board member.
  - c. Board members may endorse political candidates, initiatives, legislation or positions using their own stationary. They may identify themselves by District Board position and title, but in no case shall said endorsements infer that the District or Board supports said position or candidate. Board members are encouraged to notify or send copies of said endorsement to the full Board.

d. The Board policy is that it will not support individual political candidates, but may vote to support or take stands on initiatives, measures or other legislation as appropriate and permissible under state law. The President shall be authorized to sign letters stating the Board's position.

#### **D. Confidential Issues**

Confidential issues, including anything which has been discussed in a closed session, shall not be disclosed to any member of the public, including the press.

#### **E. Local Ballot Measures**

At times ballot measures may be placed on the ballot that affect Board policy. There are restrictions regarding what actions the Board or individual members may take on ballot measures under California Law.

#### **F. State Legislation, Propositions**

The Board may be asked to take action on pending state legislation. The Board has adopted a practice of requiring analysis of bills prior to taking any official position. The analysis is to include a summary of the legislation's purpose and a listing of those entities both in support and against the proposed legislation.

#### **G. Proclamations**

Ceremonial proclamations are often requested of the District in recognition of an event or individual. Proclamations are not statements of policy but a manner in which the District can make special recognition of an event (e.g. Recycling Week). As part of his or her ceremonial responsibilities, the President is charged with administration of Proclamations. Individual Board members do not issue proclamations, but may request that the President issue a proclamation.

## Chapter 6: District Officials—Conflicts & Liability

### **A. Conflict of Interest**

State laws are in place that attempt to eliminate any action by a District Official that may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest.

Newly elected officials are required to file a Statement of Economic Interest (Form 700) within thirty (30) days of being sworn into office. Thereafter, elected officials are required to file an annual Form 700. The General Manager will notify the District Officials of any filing requirements. Written permission must be obtained before posting elected officials' home addresses or telephone numbers on the Internet.

At any time if a District Official believes that a potential for conflict of interest exists, he or she is encouraged to consult with the District Counsel or private legal counsel for advice. Staff may also request an opinion from the District Counsel regarding a District Official's potential conflict. Laws which regulate conflicts are very complicated. Violations may result in significant penalties or fines, including criminal prosecution. While not inclusive, a general summary of conflict rules has been prepared and appears below.

There are several laws that govern conflicts of interest for public officials in California – the Political Reform Act, Government Code section 1090, and Government Code section 87105 (<http://leginfo.legislature.ca.gov/faces/codes.xhtml>). In general terms, the

Political Reform Act prohibits a public official from having a financial interest in a decision before the official. Section 1090 prohibits a public official from being interested in government contracts; and section 87105 requires a public official, who has a conflict of interest, to publicly announce the conflict, recuse himself or herself and leave the room until after the discussion and voting on the matter is complete.

## **B. Political Reform Act**

The Political Reform Act prohibits public officials from making, participating in, or in any way attempting to use their official position to influence a governmental decision in which they know, or have reason to know, that they have a disqualifying conflict of interest. Therefore, if a public official has a conflict of interest, the official must disqualify himself or herself from acting on or participating in the decision before the District. During that discussion, the official must leave the area where the discussion is taking place.

An official has a financial interest if “it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from the effect on the public generally” on one or more of the economic interests of the official or a member of the official’s immediate family.<sup>vi</sup>

As of 2016, economic interests include interests in businesses worth \$2,000 or more, interests in real property, both ownership and leases, worth \$2,000 or more, a source of income in an amount of \$500 or more, and gifts of \$460 or more provided to or received within one (1) year of the decision.<sup>vii</sup> These dollar amounts are subject to annual increases. Please check with the District Counsel to verify the current dollar amounts.

Often the economic interest involved is real property owned or leased by the District Official. In these cases, a public official is presumed to have a conflict of interest if he or she has a direct or indirect interest worth two thousand dollars (\$2,000) or more in fair market value.<sup>viii</sup> If a Board member has a pro rata share interest in real property, in which the Board member or immediate family member owns, and has a ten percent (10%) or greater interest in the property, then that is also a conflict of interest.<sup>ix</sup>

Determining whether a Board member has a disqualifying conflict of interest is very complicated and fact specific. Please contact the District Counsel if you suspect that you may have a conflict of interest so that a formal four-step analysis of the potential conflict can be provided.

Government Code section 87105 states that a Board member who has a conflict of interest must recuse himself or herself and leave the room, unless the matter is on the Consent Calendar.<sup>x</sup> After it has been determined that a conflict of interest exists under the Political Reform Act, the following steps must take place:

**1. Publicly identify the financial interest.**

This must be done in enough detail for the public to understand the economic interest that creates the conflict of interest. Residential street addresses do not have to be disclosed.

**2. Recuse yourself from both the discussion and the vote on the matter.**

Recusal applies to all proceedings related to the matter

### **3. Leave the room until the matter has been complete.**

The matter is considered complete when there is no further discussion, a vote, or any other action.<sup>xi</sup>

**Exceptions:** if the matter is on the consent calendar, recusal is not required. Additionally, if the individual with the conflict wants to speak during public comment, he or she may do so as a private citizen. However, this is the only time he or she may be in the room while the matter is being considered.

The Fair Political Practices Commission (“FPPC”) has published lengthy regulations and opinions on conflicts of interest that are useful in determining whether a particular financial interest or decision could give rise to disqualification based on a potential conflict of interest. The FPPC also puts out informational pamphlets to assist public officials in determining what types of situations may give rise to prohibited conflicts of interest.

### **C. Government Code Section 1090**

Government Code section 1090 is similar to the Political Reform Act, but it applies only to District contracts in which a public official has a financial interest. The financial interests covered by section 1090 are different than those in the Political Reform Act. Having an interest in a contract may preclude the District from entering into the contract at all. In addition, the penalties for violating section 1090 are severe. If a District Official believes that he or she may have any financial interest in a contract that will be before the Board, the member should immediately seek advice from the District Counsel or the District Official’s personal attorney.

There are a number of other restrictions placed on Board actions, which include prohibitions on secrecy and discrimination, as well as assurance that all District

funds are spent for public purposes. Violations of these restrictions may result in a personal liability for individual District Officials.

#### **D. Conflict of Interest Forms**

Annual disclosure statements are required of all Board members and senior staff. These disclosure statements indicate potential conflicts of interest including sources of income, ownership of property and receipt of loans and gifts. Board members often serve on the governing board of other local agencies as a result of appointment or delegation through the Board. These agencies will also require submittal of disclosure forms. These forms require information including income, loans, receipt of gifts, and interest in real property among other items.

#### **E. Ex Parte Communications**

All Board members may have “ex parte” communications – meaning communications outside the meeting forum. However, such communication should not be encouraged, made, or accepted when such communication is designed to influence the official decision or conduct of the official or other officials in order to obtain a more favored treatment or special consideration to advance the personal or private interests of himself or herself or others. This guarantees that all interested parties to any matter shall have equal opportunity to express and represent their interests. The applicable California law, the Brown Act, is discussed in Chapter 9 of this Handbook and provides more detail as to Board members’ obligations under California state law.

#### **F. Liability**

The District offers a variety of services and may often find itself subject to legal actions through lawsuits. The District must always approach its responsibilities

in a manner which reduces risk to all involved. However, with such a wide variety of high profile services (e.g. fire, utilities) risk cannot be eliminated.

The District belongs to the Special District Risk Management Association to manage insurance and risk activities. When claims are filed against the District they are sent to the District's claims examiner to review and make recommendations. Unless there is a clear liability on the part of the District, the claim will normally be recommended for denial. The claim is placed on the District agenda for rejection, but will only be discussed in closed session if the Board desires. The Board should be careful discussing details of a claim or lawsuit outside of closed session.

It is important to note that violations of certain laws and regulations by individual District Officials may result in that official being personally liable for damages which would not be covered by the District's insurance. Examples may include discrimination, harassment, or fraud.

### **G. AB 1234 Training**

California state law requires the District to advise District Officials, subject to California's ethics education requirements about their compliance options at least once a year.<sup>xii</sup> The District will ensure that all District Officials will be provided the AB 1234 Ethics Training.

### **H. AB 1661 Training**

Beginning January 1, 2017, the state law will require local agency officials to receive sexual harassment prevention training and education within the first six (6) months of taking office and every two (2) years thereafter.<sup>xiii</sup>

# Chapter 7: District Officials—Interaction with Staff and Officials

## **A. Overview**

Board policy is implemented through professional staff. Therefore, it is critical that the relationship between the Board and staff be well understood by all parties so policies and programs may be implemented successfully. To maintain effective relationships between the Board and staff it is important that roles are clearly recognized.

## **B. Board-Manager Relationship**

### **1. Employment Relationship Between the Board and General Manager**

This relationship honors the fact that the General Manager is the chief executive officer of the District. The Board should avoid situations that can result in District staff being directed, intentionally or unintentionally, by one or more members of the Board. Regular communication between the Board and General Manager is important in maintaining open communications. All dealings with the General Manager, whether in public or private, should respect the authority of the General Manager in administrative matters. Disagreements should be expressed in policy terms rather than in terms that question satisfaction with or support of the General Manager.

## **2. Evaluation**

The Board is to evaluate the General Manager on an annual basis and pursuant to the terms of the General Manager's contract with the District.

## **3. Open Communication**

As in any professional relationship, it is important that the General Manager keep the Board informed. The General Manager respects and is sensitive to the political responsibility of the Board and acknowledges that the final responsibility for establishing the policy direction of the District is held by the Board. The General Manager encourages regular one on one meetings with Board members to provide information on various issues before the Board.

## **4. Staff Roles**

The Board recognizes the primary functions of staff as executing Board policy and actions taken by the Board and in keeping the Board informed. Staff is obligated to take guidance and direction only from the Board as a whole through the General Manager or from the appropriate management supervisors. The Board is discouraged from instructing staff directly, but should instead submit any requests to the General Manager or District Counsel. Further, any comments or concerns from the Board should be communicated to the General Manager or District Counsel. Staff is directed to reject any attempts by individual members of the Board to unduly direct or otherwise pressure them into making, changing or otherwise influencing recommendations.

District staff will make every effort to respond in a timely and professional manner to all requests made by the General Manager on behalf of an individual Board member for information or assistance, provided that the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned to staff through the direction of the full Board.

### **C. General Manager Code of Ethics**

The General Manager is subject to a professional code of ethics from his or her professional association. These standards appear in Appendix A of this Handbook, the ICMA Code of Ethics. It should be noted that this code binds the General Manager to certain practices which are designed to ensure actions are in support of the District's best interests. Violations of such standards can result in censure by the professional association.

### **D. Board-District Counsel Relationship**

#### **1. District Counsel**

The District Counsel is the legal advisor for the Board, General Manager, and department heads.

#### **2. District Counsel Legal Responsibilities**

The general legal responsibilities of the District Counsel are to:

- a. Provide legal assistance necessary for formulation and implementation of legislative policies and projects;

- b. Represent the District's interest, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings;
- c. Prepare ordinances, resolutions, contracts and other legal documents to best reflect and implement the purposes for which they are prepared; and
- d. To keep the Board and staff apprised of court rulings and legislation affecting the legal interest of the District.

### **3. District Counsel Representation**

It is important to note that the District Counsel does not represent individual Board members, but the Board as a whole.

### **E. General Manager-District Counsel Relationship**

The District Counsel provides legal support and advice to the General Manager to assist him or her in implementing Board policies and exercising his or her authority as the chief executive officer of the District. The District Counsel also keeps the General Manager apprised of current relevant court rulings and legislation. It is important to note that the District Counsel represents the Board and the District as a whole, not the General Manager, Board members, or individual residents of the District. The District Counsel may share confidential information obtained from the General Manager with the Board if necessary to protect the best interests of the District, and vice versa.

## **F. Access to Information and Communications Flow**

### **1. Objectives**

It is the responsibility of staff to ensure Board members have access to information from the District and to ensure such information is communicated completely and with candor to those making the request. However, Board members must avoid intrusion into those areas that are the responsibility of the staff. Individual Board members shall not intervene in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities. This is necessary to protect staff from undue influence and pressure from individual Board members, and to allow staff to execute priorities given by the General Manager on behalf of the Board as a whole without fear of reprisal.

### **2. Board Roles**

The full Board retains power to accept, reject, amend, influence, or otherwise guide and direct staff actions, decisions, recommendations, workloads and schedules, departmental priorities, and the performance of District business.

Individual members of the Board shall not make direct attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities. If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy.

Board members also have a responsibility of information flow. It is critical that they make extensive use of staff and committee reports and committee minutes. Board members should come to meetings prepared—having read the board agenda packet materials and supporting documents, as well as any additional information or memoranda provided on District projects or evolving issues. Additional information may be requested from staff, if necessary.

### **3. Access to Information**

Individual Board members, as well as the Board as a whole, are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information. Any request for information shall be directed to the General Manager. The General Manager or District Counsel will pass critical information to all Board members. The Board will always be informed by the General Manager or District Counsel when a critical or unusual event occurs about which the public would be concerned.

There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress) are under review and not available for release until complete and after review by District management. In addition, there are legal restrictions on the District's ability to release certain personnel information even to members of the Board. Confidential personnel information also has restrictions on its ability to be released. Any concerns Board members may have regarding the release of information, or the refusal of the General

Manager to release information, should be discussed with the District's Counsel for clarification.

## **G. Dissemination of Information**

In cases where a staff response to an individual Board member request involves written materials which may be of interest to other Board members, the General Manager will provide copies of the material to all other Board members. In making this judgment, the General Manager will consider whether the information is significant, new, otherwise not available to the Board, or of interest to the Board.

## **H. Restrictions on Political Involvement by Staff**

Local governments are non-partisan entities. Staff formulates recommendations in compliance with District policy and for the good of the community and is not influenced by political factors. For this reason, it is very important to understand the restrictions of staff in any level of political involvement through campaigns, fund-raisers, or other means.

### **1. Staff Members**

By working for the District, staff members do not surrender rights to be involved in local elections. Indeed, laws are in place to preserve those rights. However, there are limitations to such involvement. Different restrictions apply to management and general employees.

### **2. Management Staff**

The General Manager strongly discourages any involvement in local campaigns even while on personal time. Such involvement erodes the

tenet that staff are to provide an equal level of service to all members of the Board.

### **3. General Employees**

These employees have no restrictions while off the job; however, no participation in campaigns or other activities may take place while on the job. No District resources may be used by staff in support of any campaign. Even while off the job, no employee may participate in campaigns or other political activities while in District uniform. For example, posing for a promotional photograph for a candidate for local office while in uniform is inappropriate. The support of the Board in these matters is requested. A Board member asking staff to sign petitions or similar items can create an awkward situation.

#### **I. General Conduct Expectations**

Board members are expected to uphold a high standard of civility towards each other and to abide by the District's Ethics and Civility Code (this code is being drafted for separate review and adoption). Civility is expected between Board members, the public, and District staff while in Board meetings and when out in public. Rude behavior and profanity will not be tolerated.

While in public, Board members should be aware that they are still viewed as elected representatives of the residents of the District. As such, Board members' behavior in public shall be appropriate and shall not include inappropriate gesturing (including, but not limited to, crude or offensive body language, gyrating, or other inappropriate body movements) or profanity.

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of

online conversations, discussions, and information posts should model the same professional behavior displayed during Board meetings and community meetings.

Social media sites are not to be used as mechanisms for conducting official District business other than to informally communicate with the public. Examples of business that may not be conducted through social media include making policy decisions, official public noticing and discussing items of legal or fiscal significance that have not been previously released to the public. Officials' social media site(s) should contain links directing users back to the District's official website for in-depth information, forms, documents or online services necessary to conduct official District business. Officials will not post or release proprietary, confidential, or sensitive information on social media websites.

Board members must conduct themselves in a respectable manner as to not damage the prestige of his or her elected title. In the performance of their official duties and in public, they should refrain from any form of conduct which may cause any reasonable person unwarranted offense or embarrassment.

## Chapter 8: Leaving Office

### **A. Filling Board Vacancies**

Once it has been determined that a seat on the Board is vacant, the District must notify the San Luis Obispo County elections official that there is a vacancy within fifteen (15) days of the Board being notified of the vacancy, or the effective date of the vacancy, whichever date comes later.<sup>xiv</sup> A vacancy on the Board may be filled by appointment, call of a special election, or in the manner prescribed by law.<sup>xv</sup> Alternatively, the Board may appoint a person to fill a vacancy on the Board to hold office only until the date of a special election, which shall be immediately called to fill the remainder of the term.

#### **1. Appointing a New Member**

If the Board wishes to appoint a new member, it must do so within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever date comes later.<sup>xvi</sup> Once the appointment has been made, the District must notify the San Luis Obispo County elections official within fifteen (15) days of the appointment.<sup>xvii</sup>

#### **2. Special Election**

If the Board wishes to hold a special election, it must call the election within sixty (60) days of either being notified of the vacancy or the effective date of the vacancy, whichever comes later.<sup>xviii</sup> The election shall be held on the next established election date, as long as it is at least one hundred and thirty (130) days after the call of the election.<sup>xix</sup>

### **3. Intervention by the Board of Supervisors**

If the Board chooses not to call an election or make an appointment within sixty (60) days to fill the vacancy, then the San Luis Obispo County Board of Supervisors may fill the vacancy with an appointment or call for an election within ninety (90) days of the vacancy.<sup>xx</sup> If the Board of Supervisors calls for an election, it shall be held on the next established election date, which is at least one hundred and thirty (130) days from when the election is called.<sup>xxi</sup>

### **B. Conflicts of Interest While Leaving Office**

A public official may not use his or her official position to influence prospective employment. California law prohibits elected officials, who held a position with the agency from lobbying the agency, to take any action within one (1) year of official's departure from office or employment.<sup>xxii</sup> However, the individual may appear before the agency with which the official worked if the official is appearing on behalf of another public agency, or in their individual capacity.

**PART II: BOARD PROCEDURAL  
GUIDELINES**

# Chapter 9: Open Meetings—Brown Act

## A. Policy

### 1. Introduction

The Board shall comply with the provisions of the Ralph M. Brown Act, the Open and Public Meeting Law (the “Brown Act”).<sup>xxiii</sup>

### 2. Penalties and Applicability

The intent of the Brown Act is to ensure that deliberation and actions of local public agencies are conducted in open and public at meetings.

- a. Penalties: The law provides for misdemeanor penalties for members of a body who violate the Brown Act.<sup>xxiv</sup> Violations are also subject to civil action.<sup>xxv</sup>
- b. Applicability: The Brown Act applies to the Board, committees, and ad hoc committees that advise the Board. Staff cannot promote actions which would violate the Brown Act.

## B. Meetings

### 1. General

All meetings shall be open and public. A meeting takes place whenever a quorum (3 or more members) is present and information about the business of the body is received; discussions qualify as a meeting. Motions must be passed unanimously if only three Board members attend.<sup>xxvi</sup> Social functions do not fall under the Brown Act unless District business is discussed.

## **2. Serial Meetings**

These can take place, and are prohibited by the Brown Act, when any member of the Board or District staff contact more than two (2) Board members for the purpose of deliberating or acting upon an item pending before the Board (does not apply to the public or media). Correspondence that merely takes a position on an issue is acceptable.

## **C. Procedure**

The following procedure shall be followed:

### **a. Posting the Agenda**

Agendas for regular meetings must be made available seventy-two (72) hours in advance of the meeting in the District's office and must include the following:

- i. Time and location of the meeting.
- ii. Description of the agenda items. The description should be reasonably calculated to adequately inform the public, and should include the contemplated Board action.
- iii. Public Comments Section. A section providing an opportunity for members of the public to address the Board. (The public comments portion of the agenda meets this requirement).

### **b. Agenda Items**

Requests for items to appear on the Board's Regular Meeting agenda shall be presented to the General Manager, or his or her designee, in

writing no later than 4:30 p.m. two (2) weeks prior to the meeting date.

#### **D. Actions**

No action can be taken on any item not appearing on the posted agenda, except as set forth in the Government Code Section 54954.2.

#### **E. Ex Parte Communication**

Board members who have ex parte communications with a party that appears before them at the meeting, should disclose that he or she had ex parte communication with the party. This can be done by stating that the Board member had ex parte communication with a party at a time in the meeting when the item is discussed.

Any written ex parte communication received by a District Official in a matter when all interested parties should have an equal opportunity for a hearing, shall be made a part of the record by the recipient.

Further information pertaining to ex parte communication can be found in Chapter 6, Subsection E of this Handbook.

# Chapter 10: Board Meetings

## A. Board Meetings

### 1. Regular Meetings

Regular meetings of the Board shall be held the fourth Thursday of each month, whereby closed session will commence at 6:00 p.m. and the regular meeting will commence at 7:00 p.m. at the San Miguel Fire Station located at 1150 Mission Street, San Miguel, California.

#### a. Other Locations

The Board may, from time to time, elect to meet at other locations within the District, and upon such election shall give public notice of the change of location in accordance with provisions of the Government Code.<sup>xxvii</sup>

#### b. Location During Local Emergency

If, by reason of fire, flood, or other emergency, it shall be unsafe to meet at the San Miguel Fire Station, the meetings may be held for the duration of the emergency at such other place as may be designated by the President, or if the President does not so designate, by the Vice President or General Manager.<sup>xxviii</sup>

#### c. Holidays

When the day for any regular meeting falls on a legal holiday, the regularly scheduled meeting for that day shall be held on the next regular business day at the regular time and place or at such other time as shall be determined and noticed by the Board.

## **2. Special Meetings & Emergency Meetings**

Special meetings and emergency meetings of the Board may be called and held from time to time consistent with, and pursuant to, the procedures set forth in the Government Code.<sup>xxix</sup>

Notice for a special meeting must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice to all Board members. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

Written notice to all Board members can be waived if the majority of the Board declares an emergency situation pursuant to Government Code section 54956.5, which requires the District to act immediately to preserve public peace, health and safety over the District.

## **3. Adjourned Meetings**

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment pursuant to the procedures set forth in the Government Code.<sup>xxx</sup>

At 10:00 p.m., the Board may finish a pending agenda item, but then must adjourn the meeting to the next regularly scheduled meeting, or to a special meeting. The Board, by a unanimous vote, may vote to finish the remaining agenda items past the 10:00 p.m. deadline.

#### **4. Closed Session**

The Board may hold closed sessions during any regular or special meeting, or any time otherwise authorized by law, to consider or hear any matter which is authorized by State law to be heard in closed session. The general subject matter for consideration shall be expressed in open meeting before such session is held.<sup>xxxii</sup>

##### **a. Time Limit**

Closed Sessions may begin earlier than 6:00 p.m., as needed, as long as the closed session items are agendaized and the time for their consideration is specified in the agenda. Closed session must conclude promptly at 7:00 p.m. regardless of whether there is a pending action that must be taken. Closed session may be continued and reconvened after the regular meeting to finish any unfinished agenda items.

#### **5. Cancellation of Regular Meetings**

Any meeting of the Board may be canceled in advance by a majority of the Board.

#### **6. Quorum.<sup>xxxii</sup>**

A majority of the Board constitutes a quorum for transaction of business. However, a motion must pass unanimously if only three (3) Board members attend. Less than a majority may adjourn from time to time, and compel attendance of absent members in the manner and under the penalties prescribed by resolution. If all Board members are absent from any regular meeting, the General Manager shall declare the meeting adjourned to a stated day and hour. The General Manager

shall cause a written notice of the adjournment to be delivered personally to each Board Member at least three (3) hours before the adjourned meeting.

**7. Chair.**<sup>xxxiii</sup>

The President shall preside over all Board meetings. The President shall have the authority to preserve order at all Board meetings, to call for the removal of any person or persons from any meeting of the Board for disorderly conduct, to interpret and enforce the procedural guidelines of the Board, and to determine the order of business under the guidelines of the Board.

a. Absence of President

The Vice President shall act as President in the absence or disability of the President.<sup>xxxiv</sup>

b. President & Vice President Absence

When the President and Vice President are absent from any meeting of the Board, the Board members present may choose another member to act as President, and that person shall, during that meeting, have the duties of the President. Upon the arrival of the President or Vice President, the acting President shall relinquish the chair at the conclusion of the business before the Board.

c. Presiding Officer

The Presiding Officer for any District appointed or created committees and boards shall preside over public meetings of such committees and boards.

## **8. Attendance by the Public**

Except as specifically provided by law for closed sessions,<sup>xxxv</sup> all meetings of the Board shall be open to the public in accordance with the terms, provisions and exceptions consistent with State law.<sup>xxxvi</sup>

## **9. Action Minutes**

The General Manager, or his or her designee, will maintain a written record and attest to the proceedings of the Board in the form of action minutes. Action minutes will include final motions with votes of the Board, and reflect the names of public speakers.<sup>xxxvii</sup>

## **10. Recordings of Meetings**

Audio recordings of proceedings shall be made and shall be permanently maintained by the General Manager.<sup>xxxviii</sup>

# **B. Policy Decision Making Process**

## **1. Ad-Hoc Committees**

The President shall appoint such ad-hoc committees as may be deemed necessary or advisable by the Board. Ad-hoc committees are formed on an as needed basis with a clearly defined purpose and term. The duties of an ad-hoc committee shall be outlined at the time of appointment, and the committee shall dissolve when its final report has been made.

## **2. Town Hall or Community Meetings**

Such meetings may be held by an individual Board member and are not considered official governmental committees or Board meetings. Town Hall or Community Meetings do not require formation or

appointment by the President or Board. The Board member shall disclose this fact at their town hall meeting(s). To avoid possible Brown Act violations, only two (2) Board members may participate in the discussion at a Town Hall or Community Meeting.

# Chapter 11: Order of Business

## **A. General Order**

The business of the Board at its meetings will generally be conducted in accordance with the following order of business unless otherwise specified. A closed session may be held at any time during a meeting consistent with applicable law.

### **1. CALL TO ORDER**

### **2. PLEDGE OF ALLEGIANCE**

### **3. ROLL CALL**

The General Manager or his or her designee shall call the roll of the Board members. The roll shall be called randomly, except that the name of the President shall be called last. The names of each Board member shall be called on each roll call whether they are present or absent, and shall be entered into the minutes.

### **4. APPROVAL OF AGENDA.**

A motion should be made to approve the agenda for the current meeting. Should a Board member wish to remove an item from the consent calendar for separate discussion, any Board member may do so during the approval of the agenda or during the approval of the consent calendar.

## **5. CLOSED SESSION (IF NECESSARY)**

- a. The Board meets from time to time in closed sessions which are duly held meetings or a portion thereof, at which certain actions may be taken and are not open to public and news media. These are:
  - i. Closed sessions held at such times pursuant to Government Code Section 54957.6 where the Board meets with its designated representatives prior to and during consultation and discussions with representatives of employee organizations.
  - ii. Security or emergencies.
  - iii. Personnel sessions.
  - iv. Closed sessions to consider potential or pending litigation in which the District or an officer or employee is or could be a party.
- b. Matters discussed in closed sessions are considered confidential:
  - i. Labor Relations: As a matter of policy, the Board acknowledges that the District and its taxpayers are best served if positions authorized during such sessions are presented as those of the Board as a whole. Members of the Board agree that positions and agreements shall not be divulged.
  - ii. Personnel Sessions: Matters discussed and reviewed in personnel sessions shall remain confidential in order to protect employees' rights to privacy.

- iii. Security: Arrangements made to address threats to the District or its property must be kept confidential.
  - iv. Litigation: Discussion of probable or pending litigation could waive attorney-client privilege to the detriment of the District's position.
- c. The Board must adhere to the time limits for closed session in order to begin the regular meeting in a timely manner. If the Board does not conclude the closed session in the required timeframe as set forth in the Agenda, the Board will temporarily continue the closed session meeting until the close of the regular meeting.

**6. CALL TO ORDER FOR REGULAR BOARD MEETING/REPORT OUT OF CLOSED SESSION**

(approximately 7:00p.m.)

**7. PUBLIC COMMENT (NON AGENDA ITEMS)**

**8. SPECIAL PRESENTATIONS/PUBLIC HEARINGS**

All special presentations and public hearings will be calendared and coordinated through the President or General Manager. The guidelines for conducting public hearings are discussed below at sub-section B of this Chapter.

**9. STAFF REPORTS/COMMITTEE REPORTS**

- a. SLO County Sheriff
- b. General Manager
- c. Fire Chief

- d. District Engineer
- e. Board of Supervisors
- f. Facilities Committee
- g. Personnel Committee
- h. Finance Committee

**10. AGENDA**

a. Consent Calendar

All matters listed under the Consent Calendar are considered by the Board to be routine and will be acted upon in a single motion. Separate discussions of these items may be requested by a Board member or staff member prior to the time the Board considers the motion to adopt. A member of the public may not pull an item from the consent calendar.

Agenda items requested for removal from the consent calendar by Board member or staff will be considered at the beginning of the "Staff/Committee Reports" Section of the agenda. A Board member may vote "no" on any consent item without comment or discussion. Any substantive Board comments, questions or discussion on an item will require removal of the item from the consent calendar.

**11. BOARD ACTION ITEMS**

- a. Unfinished Business
- b. New Business

## **12. BOARD COMMENTS**

This section is intended for Board members to make brief announcements, request information from staff, request future agenda item(s) and report on their own activities related to District business. No action is to be taken until an item is placed on a future agenda.

## **13. ADJOURNMENT (Date and Time)**

### **B. Conduct of Business**

The following is the preferred sequence of the decision-making process:

- a. Announce business item;
- b. Review staff report;
- c. Board comment and discussion;
- d. Hear public comment;
- e. Board comment and discussion;
- f. Present motion;
- g. Second;
- h. Roll call or voice vote;
- i. Announcement of the decision.

### **C. Action on Agenda Items**

In accordance with the Ralph M. Brown Act, the Board may not take action on any item that did not appear on the posted Board agenda seventy-two (72) hours prior to the Board meeting unless an exception is made as permitted by the Government Code.<sup>xxxix</sup>

## **D. Items Placed on Written Agenda**

Items of business shall be placed upon the written agenda prior to the deadline announced or observed for the preparation thereof, at the request of the General Manager or the District Counsel.

Any member of the Board may place an item on a future agenda by making a formal request to the General Manager at a meeting of the Board. The General Manager will place Board items on a future Board agenda when reasonable based on the staff time and research necessary to prepare the item for Board consideration.

## **E. Items from the Board, General Manager, or District Counsel**

These sections of the agenda provide the opportunity for brief comment on District business, District operations, District projects, and other items of general interest.<sup>x1</sup>

## **F. Public Hearings:**

### **1. General Procedure**

The Board may, at its discretion or in compliance with applicable law, call a public hearing on any subject within its purview. The Board procedure for the conduct of public hearings is generally as follows:

- a. The Staff Presents its Report. After the President/Chair announces the item as it appears on the agenda, District staff will give a presentation to the Board and the public on the staff report prepared for the matter.

b. Initial Questions to Staff by the Board. Prior to opening up a public hearing on a matter, Board members may ask questions of staff or third party consultants regarding the staff report and the item.

c. President/Chair Opens the Public Hearing:

i. Applicant or Appellant Presentation. The applicant or appellant then has the opportunity to present comments, testimony, or argument.

ii. Public Testimony. Members of the public are provided with the opportunity to present their comments, testimony, or argument. Members of the public presenting comments, testimony, or argument will follow the following guidelines:

1. Members of the Public Request to Speak. Any person desiring to speak or present evidence shall make his or her presence known to the President/Chair and upon being recognized by the President/Chair, the person may speak or present evidence relevant to the matter being heard. No person may speak without first being recognized by the President/Chair.

2. Board Questions of Speakers. Members of the Board who wish to ask questions of the speakers or each other during the public hearing portion may do so but only after first being recognized by the President/Chair.

3. Public Oral Presentations. All Board guidelines pertaining to oral presentation by members of the public apply during public

hearings. These guidelines are discussed in this Handbook in Chapter 13: "Addressing the Board."

4. Materials for Public Record. All persons interested in the matter being heard by the Board shall be entitled to submit written evidence or remarks, as well as other graphic evidence.
5. Germane Comments. No person will be permitted during the hearing to speak about matters or present evidence which is not germane to the matter being considered. A determination of relevance shall be made by the President/Chair, but may be appealed to the full Board.
  - i. The applicant or appellant is given an opportunity for rebuttal or closing argument.
  - ii. The public input portion of the public hearing is closed.
- d. Questions and discussion from the Board. Board members should not express their opinions on an item prior to the close of the public hearing, as the Board members should not form or express an opinion until after all testimony has been received. Questions and comments from the Board should not be argumentative, and the Board should not engage in debates with staff, or those members of the public testifying to an opinion, until after all testimony has been received.

Any Board member shall have the right to express dissent from, or protest to, any action of the Board and have the reason entered in the

minutes. If the dissenting Board member desires such dissent or protest to be entered into the minutes, this should be made clear by language such as “I would like the minutes to show that I am opposed to this action for the following reasons…”

e. Board decision occurs. Once the Board completes its discussion of the matter, a Board member may make a motion to take action on the item. A Board member may also make a motion to table, amend, substitute, postpone, or continue the matter, pursuant to these procedures. If the Board is unsuccessful in carrying a motion on the matter before the adjournment of the meeting, the motion shall be deemed to have failed.

f. The President/Chair will announce the final decision of the Board.

## **2. Time for Consideration**

Matters noticed to be heard by the Board will commence at the time specified in the notice of hearing, or as soon thereafter as is reasonably possible and will continue until the matter has been completed, or until other disposition of the matter has been made.

## **3. Continuance of Hearing**

Any hearing being held, noticed, or ordered to be held by the Board at any Board meeting may, by order, notice, or continuance, be continued or re-continued to any subsequent hearing.

#### **4. Communications and Petitions**

Written communications and petitions concerning the subject matter of the hearing will be noted and summarized by the President/Chair. A reading in full shall take place where a majority of the Board votes to have that correspondence read into the record.

#### **5. Ex-Parte Contacts**

Should a Board member and one (1) or more members of the public make contact outside of the hearing process regarding a matter which is, or may be, before the Board for a quasi-judicial hearing, as soon as the Board is informed that the matter will come before it as a quasi-judicial hearing, that Board member must disclose the substance of the contact and the names of the parties on the record at the beginning of the Board's quasi-judicial hearing. Visits by Board members to sites or properties that are the subject of such pending hearings, shall also be disclosed at the beginning of the Board's quasi-judicial hearing.

#### **6. Resolutions**

A resolution is generally adopted by the Board to deal with temporary or special matters, such as when the Board makes only a factual determination or certification that certain necessary conditions or requirements set by statute have been met. Resolutions can also express opinions of the legislative body or set temporary standards (i.e. amount of processing fees that may be changed again by future resolutions). Resolutions are recorded and kept on file with the General Manager or the Account Clerk.

## **Voting & Publishing Requirements for Resolutions and Ordinances**

- a. Voting. All resolutions require a recorded majority vote of the total membership of the Board.<sup>xli</sup> Resolutions shall be signed by the Board President and attested by the General Manager.
  
- b. Publishing. The rates of taxes to be levied, or the amount of revenue required to be raised by taxation, may be fixed either by ordinance or resolution. Where the tax rate or the amount of revenue required to be raised by taxation is fixed by resolution, such resolution shall be published in the same manner and within the same time as ordinances are required to be published. Within fifteen (15) days after the ordinance passes, the Account Clerk shall cause each ordinance to be published at least once, with the names of those Board members voting for and against the ordinance, in a newspaper of general circulation circulated in the District. Ordinances shall not be published in a newspaper if the charge exceeds the customary rate charged by the newspaper for publication of private legal notices, but these ordinances shall be posted in the manner and at the time required by California law.

## Chapter 12: Guidelines of Conduct

### **A. General Procedures**

It is the policy of the Board not to become involved in the protracted discussion over parliamentary procedure. Consistent with any statute or other legal requirement, any issue of procedure relating to conduct of a meeting or hearing not otherwise provided for herein may be determined by the President/Presiding Officer, subject to appeal to the full Board.

### **B. Authority of the President/Presiding Officer**

Subject to appeal to the full Board, the President/Presiding Officer shall have the authority to prevent the misuses of motions, or the abuse of any privilege, or obstruction of the business of the Board by ruling any such matter out of order. In so ruling, the President/Presiding Officer shall be courteous and fair and should presume that the moving party is acting in good faith.

### **C. President to Facilitate Board Meetings**

The Board delegates the responsibility and expands the role of President/Presiding Officer to include the facilitation of Board meetings. In the role as facilitator, the President/Presiding Officer will assist the Board to focus on their agenda, discussions and deliberations.

### **D. Board Deliberation & Order of Speakers**

The President/Presiding Officer is delegated the responsibility to oversee the debate and the order of speakers. Speakers will generally be called upon in the order they request to speak as recognized by the President/Presiding Officer.

## **E. Limit Deliberation to Item at Hand**

Board members will limit their comments to the subject matter, item or motion being currently considered by the Board.

## **F. Length of Board Comments**

Board members will govern themselves as to the length of their comments or presentations. The Board delegates to the President/Presiding Officer the responsibility to assist the Board by signaling if a Board member has been speaking for an excessive time period. Comments from Board members are limited to five (5) minutes for each Board member, unless the Board, by concurrence, extend such time.

## **G. Limitations of Debate**

Board members will be allowed to speak once before the President/Presiding Officer opens the matter for public comment. Board members may speak a second time after the close of public comment if more time is allowed by the President/Presiding Officer or the majority of the Board. Comments from Board members are limited to the question under debate, avoiding all personalities and indecorous language. Comments are limited to five (5) minutes for each Board member, unless the Board, by concurrence, extend such time.

## **H. Obtaining the Floor**

Any member of the Board wishing to speak must first obtain the floor by being recognized by the President/Presiding Officer. The President/Presiding Officer must recognize any Board member who seeks the floor when appropriately entitled to do so.

Once recognized, a Board member shall not be interrupted when speaking unless it shall be to call him or her to order. If a Board member, while speaking, is called to order, he or she shall cease speaking until the question of order has been determined and, if in order, he or she shall be permitted to proceed.

## **I. Motions**

Motions may be made by any member of the Board, including the President/Presiding Officer, providing that before a motion is offered by the President/Presiding Officer, the opportunity for making a motion is offered to the other Board members. Any members of the Board, other than the person offering the motion, may second the motion.

### **1. Procedure for Motions**

Before a motion can be considered or debated, it must be seconded. Once the motion has been properly made and seconded, the President/Presiding Officer shall open the matter for discussion offering the first opportunity to the moving party and, thereafter, to any Board member properly recognized by the President/Presiding Officer. Once the matter has been fully discussed and the vote is called for, no further discussion will be allowed; however, Board members may be allowed to explain their vote.

- a. Process to Make and Second a Motion. Board members wanting to make or second a motion may do so through a verbal request to the President/Presiding Officer.

## 2. Precedence of Motions

When a motion is on the floor, no other motion shall be entertained except the following, which shall have precedence in the following order:

- a. Motion to Adjourn the Meeting (not debatable). A motion to adjourn shall be in order at any time, except as follows:
  - I. When repeated after defeat without any intervening business or discussion.
  - II. When made as an interruption of a Board member who is speaking.
  - III. While a vote is being taken.

A motion to adjourn "to another time" shall be debatable only as to the time which the meeting is adjourned

- b. Motion to Fix Hour of Adjournment. Such motion shall be set to a definite time at which to adjourn and shall be undebatable and unamendable except to the time set. Notice of the adjournment and the date of the subsequent meeting shall be conspicuously posted on or near where the meeting was held within twenty-four (24) hours of the adjournment. <sup>xlii</sup>

If the subsequent meeting occurs within five (5) days of the original meeting, the Board may consider matters placed on the original meeting agenda without posting a new agenda. If the subsequent

meeting occurs more than five (5) days from the original meeting, a new agenda must be prepared and posted. <sup>xliii</sup>

- c. Motion to Table. A motion to table shall be used to temporarily bypass the subject. A motion to table shall be undebatable and shall preclude all amendments or debate of the subject under consideration. The tabled item may be “taken from the table” at any time by a motion made prior to the end of the meeting. If the item is not taken from the table prior to the end of the meeting, it shall be placed on a future agenda as a new matter.
- d. Motion to Amend. A motion to amend can be made after a motion is introduced and seconded. A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A motion to amend shall be voted on first, followed by a vote on the original motion, as amended or as originally stated, depending on whether the motion to amend carries.
- e. Motion to Substitute. A motion to substitute can be made after a motion is introduced and seconded. A substitute motion on the same subject shall be acceptable, and voted on before a vote on a motion to amend the main motion amendment.
- f. Motion to Continue. Motions to continue to a definite time shall be amendable and debatable as to the propriety of postponement and

time set. If desired, the Board member who initiates the motion to continue may also move to reopen the hearing to receive further testimony.

### **3. Motions Introducing Ordinances**

Ordinances shall not be passed within five (5) days of their introduction unless they are urgency ordinances. Ordinances may only be passed at a regular meeting and must be read in full at the time of introduction and passage except when, after reading the title, further reading is waived. Motions introducing ordinances for adoption at a future meeting are deemed to include a waiver by the Council of the full reading of the text and title of the proposed ordinance unless the motion otherwise specifically so provided. When ordinances, other than urgency ordinances, are altered after introduction, they shall be passed only at a regular meeting held at least five (5) days after alteration. Corrections of typographical or clerical errors are not considered alterations for purposes of this paragraph.

### **J. Voting Procedures**

Any Board member present at a meeting when a question comes up for a vote, should vote for or against the measure unless he or she is disqualified from voting and abstains because of such disqualification. All votes shall be roll call votes, except for minute actions. The call of roll call vote shall not be interrupted. Minute actions may be taken by voice vote. The results reflecting all "ayes" and "noes" and "abstentions" must be clearly set forth for the record. Unless a Board member clearly states that he or she is not voting because of a conflict of interest, his or her silence shall be recorded as an affirmative vote.

## **1. Abstention**

An abstention does not count as a vote for or against a matter. If a Board member abstains, he or she is counted as present for quorum purposes, but is not deemed to be "voting" for purposes of determining whether there has been a "majority vote of those members present and voting." If a Board member abstains from voting on the grounds that he or she has or may have a conflict of interest, that abstention shall be made either at the beginning of the Board consideration of the matter, or as soon as the Board member recognizes that he or she may have such a conflict or potential conflict. In addition, the Board member shall state for the record the precise nature of the interest which he or she may have that creates the conflict or potential conflict and shall leave the room where the Board meeting is taking place during discussion of the item when required to do so by the Political Reform Act.<sup>xliv</sup>

## **2. Tie Votes**

A tie vote results in a lost motion. In such an instance, any member of the Board may offer a motion for further action. If there is no action by an affirmative vote, the result is no action. If the matter involves an appeal and an affirmative vote does not occur, the result is that the decision appealed stands as decided by the decision-making person or body from which the appeal was taken.

### **3. Motion for Reconsideration**

Motions for reconsideration of a matter may only be made at the same meeting at which the Board takes action on a matter. Such motion may only be made by a Board member who voted with the side that prevailed on the matter in question. With regard to a tie vote resulting in a lost motion, the prevailing side will be deemed to be those Board members who voted in the negative. Any member of the Board may second a motion for reconsideration. A motion to reconsider shall be debatable.

### **K. Non-Observance of Guidelines**

The guidelines are adopted to expedite and facilitate the transaction of the business of the Board in an orderly fashion, and shall be deemed to be procedural only. The Board shall not be required to follow formal organizational procedures such as Robert's Rules of Order. Failure to strictly observe the guidelines shall not affect the jurisdiction of, or invalidate any action taken by the Board.<sup>xlv</sup>

### **L. Non-Exclusive Guidelines**

These guidelines are not exclusive and do not limit the inherent power and general legal authority of the Board or of the President/Presiding Officer, to govern the conduct of Board meetings as may be considered appropriate from time to time or in particular circumstances for purposes of orderly and effective conduct of the affairs of the District.

## Chapter 13: Addressing the Board

### **A. Oral Presentations by Members of the Public**

The rules governing oral presentations by members of the public at Board meetings are as follows:

1. Prior to the meeting, or during the meeting prior to a matter being reached, persons wishing to address the Board are requested to fill out a "Board Appearance Request Form" and submit it to the General Manager.
2. When called upon, the person is requested to come to the podium, state his or her name and address for the record (although not required), and, if speaking for an organization or other group, identify the organization or group represented.
3. All remarks should be addressed to the Board as a whole, not to an individual Board member.
4. Questions, if any, should be directed to the President/Presiding Officer who will determine whether, or in what manner, an answer will be provided.

### **B. Public Comment**

Public Comment is that period set aside at Board meetings for members of the public to address the Board on items of District business other than scheduled agenda items. The Public Comment portion of the Board meeting is the opportunity for members of the public to address the District in compliance with the Government Code.

### **1. Timing**

Public Comment for each speaker is limited to three (3) minutes, unless the Board, by concurrence, extend such time.

### **2. Board Appearance Request Form**

Persons wishing to speak under Public Comment should submit a "Board Appearance Request Form" to the General Manager or his or her designee prior to the start of the Board item. Preference may be given to those persons who have notified the General Manager or his or her designee in advance of their desire to speak.

### **3. District Matters**

Presentations under Public Comment are limited to items within the subject matter jurisdiction of the District.

### **4. Response to Public Comment**

The Board at its discretion may direct staff to respond to a concern or question raised; place items on the agenda for consideration at a future Board meeting; or permit individual discussion between a Board member and an individual providing the public comment for the purposes of clarification or discovery of facts, subject to recognition.

## **C. Agenda Item Oral Presentation**

Any member of the public wishing to address the Board orally on District business matters appearing on the Board agenda, may do so when that item is taken up by the Board, or as otherwise specified by the Board or the President/Presiding Officer.

## **1. Presentations Submitted in Writing**

Persons, who anticipate oral presentations exceeding three (3) minutes, are encouraged to submit comments in writing, in advance, care of the General Manager, for prior distribution to the Board and other interested parties. Submission of comments in writing is encouraged in lieu of possible lengthy oral presentations which may not be permitted.

## **2. Timing**

Comments by the public on District business matters appearing on the agenda may do so once the President/Presiding Officer opens the matter for public comment. Members of the public may speak a second time after the close of public comment only if more time is allowed by the President/Presiding Officer or the majority of the Board.

## **3. Assigning Time**

Persons wishing to assign their time for oral presentations to other individuals may do so only with authorization of the President/Presiding Officer or a majority of the Board.

## **4. Reading Written Comments**

Persons wishing to read written comments into the record may do so only with authorization of the President/Presiding Officer or a majority of the Board. Additional procedures for written comments is detailed below.

## **D. Comments in Writing Encouraged**

Members of the public may submit, and are encouraged to submit, comments in writing to the Board, care of the General Manager, relating to any items of District business, whether on the Board agenda or otherwise. Such comments will be distributed to members of the Board and considered and acted upon, or not acted upon, as the Board, in its judgment, may deem appropriate. All written comments submitted prior to or during the item the comments relate to, will be part of the record on that particular item. Written comments will not be read aloud at the Board meeting.

### **1. Comment Cards**

Comment cards may be used by members of the public in attendance at the meeting who do not wish to or cannot verbally address the Board during a meeting. A person may indicate his or her brief comments on the card and his or her opposition or support for an item on a comment card. During the public testimony on the item, the President indicates that the Board has received comment cards from (name of person) in support of the project or issue and comment cards from (name of person) in opposition of the project or issue.

### **2. Repetitious Comments Prohibited**

Speakers shall not present the same or substantially the same items or arguments to the Board repeatedly or be repetitious in presenting their oral comments. If a matter has been presented orally before the Board, whether the Board has taken action, or determined to take no action, the same or substantially the same matter may not be presented orally by the same person any further. Nothing in the foregoing precludes

submission of comments to the Board in writing for such action or non-action as the Board, in its discretion, may deem appropriate.

### **E. Speaker Time Limits for an Agenda Item**

In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Board on the same subject matter, the President/Presiding Officer may request that a spokesperson be chosen by the group, and in case additional matters are to be presented by any other member of the group, that there be a limit on the number of such persons addressing the Board. A specific time limit may also be set for the total presentation. No group shall arrange themselves so as to use individual speakers' times in sequential order to circumvent the time limits.

### **F. Waiver of Guidelines**

Any of the foregoing guidelines may be waived by majority vote of the Board members present when it is deemed that there is good cause to do so based upon the particular facts and circumstances involved.

### **G. Decorum**

It is crucial that the public have confidence in the integrity of its local government. Further, to ensure that the Board's business is conducted in a manner that is both professional and efficient, it is important that all participants in the process exercise decorum and civility.

The President/Presiding Officer shall maintain order, decorum, and the fair and equitable treatment of all speakers. The President/Presiding Officer shall keep discussions and questions focused on the specific agenda item under consideration.

Board members shall perform their duties in accordance with the District's processes and rules of order governing the deliberation of public policy issues, the involvement of the public, and the implementation of policy decisions of the Board by District staff. They shall work together collaboratively, assisting each other in conducting the affairs of the District. Board members shall fully participate in public meetings, in both the open and closed sessions while demonstrating respect and courtesy to others. Board members and the General Manager shall stay focused, stay on topic and act efficiently during public meetings. They shall refrain from interrupting other speakers or otherwise interfering with the orderly conduct of the meetings.

No person shall engage in harassment of another person during a public meeting. Harassment includes but is not limited to:

1. Verbal harassment such as racial epithets, derogatory comments, or slurs;
2. Physical harassment such as assault, impeding or blocking movement, or any other physical interference or threat directed at an individual;
3. Sexual harassment such as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, such as name calling, suggestive comments, or lewd talks and jokes that unreasonably interferes with an individual's work performance or has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

During public meetings, all present shall:

1. Preserve safety and order;

2. Not block the audience from viewing the proceedings;
3. Not block or impede the microphone, which audibly records the proceedings;
4. Not engage in disruptive behavior, including but not limited to: heckling, whistling, yelling, and other similar demonstrations;
5. Not willfully disrupt the peace and order of the meeting;
6. Listen to others respectfully and not interrupt those whom are speaking;
7. Refrain from making comments that personally attack an individual in a way that disrupts, disturbs, or otherwise impedes orderly conduct;
8. Avoid the use of profanity, obscene language, and threats that disrupt, disturb, or otherwise impede orderly conduct;
9. Not use unlawful physical force. Physical force includes but is not limited to: grabbing, pushing, slapping, punching, kicking, or otherwise striking the body of another or an object attached to another's body;
10. Not harass any other person in any way;
11. Avoid obscene gestures or motions that could be viewed as threatening or an effort to intimidate. Unacceptable gestures include, but are not limited to. those of a sexual nature, finger pointing and fist shaking in an overly aggressive or accusatory manner, miming the use of weapons or other violent acts, and other movements that could be seen as threatening; and

12. Avoid raising voices beyond what is necessary to be heard by the audience.

Unruly conduct that disrupts the meeting such as undue noise, hissing, profanity, inappropriate applause, insults or physical disturbance shall not be permitted.

If these rules are violated, the District has the following recourse:

1. The President/Presiding Chair can call a point of order;
2. A Board member present at the public meeting may move to require the President/Presiding Chair to enforce the rules and upon majority vote, the President/Presiding Chair shall be required to do so;
3. The President/Presiding Chair may instruct the Sheriff's office or officer or another member of law enforcement to enforce the rules;
4. The Sheriff's Department officer or another member of law enforcement agency to enforce the rules may order an individual to sit, refrain from addressing the Board, board or commission, or remove the disruptive person from the meeting.

Any person making personal, impertinent, or derogatory remarks, or who shall become boisterous while addressing the Board, shall be barred from further audience before the Board at said meeting by the President/Presiding Officer unless permission to continue is granted by a majority of the Board.<sup>xlvi</sup>

Appendix A  
ICMA Code of Ethics

## ICMA Code of Ethics

The mission of ICMA is to create excellence in local governance by developing and fostering professional local government management worldwide. To further this mission, certain principles, as enforced by the Rules of Procedure, shall govern the conduct of every member of ICMA, who shall:

### Tenet 1

Be dedicated to the concepts of effective and democratic local government by responsible elected officials and believe that professional general management is essential to the achievement of this objective.

### Tenet 2

Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative, and practical attitude toward local government affairs and a deep sense of social responsibility as a trusted public servant

### Tenet 3

Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the member may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.

### Tenet 4

Recognize that the chief function of local government at all times is to serve the best interests of all people.

#### Tenet 5

Submit policy proposals to elected officials; provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals; and uphold and implement local government policies adopted by elected officials.

#### Tenet 6

Recognize that elected representatives of the people are entitled to the credit for the establishment of local government policies; responsibility for policy execution rests with the members.

#### Tenet 7

Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body.

#### Tenet 8

Make it a duty continually to improve the member's professional ability and to develop the competence of associates in the use of management techniques.

#### Tenet 9

Keep the community informed on local government affairs; encourage communication between the citizens and all local government officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

#### Tenet 10

Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.

#### Tenet 11

Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions, pertaining to appointments, pay adjustments, promotions, and discipline.

#### Tenet 12

Seek no favor; believe that personal aggrandizement or profit secured by confidential

Information, or by misuse of public time is dishonest.

# Appendix B

## Referenced Code Citations

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- <sup>i</sup> Government Code § 61000 *et. seq.*
- <sup>ii</sup> Government Code § 61051.
- <sup>iii</sup> Government Code § 61047.
- <sup>iv</sup> Government Code § 53232.2
- <sup>v</sup> *Id.*
- <sup>vi</sup> Government Code §87103.
- <sup>vii</sup> *Id.*
- <sup>viii</sup> Government Code §82033.
- <sup>ix</sup> *Id.*
- <sup>x</sup> Government Code §87105.
- <sup>xi</sup> Government Code §87105(a)(1)-(3).
- <sup>xii</sup> Government Code §53235(f).
- <sup>xiii</sup> Government Code §53237.1.

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- xiv Government Code § 1780 (b).
- xv Government Code § 1780 (c).
- xvi Government Code § 1780 (d)(1).
- xvii Ibid.
- xviii Government Code § 1780 (e)(1).
- xix Government Code § 1780 (g)(2).
- xx Government Code § 1780 (f)(1).
- xxi Government Code § 1780 (f)(2).
- xxii Government Code §87406.3.
- xxiii Government Code § 61044.
- xxiv Government Code §54959.
- xxv Government Code §54960.
- xxvi Government Code § 61045.
- xxvii Government Code § 54954(b).
- xxviii Government Code § 54954(e).
- xxix Government Code §§ 54956; 54956.5. Special meetings and emergency meetings, respectively.
- xxx Government Code §§ 54955, 54956.
- xxxi Government Code § 54954.5.
- xxxii Government Code § 61045.
- xxxiii Government Code § 61043.
- xxxiv Government Code § 61043(b).

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<sup>xxxv</sup> Government Code § 54954.5.

<sup>xxxvi</sup> Government Code § 54953.

<sup>xxxvii</sup> Government Code § 61045.

<sup>xxxviii</sup> Government Code § 54953.5. The statute only requires maintenance of the audio or visual recording for thirty (30) days where there are other records of the meeting that are retained according to Government Code § 6250 *et seq.*

<sup>xxxix</sup> Government Code §54954.

<sup>xl</sup> Government Code §54954.2(a).

<sup>xli</sup> Government Code § 61045(c).

<sup>xlii</sup> Government Code § 54955.

<sup>xliii</sup> Government Code § 54955.2(b)(3).

<sup>xliv</sup> Government Code §87100 *et seq.* A Board member should leave the room when he or she identifies that he or she has a financial interest in the decision being discussed. Prior to leaving the room, the Board member should publically identify the financial interest at stake and recuse himself or herself from that portion of the meeting.

<sup>xlv</sup> *City of Pasadena v. Paine* (1954) 126 Cal.App.2d 93.

<sup>xlvi</sup> Government Code § 54957.9.



# San Miguel Community Services District Organization & Personnel Committee

## Staff Report

March 3, 2017

AGENDA ITEM: V. 2

**SUBJECT: Discuss General Manager's Status Report on Timekeeping System Tracking & Reporting**

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### **STAFF RECOMMENDATION:**

Discuss General Manager Status Report on Timekeeping System Tracking and Reporting.

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### **BACKGROUND:**

This item is at the request of Committee Chair for a briefing and status report on timekeeping system tracking & reporting. District adopted a timekeeping policy in 2016 which has been implemented through the purchase of a Time Clock Plus system that integrates data with Black Mountain System payroll functions.

Employees have been using the Time Clock Plus system since October 2016. The timekeeping policy is a fundamental document that is being used. A copy of the adopted policy is attached as a part of this discussion.

A copy of Time Clock Plus weekly punch report is also attached for this discussion. Additionally, CSD employees, who are also a part of volunteer firefighting functions, are subject to the timekeeping policy, See Adopted Policy and Guidelines, subsection 6, are shall subject to clocking in and out when reporting for firefighting call-outs.

This distinction for those CSD employees, who also volunteer, is made for two reasons:

- 1) For cost accounting purposes, specifically fire-fighting stipend pay versus regular CSD pay rate and associated benefit calculations.
- 2) To preclude or prevent double paying for these two separate service functions.
- 3) The adopted policy provides continued CSD pay, if a call-out lasts less than 30 minutes.

After review of TimeClocks Plus Weekly Punch Report, it is apparent that some corrective steps at the Administrative level are needed, such as:

- 1) Issue an Administrative Memo regarding timekeeping requirements for sign-off by all District employees.
- 2) Revisit and review, at a staff level meeting, the adopted Timekeeping Policies with all District employees for reinforcement of the procedures for clocking in and clocking out.
- 3) Meet separately with CSD employees who also provide volunteer firefighting duties and discuss how they must adhere to the adopted policy for such duties.
- 4) Review with all employees the specific policies for disciplinary action as set forth in Chapter 10 of the adopted Personnel Policies.

Lastly, a second review on implementing the adopted timekeeping policy will be scheduled for an additional O & P Committee review in March and/or April for a progress update.

The review shows that CSD employees who are also volunteers are not using the timekeeping system properly, either no punch outs or ins or have missing punches. Both of these require manual adjustments and additional time spent reviewing other records in order to adjust the time keeping records.

These steps are essential because the TimeClocks Plus system is not being used, during normal CSD business hours, as required. There are too many missing clock ins and outs due to a variety of reasons. Most of these reasons can be eliminated by correctly using the system clock properly. So added education and training must be used to ensure that there is knowledge and competence in its use. Secondly, those employees responsible for volunteer firefighting duties must be educated on the specific timekeeping functions so that the proper accounting and pay is recorded and done within budget requirements. An original intent of this system, which was a Board and Committee action, was to achieve total accounting of separate department costs/pay.

**FISCAL IMPACT:**

There is no cost for this discussion and clarification needed for options on job opening recruitment.

**ACTION DISCUSSION:**

Staff recommends that the Committee discuss and provide further clarification on options to job opening recruitment.

PREPARED BY:

*Darrell W. Gentry*

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General Manager

Attachments:

- 1) Exhibit A— District’s adopted Timekeeping Policy
- 2) Exhibit B—Time Clock Plus Weekly Punch Report-November 2016- February 2017
- 3) Exhibit C— Call Records for months of November 2016 to February 2017

Exhibit A

District's Adopted Timekeeping Policy

## **EXHIBIT “A”**

### **ADOPTED TIMEKEEPING POLICY AND GUIDELINES AS APPROVED BY BOARD OF DIRECTORS AUGUST 18, 2016**

Purpose: The District sets forth these timekeeping policies and guidelines for all non-exempt fulltime, part time, and temporary employees to ensure proper payment to those employees for all hours worked. Exempt employees, or contract employees, who are exempt from the minimum wage and overtime requirement of the Federal Fair Labor Standard Act (“FLSA”), shall be excluded from these policies and guidelines.

- 1) All non-exempt full time, part time and temporary employees are required to clock in at the beginning of his or her scheduled work shift, inclusive of normal office hours and utility or operations hours as defined in Section 3.3 of District Personnel Guidelines, and clock out at the end of work shift using biometric timekeeping system.
- 2) Except for mandatory break periods, all non-exempt full time, part time and temporary employees are required to clock out and clock in for any time not worked, including, but not limited to meal periods and District-approved doctor appointments or other approved leave.
- 3) All non-exempt full time, part time and temporary employees, who are on on-call duty, shall provide the District his or her on-call duty schedule on a bi-weekly basis in order to be properly compensated for the on-call status.
- 4) All non-exempt full time, part time and temporary employees called back as an assigned on-call duty employee for weekends, holidays and/or other times not considered regular hours of work are required to clock in and clock out at the District offices for that period of time before performing the call back duty.
- 5) No other person or employee, non-exempt and exempt, shall be allowed to clock in and/or out for another employee. Any employee, non-exempt or exempt, found to have clocked in and/or out for another employee shall be in violation of this policy and subject to disciplinary action as set forth in Chapter 10 of District Personnel Policy and Guidelines.
- 6) District non-exempt employees, who also perform duties as volunteer firefighters for the District shall clock out when reporting for firefighter call-out and clock in when duty assignment is completed. For a volunteer firefighter call-out lasting 30 minutes or less, District non-exempt employees responding to the call-out shall be paid their regular employee hourly rate of compensation. For call-outs lasting 30 minutes or more, District non-exempt employees responding to the call-out shall be compensated using the appropriate volunteer firefighter stipend pay.

AMENDED

EXHIBIT B

Weekly Punch Report #1 November 2016 – February 2017

## Weekly Punch Report #1 Nov 2016- Feb 2017

For the period of 11/1/2016 to 2/28/2017

\* Unapproved missed punch

Number	Name	B	Date In	Time In	Actual Date In	Actual Time In	Date Out	Time Out	Actual Date Out	Actual Time Out	Job Code	Hours
5				Missed			11/2	12:06 PM	11/2	12:07 PM	80	0:00
			11/2/2016	12:36 PM	11/2/2016	12:37 PM	11/2	03:28 PM			80	2:52
			11/3/2016	06:48 AM	11/3/2016	06:53 AM	11/3	03:02 PM			80	8:14
			11/4/2016	06:54 AM	11/4/2016	06:55 AM	11/4	12:24 PM			80	5:30
			11/4/2016	01:00 PM	11/4/2016	01:05 PM	11/4	03:40 PM	11/4	03:41 PM	80	2:40
			11/7/2016	06:48 AM			11/7	03:28 PM			80	8:40
			11/8/2016	06:42 AM	11/8/2016	06:47 AM	11/8	03:00 PM			80	8:18
			11/9/2016	06:48 AM	11/9/2016	06:53 AM	11/9	12:24 PM			80	5:36
			11/9/2016	12:24 PM			11/9	12:28 PM	11/9	12:29 PM	80	0:04
			11/9/2016	12:54 PM	11/9/2016	12:56 PM	11/9	03:34 PM	11/9	03:35 PM	80	2:40
			11/10/2016	06:24 AM	11/10/2016	06:29 AM	11/10	12:46 PM	11/10	12:47 PM	80	6:22
			11/10/2016	01:18 PM			11/10	03:12 PM	11/10	03:13 PM	80	1:54
			11/14/2016	06:42 AM	11/14/2016	06:44 AM	11/14	12:56 PM	11/14	12:57 PM	80	6:14
			11/14/2016	01:30 PM	11/14/2016	01:31 PM	11/14	03:28 PM	11/14	03:29 PM	80	1:58
			11/15/2016	06:54 AM	11/15/2016	06:58 AM	11/15	11:16 AM			80	4:22
			11/15/2016	12:18 PM	11/15/2016	12:19 PM	11/15	03:32 PM	11/15	03:33 PM	80	3:14
			11/16/2016	06:54 AM			11/16	12:02 PM			80	5:08
			11/16/2016	12:30 PM	11/16/2016	12:32 PM	11/16	03:32 PM	11/16	03:33 PM	80	3:02
			11/28/2016	06:42 AM	11/28/2016	06:46 AM	11/28	12:08 PM			80	5:26
			11/28/2016	12:30 PM			11/28	03:34 PM	11/28	03:35 PM	80	3:04
			11/29/2016	06:54 AM	11/29/2016	06:58 AM	11/29	12:06 PM			80	5:12
			11/29/2016	12:36 PM	11/29/2016	12:38 PM	11/29	03:30 PM	11/29	03:31 PM	80	2:54
			11/30/2016	06:48 AM	11/30/2016	06:51 AM	11/30	12:48 PM			80	6:00
			11/30/2016	01:12 PM	11/30/2016	01:17 PM	11/30	03:32 PM			80	2:20
			12/1/2016	06:48 AM	12/1/2016	06:50 AM	12/1	12:30 PM			80	5:42
			12/1/2016	01:00 PM	12/1/2016	01:01 PM	12/1	03:36 PM			80	2:36
			12/2/2016	06:48 AM			12/2	03:28 PM	12/2	03:29 PM	80	8:40
			12/5/2016	06:54 AM	12/5/2016	06:59 AM	12/5	03:04 PM			80	8:10
			12/6/2016	06:54 AM			12/6	12:34 PM	12/6	12:35 PM	80	5:40
			12/6/2016	01:00 PM			12/6	03:28 PM			80	2:28
			12/7/2016	06:48 AM	12/7/2016	06:51 AM	12/7	03:00 PM			80	8:12
			12/8/2016	06:54 AM	12/8/2016	06:57 AM	12/8	12:06 PM	12/8	12:07 PM	80	5:12
			12/8/2016	12:24 PM	12/8/2016	12:29 PM	12/8	03:28 PM			80	3:04
			12/9/2016	06:30 AM	12/9/2016	06:32 AM	12/9	03:36 PM	12/9	03:37 PM	80	9:06
			12/12/2016	06:42 AM	12/12/2016	06:46 AM	12/12	03:24 PM	12/12	03:25 PM	80	8:42
			12/13/2016	06:36 AM	12/13/2016	06:39 AM	12/13	11:54 AM			80	5:18
			12/14/2016	06:48 AM			12/14	03:40 PM	12/14	03:41 PM	80	8:52
			12/15/2016	07:06 AM	12/15/2016	07:10 AM	12/15	03:08 PM			80	8:02
			12/16/2016	06:24 AM			12/16	11:30 AM			80	5:06
			12/19/2016	06:42 AM	12/19/2016	06:45 AM	12/19	02:56 PM	12/19	02:57 PM	80	8:14
			12/20/2016	06:42 AM	12/20/2016	06:43 AM	12/20	11:08 AM			80	4:26
			12/23/2016	06:42 AM	12/23/2016	06:44 AM	12/23	12:10 PM			80	5:28
			12/27/2016	06:48 AM	12/27/2016	06:51 AM	12/27	02:54 PM			80	8:06
			12/28/2016	06:48 AM	12/28/2016	06:51 AM	12/28	03:26 PM	12/28	03:27 PM	80	8:38
			12/30/2016	06:06 AM	12/30/2016	06:08 AM		Missed			80	0:00
			1/3/2017	06:54 AM	1/3/2017	06:58 AM	1/3	03:38 PM			80	8:44
			1/4/2017	06:18 AM	1/4/2017	06:20 AM	1/4	11:54 AM	1/4	11:55 AM	80	5:36
			1/4/2017	12:24 PM	1/4/2017	12:25 PM	1/4	03:30 PM			80	3:06
			1/5/2017	06:42 AM			1/5	03:26 PM	1/5	03:27 PM	80	8:44
			1/6/2017	06:48 AM	1/6/2017	06:52 AM	1/6	09:00 AM			80	2:12
			1/9/2017	06:42 AM	1/9/2017	06:47 AM	1/9	03:28 PM			80	8:46
			1/10/2017	06:48 AM	1/10/2017	06:49 AM	1/10	03:30 PM	1/10	03:31 PM	80	8:42
			1/11/2017	06:48 AM			1/11	12:08 PM	1/11	12:09 PM	80	5:20
			1/11/2017	12:36 PM	1/11/2017	12:37 PM		Missed			80	0:00
			1/12/2017	06:42 AM			1/12	12:04 PM			80	5:22
			1/12/2017	12:30 PM	1/12/2017	12:35 PM	1/12	03:36 PM	1/12	03:37 PM	80	3:06
			1/13/2017	06:54 AM	1/13/2017	06:56 AM	1/13	03:30 PM			80	8:36

L	1/17/2017	06:54 AM	1/17/2017	06:55 AM	1/17	03:26 PM			80	8:32
C	1/18/2017	06:48 AM	1/18/2017	06:51 AM	1/18	03:08 PM	1/18	03:09 PM	80	8:20
C	1/19/2017	06:36 AM	1/19/2017	06:41 AM	1/19	03:38 PM	1/19	03:39 PM	80	9:02
C	1/20/2017	06:42 AM	1/20/2017	06:47 AM	1/20	12:10 PM	1/20	12:11 PM	80	5:28
C	1/20/2017	12:42 PM	1/20/2017	12:44 PM	1/20	03:30 PM			80	2:48
F	1/23/2017	08:36 AM	1/23/2017	08:40 AM	1/23	08:40 AM			80	0:04
L	1/23/2017	08:40 AM			1/23	03:34 PM	1/23	03:35 PM	80	6:54
C	1/24/2017	06:42 AM	1/24/2017	06:43 AM	1/24	12:10 PM	1/24	12:11 PM	80	5:28
C	1/24/2017	12:42 PM	1/24/2017	12:44 PM	1/24	03:44 PM			80	3:02
C	1/25/2017	06:48 AM	1/25/2017	06:51 AM	1/25	03:44 PM	1/25	03:45 PM	80	8:56
C	1/26/2017	06:42 AM	1/26/2017	06:45 AM		Missed			80	0:00
C	1/27/2017	06:54 AM	1/27/2017	06:58 AM	1/27	03:32 PM			80	8:38
C	1/30/2017	06:36 AM	1/30/2017	06:41 AM	1/30	03:28 PM	1/30	03:29 PM	80	8:52
C	1/31/2017	06:42 AM	1/31/2017	06:46 AM	1/31	03:24 PM			80	8:42
C	2/1/2017	06:36 AM	2/1/2017	06:40 AM	2/1	03:30 PM			80	8:54
C	2/2/2017	06:54 AM			2/2	03:28 PM			80	8:34
C	2/3/2017	06:36 AM	2/3/2017	06:41 AM	2/3	12:22 PM			80	5:46
C	2/3/2017	01:06 PM			2/3	03:32 PM			80	2:26
C	2/6/2017	06:36 AM	2/6/2017	06:41 AM	2/6	12:24 PM	2/6	12:25 PM	80	5:48
C	2/6/2017	01:00 PM			2/6	03:30 PM	2/6	03:31 PM	80	2:30
C	2/7/2017	06:54 AM	2/7/2017	06:56 AM	2/7	03:34 PM	2/7	03:35 PM	80	8:40
C	2/8/2017	07:12 AM	2/8/2017	07:14 AM		Missed			80	0:00
C	2/9/2017	06:48 AM	2/9/2017	06:50 AM	2/9	03:26 PM	2/9	03:27 PM	80	8:38
C	2/10/2017	06:36 AM	2/10/2017	06:41 AM		Missed			80	0:00
C	2/13/2017	06:42 AM	2/13/2017	06:43 AM	2/13	01:58 PM			80	7:16
C	2/14/2017	06:48 AM	2/14/2017	06:51 AM	2/14	03:30 PM			80	8:42
C	2/15/2017	06:24 AM	2/15/2017	06:28 AM	2/15	12:24 PM	2/15	12:25 PM	80	6:00
C	2/15/2017	12:54 PM	2/15/2017	12:57 PM	2/15	03:12 PM			80	2:18
C	2/16/2017	06:42 AM	2/16/2017	06:46 AM	2/16	03:30 PM	2/16	03:31 PM	80	8:48
C	2/17/2017	06:54 AM	2/17/2017	06:58 AM	2/17	03:28 PM	2/17	03:29 PM	80	8:34
C	2/21/2017	07:00 AM	2/21/2017	07:04 AM	2/21	03:30 PM	2/21	03:31 PM	80	8:30
C	2/22/2017	06:48 AM			2/22	03:30 PM			80	8:42
C	2/23/2017	06:48 AM	2/23/2017	06:51 AM	2/23	03:36 PM			80	8:48
C	2/24/2017	07:00 AM	2/24/2017	07:01 AM	2/24	03:28 PM	2/24	03:29 PM	80	8:28
F	2/27/2017	06:48 AM	2/27/2017	06:51 AM	2/27	10:24 AM			80	3:36
L	2/27/2017	10:24 AM			2/27	12:46 PM	2/27	12:47 PM	10	2:22
C	2/27/2017	01:06 PM	2/27/2017	01:09 PM	2/27	03:28 PM			10	2:22
C	2/28/2017	06:42 AM	2/28/2017	06:47 AM		IN			10	0:00
									<b>Total:</b>	<b>520:08</b>

31

C	11/1/2016	07:48 AM	11/1/2016	07:50 AM	11/1	12:00 PM	11/1	12:01 PM	10	4:12
C	11/1/2016	12:36 PM	11/1/2016	12:37 PM	11/1	04:34 PM			10	3:58
C	11/2/2016	07:48 AM	11/2/2016	07:52 AM	11/2	12:06 PM	11/2	12:07 PM	10	4:18
C	11/2/2016	12:42 PM	11/2/2016	12:43 PM	11/2	04:36 PM			10	3:54
C	11/3/2016	07:54 AM	11/3/2016	07:55 AM	11/3	12:02 PM	11/3	12:03 PM	10	4:08
C	11/3/2016	12:36 PM	11/3/2016	12:41 PM	11/3	04:42 PM	11/3	04:43 PM	10	4:06
C	11/4/2016	07:48 AM	11/4/2016	07:51 AM	11/4	12:24 PM			10	4:36
C	11/4/2016	01:06 PM			11/4	04:36 PM	11/4	04:37 PM	10	3:30
C	11/7/2016	07:42 AM	11/7/2016	07:46 AM	11/7	12:50 PM	11/7	12:51 PM	10	5:08
C	11/7/2016	01:12 PM			11/7	04:36 PM			10	3:24
C	11/8/2016	07:42 AM	11/8/2016	07:47 AM	11/8	12:06 PM	11/8	12:07 PM	10	4:24
C	11/8/2016	12:24 PM	11/8/2016	12:29 PM	11/8	04:34 PM			10	4:10
C	11/9/2016	07:48 AM			11/9	12:28 PM			10	4:40
C	11/9/2016	12:54 PM	11/9/2016	12:56 PM	11/9	04:32 PM			10	3:38
C	11/10/2016	07:48 AM	11/10/2016	07:52 AM	11/10	05:48 PM			10	10:00
C	11/28/2016	07:54 AM	11/28/2016	07:59 AM	11/28	12:04 PM	11/28	12:05 PM	10	4:10
C	11/28/2016	12:30 PM	11/28/2016	12:31 PM	11/28	04:38 PM	11/28	04:39 PM	10	4:08
C	11/29/2016	07:54 AM			11/29	12:38 PM	11/29	12:39 PM	10	4:44
C	11/29/2016	01:12 PM	11/29/2016	01:14 PM	11/29	04:32 PM	11/29	04:33 PM	10	3:20
C	11/30/2016	07:55 AM			11/30	12:35 PM			10	4:40
C		Missed			11/30	12:48 PM	11/30	12:49 PM	10	0:00
C	11/30/2016	01:18 PM			11/30	04:32 PM	11/30	04:33 PM	10	3:14
C	12/1/2016	07:54 AM	12/1/2016	07:55 AM	12/1	12:30 PM			10	4:36
C	12/1/2016	01:00 PM	12/1/2016	01:01 PM	12/1	04:42 PM			10	3:42

L	12/2/2016	07:48 AM	12/2/2016	07:51 AM	12/2	12:08 PM			10	4:20
C	12/2/2016	01:06 PM	12/2/2016	01:11 PM	12/2	04:32 PM			10	3:26
C	12/13/2016	07:36 AM	12/13/2016	07:41 AM	12/13	09:16 AM	12/13	09:17 AM	10	1:40
C	12/13/2016	01:06 PM			12/13	04:32 PM	12/13	04:33 PM	10	3:26
C	12/14/2016	08:00 AM	12/14/2016	08:01 AM	12/14	12:00 PM			10	4:00
C	12/14/2016	12:42 PM	12/14/2016	12:44 PM	12/14	04:38 PM	12/14	04:39 PM	10	3:56
C	12/15/2016	07:48 AM	12/15/2016	07:50 AM	12/15	12:06 PM			10	4:18
C	12/15/2016	12:30 PM	12/15/2016	12:33 PM	12/15	04:32 PM	12/15	04:33 PM	10	4:02
C	12/16/2016	07:54 AM	12/16/2016	07:55 AM	12/16	01:40 PM	12/16	01:41 PM	10	5:46
C	12/16/2016	02:00 PM				Missed			10	0:00
C	12/19/2016	07:54 AM	12/19/2016	07:59 AM	12/19	12:30 PM	12/19	12:31 PM	10	4:36
C	12/19/2016	01:06 PM	12/19/2016	01:08 PM	12/19	04:40 PM	12/19	04:41 PM	10	3:34
C	12/20/2016	07:54 AM	12/20/2016	07:57 AM	12/20	04:32 PM	12/20	04:33 PM	10	8:38
C	12/21/2016	08:00 AM	12/21/2016	08:05 AM	12/21	12:48 PM	12/21	12:49 PM	10	4:48
C	12/21/2016	01:06 PM	12/21/2016	01:11 PM	12/21	04:32 PM	12/21	04:33 PM	10	3:26
C	12/22/2016	08:00 AM	12/22/2016	08:02 AM	12/22	01:24 PM			10	5:24
C	12/22/2016	01:42 PM	12/22/2016	01:44 PM	12/22	04:32 PM	12/22	04:33 PM	10	2:50
C	12/23/2016	08:12 AM	12/23/2016	08:14 AM	12/23	12:18 PM	12/23	12:19 PM	10	4:06
C	12/27/2016	07:54 AM	12/27/2016	07:57 AM	12/27	04:36 PM			10	8:42
C	12/28/2016	08:00 AM			12/28	12:54 PM			10	4:54
C	12/28/2016	01:48 PM	12/28/2016	01:50 PM	12/28	04:32 PM			10	2:44
C	12/29/2016	07:42 AM	12/29/2016	07:43 AM	12/29	12:24 PM			10	4:42
C	12/29/2016	12:30 PM				Missed			10	0:00
C	12/30/2016	07:48 AM	12/30/2016	07:52 AM	12/30	12:08 PM	12/30	12:09 PM	10	4:20
C	1/3/2017	07:54 AM	1/3/2017	07:58 AM	1/3	12:28 PM			10	4:34
C	1/3/2017	12:48 PM	1/3/2017	12:49 PM	1/3	04:32 PM			10	3:44
C	1/4/2017	08:00 AM			1/4	11:54 AM	1/4	11:55 AM	10	3:54
C	1/4/2017	12:24 PM	1/4/2017	12:28 PM	1/4	04:38 PM			10	4:14
C	1/5/2017	07:42 AM	1/5/2017	07:43 AM	1/5	12:06 PM	1/5	12:07 PM	10	4:24
C	1/5/2017	12:24 PM	1/5/2017	12:27 PM	1/5	04:32 PM	1/5	04:33 PM	10	4:08
C	1/6/2017	07:48 AM	1/6/2017	07:51 AM	1/6	12:10 PM	1/6	12:11 PM	10	4:22
C	1/6/2017	12:36 PM	1/6/2017	12:38 PM	1/6	04:28 PM	1/6	04:29 PM	10	3:52
C	1/9/2017	07:48 AM	1/9/2017	07:53 AM	1/9	03:28 PM	1/9	03:29 PM	10	7:40
C	1/10/2017	07:54 AM	1/10/2017	07:55 AM	1/10	02:52 PM			10	6:58
C	1/10/2017	03:18 PM	1/10/2017	03:21 PM	1/10	04:30 PM	1/10	04:31 PM	10	1:12
C	1/11/2017	07:54 AM	1/11/2017	07:57 AM	1/11	12:08 PM	1/11	12:09 PM	10	4:14
C	1/11/2017	12:36 PM	1/11/2017	12:37 PM	1/11	04:36 PM	1/11	04:37 PM	10	4:00
C	1/12/2017	07:48 AM	1/12/2017	07:53 AM	1/12	11:56 AM	1/12	11:57 AM	10	4:08
C	1/12/2017	12:30 PM	1/12/2017	12:34 PM	1/12	04:26 PM	1/12	04:27 PM	10	3:56
C	1/13/2017	07:42 AM	1/13/2017	07:47 AM	1/13	11:58 AM	1/13	11:59 AM	10	4:16
C	1/13/2017	12:30 PM	1/13/2017	12:34 PM	1/13	04:28 PM			10	3:58
C	1/17/2017	07:54 AM	1/17/2017	07:57 AM	1/17	12:34 PM	1/17	12:35 PM	10	4:40
C	1/17/2017	12:54 PM			1/17	04:52 PM	1/17	04:53 PM	10	3:58
C	1/18/2017	08:24 AM	1/18/2017	08:25 AM	1/18	12:22 PM	1/18	12:23 PM	10	3:58
C	1/18/2017	12:48 PM			1/18	04:36 PM			10	3:48
C	1/19/2017	08:30 AM	1/19/2017	08:32 AM	1/19	12:16 PM			10	3:46
C	1/19/2017	01:36 PM	1/19/2017	01:41 PM	1/19	04:36 PM	1/19	04:37 PM	10	3:00
C	1/20/2017	08:00 AM			1/20	12:10 PM	1/20	12:11 PM	10	4:10
C	1/20/2017	12:42 PM	1/20/2017	12:43 PM	1/20	04:46 PM			10	4:04
C	1/21/2017	11:06 AM	1/21/2017	11:10 AM	1/21	11:26 AM	1/21	11:27 AM	10	0:20
C	1/23/2017	08:18 AM	1/23/2017	08:20 AM	1/23	12:24 PM	1/23	12:25 PM	10	4:06
C	1/23/2017	12:36 PM	1/23/2017	12:37 PM	1/23	05:16 PM			10	4:40
C	1/24/2017	07:48 AM	1/24/2017	07:52 AM	1/24	12:10 PM	1/24	12:11 PM	10	4:22
C	1/24/2017	12:42 PM	1/24/2017	12:45 PM	1/24	04:38 PM	1/24	04:39 PM	10	3:56
C	1/25/2017	07:54 AM	1/25/2017	07:55 AM	1/25	11:38 AM			10	3:44
C	1/25/2017	11:54 AM	1/25/2017	11:57 AM	1/25	04:34 PM	1/25	04:35 PM	10	4:40
C	1/26/2017	07:48 AM	1/26/2017	07:52 AM	1/26	12:58 PM	1/26	12:59 PM	10	5:10
C	1/26/2017	01:30 PM	1/26/2017	01:34 PM	1/26	04:32 PM			10	3:02
C	1/27/2017	07:54 AM	1/27/2017	07:55 AM	1/27	12:14 PM			10	4:20
C	1/27/2017	12:42 PM	1/27/2017	12:46 PM	1/27	04:50 PM	1/27	04:51 PM	10	4:08
C	1/30/2017	07:54 AM	1/30/2017	07:59 AM	1/30	12:36 PM			10	4:42
C	1/30/2017	12:54 PM	1/30/2017	12:57 PM	1/30	03:28 PM	1/30	03:29 PM	10	2:34
C	1/31/2017	08:00 AM			1/31	12:30 PM	1/31	12:31 PM	10	4:30
C	1/31/2017	01:00 PM	1/31/2017	01:05 PM	1/31	04:36 PM			10	3:36

L	2/1/2017	07:54 AM	2/1/2017	07:55 AM	2/1	04:28 PM	2/1	04:29 PM	10	8:34
C	2/3/2017	08:06 AM	2/3/2017	08:07 AM	2/3	12:22 PM			10	4:16
C	2/3/2017	01:06 PM			2/3	04:30 PM	2/3	04:31 PM	10	3:24
C	2/6/2017	07:48 AM	2/6/2017	07:52 AM	2/6	12:24 PM	2/6	12:25 PM	10	4:36
C	2/6/2017	01:00 PM			2/6	04:36 PM			10	3:36
C	2/7/2017	07:54 AM	2/7/2017	07:55 AM	2/7	11:50 AM	2/7	11:51 AM	10	3:56
C	2/7/2017	12:18 PM	2/7/2017	12:19 PM	2/7	04:40 PM			10	4:22
C	2/8/2017	07:54 AM			2/8	12:04 PM	2/8	12:05 PM	10	4:10
C	2/8/2017	12:48 PM	2/8/2017	12:50 PM	2/8	04:36 PM	2/8	04:37 PM	10	3:48
C	2/9/2017	07:54 AM	2/9/2017	07:56 AM	2/9	11:58 AM	2/9	11:59 AM	10	4:04
C	2/9/2017	12:30 PM	2/9/2017	12:31 PM	2/9	04:34 PM			10	4:04
C	2/10/2017	07:48 AM	2/10/2017	07:53 AM		Missed			10	0:00
C	2/13/2017	07:42 AM	2/13/2017	07:47 AM	2/13	12:16 PM			10	4:34
C	2/13/2017	12:42 PM	2/13/2017	12:46 PM	2/13	04:32 PM			10	3:50
C	2/15/2017	07:48 AM	2/15/2017	07:52 AM	2/15	12:24 PM	2/15	12:25 PM	10	4:36
C	2/15/2017	12:54 PM	2/15/2017	12:57 PM	2/15	04:36 PM	2/15	04:37 PM	10	3:42
C	2/16/2017	07:48 AM	2/16/2017	07:49 AM	2/16	12:12 PM			10	4:24
C	2/16/2017	12:30 PM	2/16/2017	12:34 PM		Missed			10	0:00
C	2/17/2017	07:48 AM			2/17	12:12 PM	2/17	12:13 PM	10	4:24
C	2/17/2017	01:06 PM	2/17/2017	01:09 PM	2/17	04:40 PM			10	3:34
C	2/21/2017	07:48 AM	2/21/2017	07:51 AM	2/21	01:20 PM	2/21	01:21 PM	10	5:32
C	2/21/2017	01:36 PM				Missed			10	0:00
C	2/22/2017	07:30 AM	2/22/2017	07:32 AM	2/22	04:36 PM	2/22	04:37 PM	10	9:06
C	2/23/2017	07:54 AM	2/23/2017	07:55 AM	2/23	12:04 PM			10	4:10
C	2/23/2017	12:54 PM				Missed			10	0:00
C	2/24/2017	07:42 AM	2/24/2017	07:45 AM	2/24	12:22 PM	2/24	12:23 PM	10	4:40
C	2/24/2017	01:06 PM	2/24/2017	01:10 PM	2/24	04:54 PM	2/24	04:55 PM	10	3:48
C	2/27/2017	07:48 AM	2/27/2017	07:53 AM	2/27	12:10 PM			10	4:22
C	2/27/2017	12:36 PM			2/27	04:34 PM	2/27	04:35 PM	10	3:58
C	2/28/2017	07:48 AM	2/28/2017	07:53 AM		IN			10	0:00
									<b>Total:</b>	<b>474:36</b>

45

C	11/1/2016	09:06 AM	11/1/2016	09:10 AM	11/1	12:00 PM	11/1	12:01 PM	10	2:54
C	11/1/2016	12:36 PM	11/1/2016	12:37 PM	11/1	04:30 PM			10	3:54
C	11/3/2016	08:18 AM	11/3/2016	08:23 AM	11/3	05:06 PM	11/3	05:07 PM	10	8:48
C	11/7/2016	08:30 AM	11/7/2016	08:35 AM	11/7	04:30 PM			10	8:00
C	11/8/2016	08:24 AM	11/8/2016	08:28 AM	11/8	04:32 PM	11/8	04:33 PM	10	8:08
C	11/10/2016	08:30 AM			11/10	04:30 PM			10	8:00
C	11/14/2016	08:00 AM	11/14/2016	08:02 AM	11/14	10:38 AM			10	2:38
C	11/15/2016	08:06 AM	11/15/2016	08:11 AM		Missed			10	0:00
C	11/17/2016	08:06 AM	11/17/2016	08:10 AM	11/17	03:42 PM	11/17	03:43 PM	10	7:36
C	11/18/2016	08:06 AM	11/18/2016	08:10 AM		Missed			10	0:00
C	11/22/2016	08:00 AM	11/22/2016	08:01 AM		Missed			10	0:00
C	11/23/2016	08:12 AM	11/23/2016	08:13 AM		Missed			10	0:00
C	11/29/2016	08:36 AM	11/29/2016	08:39 AM	11/29	04:36 PM			10	8:00
C	12/1/2016	08:30 AM	12/1/2016	08:31 AM	12/1	12:14 PM			10	3:44
C	12/1/2016	12:24 PM	12/1/2016	12:28 PM	12/1	04:34 PM	12/1	04:35 PM	10	4:10
C	12/2/2016	07:30 AM			12/2	04:50 PM			10	9:20
C	12/2/2016	07:30 AM			12/2	04:50 PM			10	9:20
C	12/2/2016	09:00 AM	12/2/2016	09:01 AM		Missed			10	0:00
C	12/2/2016	09:01 AM			12/2	04:50 PM			10	7:49
C	12/5/2016	07:54 AM	12/5/2016	07:55 AM	12/5	04:38 PM			10	8:44
C	12/5/2016	08:30 AM			12/5	04:50 PM			10	8:20
C	12/6/2016	08:00 AM	12/6/2016	08:04 AM	12/6	04:34 PM	12/6	04:35 PM	10	8:34
C	12/8/2016	09:42 AM			12/8	04:40 PM			10	6:58
C	12/27/2016	12:18 PM	12/27/2016	12:23 PM	12/27	04:36 PM			10	4:18
C	12/28/2016	12:24 PM	12/28/2016	12:27 PM	12/28	04:30 PM	12/28	04:31 PM	10	4:06
C	12/29/2016	12:24 PM	12/29/2016	12:29 PM		Missed			10	0:00
C	1/3/2017	08:42 AM	1/3/2017	08:47 AM		Missed			10	0:00
C	1/3/2017	04:30 PM	1/3/2017	04:32 PM		Missed			10	0:00
C	1/6/2017	10:00 AM	1/6/2017	10:02 AM	1/6	04:30 PM			10	6:30
C	1/9/2017	08:30 AM			1/9	04:34 PM	1/9	04:35 PM	10	8:04
C	1/10/2017	10:24 AM	1/10/2017	10:29 AM		Missed			10	0:00
C	1/12/2017	08:30 AM	1/12/2017	08:33 AM	1/12	04:28 PM	1/12	04:29 PM	10	7:58

L	1/17/2017	08:30 AM	1/17/2017	08:33 AM	1/17	04:34 PM	1/17	04:35 PM	10	8:04
C	1/19/2017	08:30 AM	1/19/2017	08:31 AM	1/19	04:44 PM			10	8:14
C	1/23/2017	08:30 AM	1/23/2017	08:33 AM	1/23	04:32 PM	1/23	04:33 PM	10	8:02
C	1/24/2017	08:30 AM	1/24/2017	08:34 AM	1/24	04:40 PM	1/24	04:41 PM	10	8:10
C	1/26/2017	08:30 AM			1/26	04:30 PM	1/26	04:31 PM	10	8:00
C	1/30/2017	08:30 AM	1/30/2017	08:35 AM	1/30	04:38 PM	1/30	04:39 PM	10	8:08
C	1/31/2017	08:30 AM	1/31/2017	08:32 AM	1/31	12:30 PM	1/31	12:31 PM	10	4:00
C	1/31/2017	01:00 PM	1/31/2017	01:05 PM	1/31	04:36 PM			10	3:36
C	2/2/2017	08:30 AM	2/2/2017	08:31 AM	2/2	04:38 PM	2/2	04:39 PM	10	8:08
C	2/7/2017	11:42 AM	2/7/2017	11:46 AM	2/7	04:42 PM			10	5:00
C	2/9/2017	08:30 AM	2/9/2017	08:33 AM	2/9	04:42 PM	2/9	04:43 PM	10	8:12
C	2/13/2017	08:30 AM			2/13	05:18 PM			10	8:48
C	2/14/2017	07:54 AM	2/14/2017	07:57 AM	2/14	04:58 PM	2/14	04:59 PM	10	9:04
C	2/15/2017	08:48 AM	2/15/2017	08:51 AM	2/15	04:30 PM	2/15	04:31 PM	10	7:42
C	2/21/2017	08:30 AM	2/21/2017	08:35 AM	2/21	04:30 PM			10	8:00
C	2/24/2017	08:30 AM	2/24/2017	08:34 AM	2/24	04:54 PM	2/24	04:55 PM	10	8:24
C	2/27/2017	10:30 AM				IN			10	0:00
									<b>Total:</b>	<b>275:25</b>

AMENDED

EXHIBIT C

Here are the call totals for emergency calls per person for total number responded to during business hours and per month.

Employee #1

Month	Business hour total	Month Total
Nov	3	5
Dec	0	4
Jan	0	2
Feb	0	3

Employee #2

Month	Business hour total	Month Total
Nov	0	12
Dec	3	8
Jan	3	9
Feb	12	17

Employee #3

Month	Business hour total	Month Total
Nov	3	13
Dec	2	8
Jan	5	11
Feb	16	21



# San Miguel Community Services District Organization & Personnel Committee

## Staff Report

March 3, 2017

AGENDA ITEM: V. 2

**SUBJECT: Discussion and Clarification of Options for Job Opening Recruitment—  
Administration Department**

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### **STAFF RECOMMENDATION:**

Discuss and Clarify intent and type of options needed for evaluation related to Administrative Department job opening.

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### **BACKGROUND:**

At the February Board meeting, GM was asked to evaluate options related to the job opening recruitment in Administrative Department. The Board stated that they would like information about outsourcing of services. That is what was heard and understood, however, outsourcing evaluation can be an intensive task or a modified approach that is focused on a single task or function of the District. This discussion is intended to identify, from a Committee perspective, what

The District has functioning departments, Administration, Fire, Street Lighting, Wastewater, and Water. Solid Waste is not included because that service is already performed by a franchisee on behalf of the District. This effort is an added work assignment commitment given the activities of the rate study, the financial audit and preparation of the FY budget and finalizing the hiring and recruitment of Utility Services personnel.

The need for clarification is not about what is meant by outsourcing of services, but how extensive does the investigation need answer for completing information needed by the Committee or Board.

### **For instance:**

Should the investigation need to solicit prospective quotation by specific vendor/providers?

Will these services be anticipated for the upcoming fiscal year?

Should outsourcing investigation include all District functions or specific to single or more than one function performed currently?

Should the investigation identify potential areas of conflict, such as pending MOU discussions and potential impact(s) to those discussions because this investigation can lead, potentially, to changes in conditions that may be subject to employment or work conditions.

This proposed investigation can be as detailed as desired but there were not much specifics in Board meeting discussion and direction.

**FISCAL IMPACT:**

There is no cost for this discussion and clarification needed for options on job opening recruitment.

**ACTION DISCUSSION:**

Staff recommends that the Committee discuss and provide further clarification on options to job opening recruitment.

PREPARED BY:

*Darrell W. Gentry*

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General Manager