



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730

FAX (805) 481-6836

AMENDED AGENDA **BOARD OF DIRECTORS MEETING**

1655 Front Street
6:30 P.M.

March 11, 2009

Oceano
Wednesday

BOARD MEMBERS

Barbara J. Mann, President
Vern Dahl, Director
Mary K. Lucey, Director *

Jim Hill, Vice President
Pamela Dean, Director

Satellite Location *

17932-A Crooked Mile Road
Granite Falls, Washington

SECRETARY TO THE BOARD

Kevin D. Walsh
Interim General Manager

DEPUTY SECRETARY TO THE BOARD

Gina A. Davis
Administrative Assistant

FIRE CHIEF

Chief Mike Hubert

UTILITY OPERATIONS SUPERVISOR

Philip T. Davis

ALL ITEMS APPEARING ON THE AGENDA ARE SUBJECT TO BOARD ACTION

1. **Roll Call**
2. **Flag Salute**
3. **Public Comment ***
Any member of the public may address the Board on any item of interest within the jurisdiction of the Board. The Board will listen to all communications; however, in compliance with the Brown Act, the Board cannot act on items not on the agenda.
4. **Board Member Items/Discussion ***
5. **Review and Approval of Minutes**
 - a. February 25, 2009 (Regular)
 - b. February 27, 2009 (Special)
 - c. March 2, 2009 (Special)
 - d. March 4, 2009 (Special)

RULES FOR PRESENTING TESTIMONY

All persons who wish to present testimony to the Board of Directors in a public hearing must observe the following rules:

1. When beginning to speak, first identify yourself and place of residence. This is required for the public record. Board of Directors' meetings are tape recorded.
2. All remarks must be addressed to the Chair. Conversation or debate between the speaker at the podium and a member of the audience is not permitted.
3. Please keep your remarks as brief as possible. Focus your testimony on the most important facts you wish to be considered. Avoid duplicating testimony provided by others.
4. It is important that all participants conduct themselves with courtesy, dignity and respect.
5. Whenever possible, written testimony should be presented as well as oral. Written testimony can be submitted in advance of the actual hearing date.

6. Reports *
 - a. Brian Hascall, Commander, Sheriff's South Station
 - b. Fire Department Operations

7. Fire Items
 - a. None

8. Utility Items
 - a. Cleaning and Inspection of District Sewer and Water Lines
Continual Disclosure of the Emergency declared by the Board of Directors Concerning the Cleaning and Inspection of the District Sewer and Water Mains

 - b. CDBG-Funded Earthquake Damage Project
Consideration of Engineer's recommendation to approve Change Orders 1 and 2 totaling \$8,712.41

9. Administrative Items
 - a. Annual Review of District Rules of Order
Consideration of OCSD Resolution 2009-01, Adopting the Rules of Order to Govern Certain Board of Director Operations and Functions

 - b. Audit Update *
Status Report by Ron Levy of Moss, Levy & Hartzheim

 - c. LAFCO Nomination Request *
Update by President Mann regarding Nominations for Special District Representative

10. Reports of District Representatives *

This item gives the President and Board Members the opportunity to present reports to other members regarding committees, commissions, boards, or special projects on which they may be participating.

 - a. PRESIDENT BARBARA MANN

(1)	SLOCSD:	03 04 2009
(2)	Fire Committee:	03 10 2009
(3)	Other	

 - b. VICE PRESIDENT JIM HILL

(1)	SSLOCSD:	03 04 2009
(2)	Other	

 - c. DIRECTOR VERN DAHL

(1)	Other	
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10. Reports of District Representatives * (Continued)
 - d. DIRECTOR PAMELA DEAN
 - (1) Fire Committee: 03 10 2009
 - (2) Other
 - (3) Other
 - e. DIRECTOR MARY LUCEY
 - (1) Other
11. General Manager Items/Discussion *
 - a. Review of Codification Sections *
Update regarding committee progress to review the various sections of the Code
 - b. General Manager Recruitment *
Update regarding Recruitment of a new General Manager
 - c. Halcyon Mobile Home Parks *
Update regarding LAFCO process and insurance requirements
 - d. Water and Sewer Master Plans and Water and Sewer Rate Studies *
Update regarding current status of these projects
 - e. RFPs for Joint Dispatching Services *
Update regarding RFPs for joint fire dispatch services
 - f. WRAC Meeting *
Report regarding WRAC meeting of March 4, 2009
12. Adjourn to Closed Session
 - a. CLOSED SESSION – A closed session pursuant to Government Code Section 54957(b)(1) to consider the appointment or employment of a public employee. The position under consideration is Interim General Manager.

Return to Open Session
13. Board Member Discussion *
14. Consideration of Warrants
15. Public Comment *

16. Written Communications
(Correspondence for the Board Received After Preparation of this Agenda is Presented by the General Manager)

Adjournment

* Oral Presentation/Discussion

ALL ITEMS APPEARING ON THE AGENDA ARE SUBJECT TO BOARD ACTION

Consistent with the American with Disabilities Act and California Government Code §54954.2 requests for disability related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires the modification or accommodation in order to participate at the referenced public meeting by contacting the District General Manager or Administrative Assistant at 805-481-6730.

**P.O. Box 599/Oceano, CA 93475
1655 Front Street/Oceano, CA 93445
(805) 481-6730 / FAX (805) 481-6836
www.oceanocsd.org ocsd@oceanocsd.org**

**OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

Friday

FEBRUARY 27, 2009

OCEANO

The meeting was called to order by President Mann at 9:45 A.M.

1. Roll Call

Present: President Mann, Vice President Hill, Director Dahl, Director Dean,
Director Lucey

Absent: None.

Staff Present: Kevin Walsh, General Manager (afternoon session only)

2. Flag Salute

President Mann led the flag salute.

3. Public Comment

None.

4. Board Member Items/Discussion

None.

Adjourn to Closed Session

5. The Board interviewed four (4) candidates for the General Manager position. There was no reportable action.

(The Board took a break for lunch from 12:30 pm until 1:45 pm.)

Return to Open Session

6. Board Member Items/Discussion

None.

7. Public Comment

None.

8. Written Communications

None.

The meeting was adjourned at 5:30 pm.

**OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

Monday

March 2, 2009

OCEANO

The meeting was called to order by President Mann at 6:30 P.M.

1. Roll Call

Present: President Mann, Vice President Hill, Director Dahl, Director Dean,
Director Lucey

Absent: None.

Staff Present: Kevin Walsh, General Manager

2. Flag Salute

President Mann led the flag salute.

3. Public Comment

None.

4. Board Member Items/Discussion

None.

Adjourn to Closed Session

5. The Board considered and discussed the four (4) candidates that were interviewed on Friday February 27, 2009 for the position of the General Manager. There was no reportable action.

Return to Open Session

6. Board Member Items/Discussion

None.

7. Public Comment

None.

8. Written Communications

None.

The meeting was adjourned at 9:50 pm.

**OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

Wednesday

March 4, 2009

OCEANO

The meeting was called to order by President Mann at 7:21 P.M.

1. Roll Call

Present: President Mann, Vice President Hill, Director Dahl, Director Dean,
Director Lucey

Absent: None.

Staff Present: Gina A. Davis, Deputy Secretary to the Board/Administrative Assistant

2. Flag Salute

President Mann led the flag salute.

3. Public Comment

None.

4. Board Member Items/Discussion

None.

Adjourn to Closed Session

5. The Board interviewed one (1) candidate for the position of the General Manager. The Board considered and discussed a process for the selection of the General Manager. There was no reportable action.

Return to Open Session

6. Board Member Items/Discussion

None.

7. Public Comment

None.

8. Written Communications

None.

The meeting was adjourned at 10:47 pm.



Oceano Fire Department



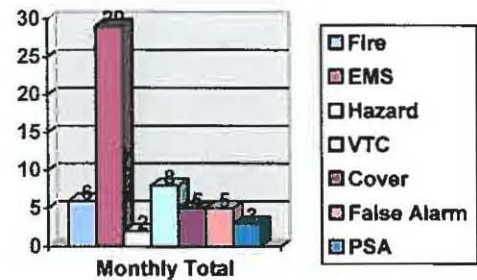
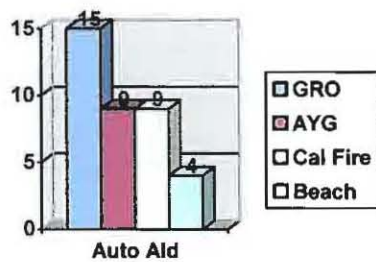
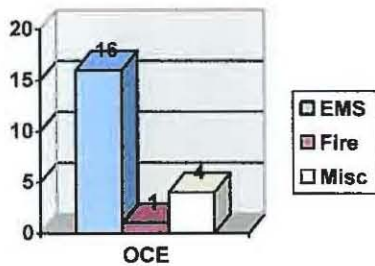
REPORT for February, 2009

During the month of February, the Department responded to a total of 58 calls. 21 were in Oceano, 15 were in Grover Beach, 9 were in Arroyo Grande, 9 were with Cal Fire and 4 on the beach. Of the 21 calls in Oceano, 16 were EMS related, 1 fire and 4 miscellaneous calls. This puts the total as of this report to 122 for the year.

The three Departments completed training on EMS medical assessments and the mandatory SIDS and HIPPA training. The committees within the three departments met to discuss training evolutions, rescue, purchasing and equipment. Cross staffing continues to be very successful.

On February 20th, there was a vegetation fire that burned a half-acre of brush and grass in the Oceano Dunes early Friday morning and also left an unidentified woman with burns on her body. The small fire was human-started and broke out around 12:30 a.m. on the beach just north of the Arroyo Grande Creek outlet in the dunes. It was fully controlled by 4 a.m., with the assistance of Oceano, Arroyo Grande and Cal Fire.

On February 27th, the Oceano Fire Department, along with Grover Beach, responded to a vehicle accident that hit a structure and then ran into a fence surrounding the school playground. No children were injured.





Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6780

FAX (805) 481-6886

March 11, 2009

TO: Board of Directors, OCSD

FROM: Kevin D. Walsh, General Manager

SUBJECT: CLEANING AND INSPECTION OF DISTRICT SEWER AND WATER LINES

Public Contracts Code Section 22050(c)(1) requires that if the governing body orders any action after the emergency has been declared, the governing body shall review the emergency action at its next regularly-scheduled meeting and at every regularly-scheduled meeting thereafter until the action is terminated, to determine, by four-fifths vote, that there is need to continue the action.

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, motion, second, and roll call vote, determine, by four-fifths vote, that there is a need to continue the action.

Agenda Item 03 11 2009 8.a.



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730

FAX (805) 481-6836

DATE: March 11, 2009
TO: Board of Directors, OCSD
FROM: Kevin D. Walsh, Interim General Manager
SUBJECT: **CDBG SEWER PROJECT – CONSTRUCTION CHANGE ORDERS 1 & 2**

Background

This agenda item is with regard to the Community Development Block Grant (CDBG) the District was awarded for the Oceano Sewer Repair and Replacement Project. This project is a result of damage suffered during the San Simeon Earthquake on December 22, 2003. See attached documents.

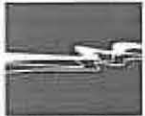
Discussion

R. Baker Construction is currently working on the repair and replacement of the sewer system. Attached are two change orders. Change Order Number One reflects an increased deductible from \$500 to \$1,000 as referenced in the Supplementary Conditions Article 11, Insurance C., Additional Named Insured. There is no cost for this change. Change Order Number Two references 3 segments which required additional labor and materials. Both of these Change Orders have been reviewed and approved by Mark Owens of the Wallace Group.

THE RECOMMENDED ACTION BEFORE YOUR BOARD is to: by Board discussion, public comment, motion, second, and roll call vote, approve the Change Orders 1 and 2 for \$8,712.41.

Agenda Item 01 14 2009 8.b.

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Wallace Group

612 Clarion Court
San Luis Obispo, CA 93401

WALLACE GROUP Phone: 805-544-4011 Fax: 805-544-4294

TRANSMITTAL

No. 00017

PROJECT: Sewer Pipeline Repair (825-001-001)

DATE: 3/2/2009

TO: Oceano Community Services District
1655 Front Street
P.O. Box 599
Oceano, CA 93475-0599

REF: Change Orders 1 & 2

ATTN: Kevin Walsh

PH: (805) 481-6730

FAX: (805) 481-6836

WE ARE SENDING:	SUBMITTED FOR:	ACTION TAKEN:
<input type="checkbox"/> Shop Drawings	<input type="checkbox"/> Approval	<input type="checkbox"/> Approved as Submitted
<input type="checkbox"/> Letter	<input checked="" type="checkbox"/> Your Use	<input type="checkbox"/> Approved as Noted
<input type="checkbox"/> Prints	<input type="checkbox"/> As Requested	<input type="checkbox"/> Returned After Loan
<input type="checkbox"/> Change Order	<input checked="" type="checkbox"/> Review and Comment	<input type="checkbox"/> Resubmit
<input type="checkbox"/> Plans		<input type="checkbox"/> Submit
<input type="checkbox"/> Samples	SENT VIA:	<input type="checkbox"/> Returned
<input type="checkbox"/> Specifications	<input type="checkbox"/> Attached	<input type="checkbox"/> Returned for Corrections
<input type="checkbox"/> Other:	<input type="checkbox"/> Separate Cover Via:	<input type="checkbox"/> Due Date:

PACKAGE SUBMITTAL REV.	ITEM NO.	COPIES	DATE	ITEM DESCRIPTION	STATUS
		1	3/2/2009	CCO#002	APP
		1	3/2/2009	CCO#001	APP

Remarks: Kevin,

Attached are electronic copies of Change Orders 1 & 2 for your preview. I am sending the originals in the mail today. Mark Ownes in our office has reviewed these and has given his approval. Please review and sign the hard copies, and I will pick them up from your office. Progress Payment #2 will be transmitted to your office later this week too, which I am working on today.

If there are any questions, please contact me in my office.

CC:

Signed: _____

Eric Soderin

Agenda Item 03 11 2009 8.b.

Oceano Community Services District

CHANGE ORDER FORM

Contract Changer Order No. 001

Date: February 25, 2009

Engineer's No. 825-0001

CONTRACT TITLE: SEWER REPAIR AND REPLACEMENT

CONTRACTOR: R. BAKER, INC.

DESCRIPTION OF CHANGES	NET CHANGE
Increased Deductible Insurance Amount from \$500 to \$1,000 as referenced in the SUPPLEMENTARY CONDITIONS ARTICLE 11 INSURANCE C. Additional Named Insureds.	\$0.00
NET CHANGE IN CONTRACT PRICE	\$0.00
Original Contract Amount	\$587,645.00
Total Previous Changes	\$0.00
Amount of this Change	\$0.00
New Contract Total	\$587,645.00
Change in Contract Time	Not Applicable

This document will become a supplement to the Contract and all provisions will apply hereto.


Recommended by ENGINEER

3/2/09
Date


Approved by CONTRACTOR

2/21/09
Date

Approved by OCSD

Date

ARTICLE 1 CHANGE ORDER INSTRUCTIONS:

1.1 GENERAL INFORMATION

- A. This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Time. Changes that have been initiated by a Work Directive Change must be incorporated into a subsequent Change Order if they affect Contract Price or Contract Time.

1.2 COMPLETING THE CHANGE ORDER FORM

- A. Engineer initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from OCSD, or both.

Once Engineer has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to OCSD for approval. Engineer should make distribution of executed copies after approval by OCSD.

If a change only applies to either price or to time, cross out the part of the tabulation that does not apply.

END OF SECTION

Oceano Community Services District

CHANGE ORDER FORM

Contract Changer Order No. 002

Date: February 25, 2009

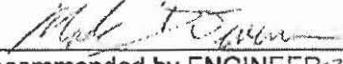
Engineer's No. 825-0001

CONTRACT TITLE: SEWER REPAIR AND REPLACEMENT

CONTRACTOR: R. BAKER, INC.

DESCRIPTION OF CHANGES	NET CHANGE
2.1 Pier Ave. (Seg. 9): 01/12/09 & 01/13/09, additional time required to identify the existing sewer main location since it was not located as anticipated; difficulty working among unmarked dry utilities, and repair of these utilities that were damaged within the trench work area.	\$2,936.46
2.2 Aloha Place (Seg. 5): 01/29/09, potholing and excavation exploration to identify the existing sewer pipe slope along Security Court and Aloha Place. It was identified that the existing clay sewer pipe was nearly flat and sewage could not flow properly.	\$2,040.93
2.3 Aloha Place (Seg. 5): 02/04/09, since the existing manhole invert elevations (Sta. 14+72 & 17+00) were found to be nearly flat between each other. Additional installation of 39 feet of 8 inch sewer pipe at Security Court and Aloha Place intersection. This installation raised the slope of the pipe to allow sewage to flow properly.	\$3,735.02
NET CHANGE IN CONTRACT PRICE	\$8,712.41
Original Contract Amount	\$587,645.00
Total Previous Changes	\$0.00
Amount of this Change	\$8,712.41
New Contract Total	\$596,357.41
Change in Contract Time	0

This document will become a supplement to the Contract and all provisions will apply hereto.


Recommended by ENGINEER

3/2/09
Date


Approved by CONTRACTOR

2/26/09
Date

Approved by OCSD

Date

BILL TO: OCEANO COMMUNITY SERVICES DIST.
 C/O WALLACE GROUP
 612 CLARION COURT
 SAN LUIS OBISPO, CA 93401
 ATTN: ERIC SODERIN

INVOICE #: 09-01-3451
INVOICE DATE: 2/5/09
DATE OF SERVICE: 1/12/09
JOB #: 195
INVOICE TYPE: T&M

PROJECT: SEWER REPAIR AND REPLACEMENT - PIER AVENUE, OCEANO, CA

DESC: "LOST TIME" - SEWER MAIN RE-ALIGNMENT

TYPE	DESCRIPTION	QTY	UNIT	PRICE	SUB TOTAL	TOTAL
OPERATORS	R. RIEKKI	4.00	HR	81.52	326.08	
	R. RIEKKI	1.00	HR OT	103.11	103.11	
	J. ALLEE	2.50	HR OT	103.11	257.78	
	R. BAKER	2.50	HR	78.65	196.63	
LABORERS	S. MADDUX	4.00	HR	64.32	257.28	
	S. MADDUX	2.50	HR OT	80.24	200.60	
	L. CHAVEZ	4.00	HR	64.32	257.28	
	L. CHAVEZ	2.50	HR OT	80.24	200.60	
	J. BELTRAN	4.00	HR	61.81	247.24	
	J. BELTRAN	2.50	HR OT	76.47	191.18	
				SUB TOTAL	\$2,237.77	
				15% MARKUP	\$335.66	
			TOTAL LABOR		\$2,573.43	
MATERIALS	N/A	0.00	LS	0.00	0.00	
				SUB TOTAL	0.00	
				15% MARKUP	0.00	
				TOTAL MATERIALS		\$0.00
EQUIPMENT	N/A	0.00	HR	0.00	0.00	
				SUB TOTAL	0.00	
				15% MARKUP	0.00	
				TOTAL EQUIPMENT		\$0.00
GRAND TOTAL DUE:					2573.43	

Balance is now due and payable. Interest at 2% per month will be added to amounts outstanding over thirty days.

BILL TO: OCEANO COMMUNITY SERVICES DIST.
 C/O WALLACE GROUP
 612 CLARION COURT
 SAN LUIS OBISPO, CA 93401
 ATTN: ERIC SODERIN

INVOICE #: 09-01-3451
INVOICE DATE: 2/5/09
DATE OF SERVICE: 1/13/09
JOB #: 195
INVOICE TYPE: T&M

PROJECT: SEWER REPAIR AND REPLACEMENT - PIER AVENUE, OCEANO, CA

DESC: "LOST TIME" - REPAIR CONDUITS

TYPE	DESCRIPTION	QTY	UNIT	PRICE	SUB TOTAL	TOTAL
LABORERS	L. CHAVEZ	1.50	HR	64.32	96.48	
	S. MADDUX	1.50	HR	64.32	96.48	
	J. BELTRAN	1.50	HR	61.81	92.72	
				SUB TOTAL	\$285.68	
				15% MARKUP	\$42.85	
			TOTAL LABOR		\$328.53	
MATERIALS	R. BAKER YARD INVOICE	1.00	LS	30.00	30.00	
				SUB TOTAL	30.00	
				15% MARKUP	4.50	
				TOTAL MATERIALS		\$34.50
EQUIPMENT	N/A	0.00	HR	0.00	0.00	
				SUB TOTAL	0.00	
				15% MARKUP	0.00	
			TOTAL EQUIPMENT		\$0.00	

GRAND TOTAL DUE: 363.03

Balance is now due and payable. Interest at 2% per month will be added to amounts outstanding over thirty days.

R. BAKER, INC.

PIPE LINE AND UTILITY CONSTRUCTION

POST OFFICE BOX 419

PHONE: 805 / 489-8711

ARROYO GRANDE, CALIFORNIA 93421-0419

CONTRACTOR'S LICENSE NO. 372751

INVOICE DATE: February 5, 2009

TO: OCEANO COMMUNITY SERVICES DIST.

C/O WALLACE GROUP

612 CLARION COURT

SAN LUIS OBISPO, CA 93401

ATTN: ERIC SODERIN

INVOICE #: 09-01-3453

JOB #: 195

DATE OF SERVICE: 1/29/09

TYPE OF INVOICE: T&M

RE: SEWER REPAIR AND REPLACEMENT - ALOHA PLACE, OCEANO, CA

**REQUEST PAYMENT FOR: LOST TIME DUE TO GRADE CONFLICTS, POTHOLE
SEWER & UTILITIES ON SECURITY COURT.**

1/29/09

\$2,040.93

TOTAL DUE THIS INVOICE:

\$2,040.93

**Balance is now due and payable. Interest at 2% per month will
be added to amounts outstanding over thirty days.**

BILL TO: OCEANO COMMUNITY SERVICES DIST.
 C/O WALLACE GROUP
 612 CLARION COURT
 SAN LUIS OBISPO, CA 93401
 ATTN: ERIC SODERIN

INVOICE #: 09-01-3453
 INVOICE DATE: 2/5/09
 DATE OF SERVICE: 1/29/09
 JOB #: 195
 INVOICE TYPE: T&M

PROJECT: SEWER REPAIR AND REPLACEMENT - ALOHA PLACE, OCEANO, CA

DESC: LOST TIME DUE TO GRADE CONFLICTS, POTHOLES, SEWER, AND UTILITIES ON SECURITY COURT.

TYPE	DESCRIPTION	QTY	UNIT	PRICE	SUB TOTAL	TOTAL
OPERATORS	R. RIEKKI	4.00	HR	81.52	326.08	
	R. RIEKKI	0.50	HR OT	103.11	51.56	
	J. ALLEE	4.00	HR	81.52	326.08	
	J. ALLEE	0.50	HR OT	103.11	51.56	
	J. NYBACK	4.00	HR	81.52	326.08	
	J. NYBACK	0.50	HR OT	103.11	51.56	
LABORERS	L. CHAVEZ	4.00	HR	64.32	257.28	
	L. CHAVEZ	0.50	HR OT	80.24	40.12	
	S. MADDOX	2.50	HR	64.32	160.80	
	J. BELTRAN	2.00	HR	61.81	123.62	
				SUB TOTAL	\$1,714.73	
				15% MARKUP	\$257.21	
				TOTAL LABOR		\$1,971.93
MATERIALS	N/A	0.00	LS	0.00	0.00	
				SUB TOTAL	0.00	
				15% MARKUP	0.00	
				TOTAL MATERIALS		\$0.00
EQUIPMENT	BACKHOE #329	2.00	HR	30.00	60.00	
				SUB TOTAL	60.00	
				15% MARKUP	9.00	
				TOTAL EQUIPMENT		\$69.00

GRAND TOTAL DUE: 2040.93

Balance is now due and payable. Interest at 2% per month will be added to amounts outstanding over thirty days.

R. BAKER, INC.

PIPE LINE AND UTILITY CONSTRUCTION

POST OFFICE BOX 419

PHONE: 805 / 489-8711

ARROYO GRANDE, CALIFORNIA 93421-0419

CONTRACTOR'S LICENSE NO. 372751

INVOICE DATE: February 13, 2009

TO: OCEANO COMMUNITY SERVICES DIST.
C/O WALLACE GROUP
612 CLARION COURT
SAN LUIS OBISPO, CA 93401
ATTN: ERIC SODERIN

INVOICE #: 09-02-3500
JOB #: 195
DATE OF SERVICE: 2/4/09
TYPE OF INVOICE: T&M

RE: SEWER REPAIR AND REPLACEMENT - SECURITY COURT, OCEANO, CA

**REQUEST PAYMENT FOR: ADDITIONAL TIME SECURITY COURT GAS & WATER
LINE CONFLICTS**

2/4/09 \$3,735.02

TOTAL DUE THIS INVOICE: \$3,735.02

**Balance is now due and payable. Interest at 2% per month will
be added to amounts outstanding over thirty days.**

BILL TO: OCEANO COMMUNITY SERVICES DIST.
 C/O WALLACE GROUP
 612 CLARION COURT
 SAN LUIS OBISPO, CA 93401
 ATTN: ERIC SODERIN

INVOICE #: 09-02-3500
INVOICE DATE: 2/13/09
DATE OF SERVICE: 2/4/09
JOB #: 195
INVOICE TYPE: T&M

PROJECT: SEWER REPAIR AND REPLACEMENT - SECURITY COURT, OCEANO, CA

DESC: ADDITIONAL TIME ON SECURITY COURT FOOTAGE DUE TO GAS LINE AND WATER LINE CONFLICTS.

TYPE	DESCRIPTION	QTY	UNIT	PRICE	SUB TOTAL	TOTAL	
OPERATORS	R. RIEKKI	4.00	HR	81.52	326.08		
	R. RIEKKI	1.00	HR OT	103.11	103.11		
	J. ALLEE	4.00	HR	81.52	326.08		
	J. ALLEE	1.00	HR OT	103.11	103.11		
	J. NYBACK	4.00	HR	81.52	326.08		
	J. NYBACK	1.00	HR OT	103.11	103.11		
LABORERS	S. MADDUX	4.00	HR	64.32	257.28		
	S. MADDUX	1.00	HR OT	80.24	80.24		
	L. CHAVEZ	4.00	HR	64.32	257.28		
	L. CHAVEZ	1.00	HR OT	80.24	80.24		
	J. BELTRAN	4.00	HR	61.81	247.24		
	J. BELTRAN	1.00	HR OT	76.47	76.47		
	M. SHIPMAN	4.00	HR	64.32	257.28		
	M. SHIPMAN	1.00	HR OT	80.24	80.24		
					SUB TOTAL	\$2,623.84	
					15% MARKUP	\$393.58	
				TOTAL LABOR		\$3,017.42	
MATERIALS	N/A	0.00	LS	0.00	0.00		
					SUB TOTAL	0.00	
					15% MARKUP	0.00	
				TOTAL MATERIALS		\$0.00	
EQUIPMENT	GANG TRUCK #137	5.00	HR	15.00	75.00		
	BACKHOE #329	3.00	HR	30.00	90.00		
	LOADER #501	3.00	HR	50.00	150.00		
	EXCAVATOR #326	3.00	HR	75.00	225.00		
	10 WHEEL TRUCK #202	3.00	HR	28.00	84.00		
					SUB TOTAL	624.00	
				15% MARKUP	93.60		
				TOTAL EQUIPMENT		\$717.60	

GRAND TOTAL DUE: 3735.02

Balance is now due and payable. Interest at 2% per month will be added to amounts outstanding over thirty days.

Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93445 (805) 481-6730 FAX (805) 481-6836

March 11, 2009

TO: Board of Directors
Oceano Community Services District

FROM: Alexander F. Simas
District Legal Counsel

SUBJECT: 2009 Annual Rules of Order Review — Resolution 2009-01

RECOMMENDATION: Consider and adopt Resolution 2009-01.

DISCUSSION: At the Board's February 25 meeting the Board conducted its annual review of the Rules of Order. The Board approved in concept changes recommended by legal counsel with two further changes:

1. The Board asked that Section 14 be modified to provide for changes on a biennial basis. That has been done.
2. The Board asked that Resolution 1998-19 which is incorporated by reference into the Rules be included in the electronic file used to maintain the Rules. That too has been done.

Attached is a copy of proposed Resolution 2009-01 which adopts the revised rules which are attached to it as an exhibit.

**EXHIBIT "A" TO
REPORT TO THE OCSD BOARD OF DIRECTORS
RESOLUTION 2009-01**

[Copy of proposed Resolution 2009-01 follows on the next page.]

EXHIBIT "A"

**OCEANO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 2009-01**

**A RESOLUTION OF THE OCEANO COMMUNITY SERVICES DISTRICT
ADOPTING RULES OF ORDER TO GOVERN CERTAIN
BOARD OF DIRECTOR OPERATIONS AND FUNCTIONS.**

WHEREAS, the Oceano Community Services District (the "District") Board of Directors (the "Board") has adopted Rules of Order (the "Rules") to govern certain Board operations and functions; and

WHEREAS, the Rules currently provide for annual review to assure that they meet the Board's current needs; and

WHEREAS, the District's staff has recommended that the Rules be modified to the form and content contained in the attached Exhibit "A"; and

WHEREAS, the Board has reviewed and approves the form of Rules contained in the attached Exhibit "A";

NOW, THEREFORE BE IT RESOLVED, DETERMINED AND ORDERED by the District Board that the form of Rules of Order attached hereto are adopted as the Board's Rules of Order.

Upon motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

the foregoing resolution is hereby adopted this 11th day of March, 2009.

Barbara Mann
President

ATTEST:

Kevin Walsh
Board Secretary

**EXHIBIT "A" TO
RESOLUTION 2009-01**

RULES OF ORDER

[A copy of the adopted Rules of Order follows on the next page.]

EXHIBIT "A"

OCEANO COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS - RULES OF ORDER

1. OFFICERS OF THE BOARD OF DIRECTORS.

1.1 The officers of the Board of Directors (the "Board") are the President and Vice President.

1.2 The President of the Board shall serve as chairperson at all Board meetings. The chairperson shall have the same rights as the other members of the Board to vote, introduce motions, resolutions and ordinances, and participate in any discussion of questions that follow these actions. In addition to such duties as are customarily performed by the chairperson of an organization, the chairperson shall conduct all meetings in a manner consistent with the policies of the District and perform the following duties:

- (a) Open the session at the appropriate meeting time.
- (b) Announce the business before the Board in the order in which it is to be acted upon. (Announce agenda items and determine the type of action necessary).
- (c) Recognize Board members and others deserving the floor.
- (d) State and put to vote all questions which arise during the course of a Board meeting and announce the Board's decision on all subjects.
- (e) If reasonable, restrain debate.
- (f) Inform and enforce the Rules of Order as they have been adopted by the Board.
- (g) Authenticate, by signature, all Board acts, orders, and proceedings.
- (h) Close debate.
- (i) Make all committee appointments subject to Board approval.

1.3 In the absence of the President, the Vice President of the Board or his/her designee shall serve as chairperson over all meetings of the Board. If the President and Vice President the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

1.4 The President and Vice President of the Board shall be elected annually at the

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**OCEANO COMMUNITY SERVICES DISTRICT
RULES OF ORDER**

last regular meeting of each calendar year.

(a) The election and seating of the President and Vice President shall be the first order of business after the call to order, roll call, flag salute, and if appropriate, certification of election and seating of new Board members.

(b) The call for nominations shall be opened by the existing President or other chairperson of the meeting and nominations shall be received by voice. No nomination needs to be seconded.

(c) Nominations shall be closed upon approved motion.

(d) An absent candidate may not be nominated and elected unless that candidate has submitted, in writing, his or her desire to serve.

(e) Nothing herein shall prohibit a Board member from declining to serve as a Board officer, in which case, the determination of the officer in question shall be made without regard to the declining person.

(f) The elected President takes possession of his or her office, and his or her term commences, immediately following the vote.

(g) After the President is determined, the Vice President shall be determined in the same manner as the President, from among the remaining Board members. The elected Vice President takes possession of his or her office, and his or her term commences immediately following the vote.

(h) Committee appointments shall be made by the new President during the first meeting in January, subject to approval of the Board.

(1) No committee shall include in its membership more than two (2) Board members.

(2) The President shall be appointed as an alternate member to all standing committees. The Vice President shall be appointed as an alternate for those meetings where the President serves as a regular member or where the President is unable, due to scheduling or other conflicts, to attend a committee meeting as an alternate.

(3) The General Manager, or his/her designee, shall be an ex-officio member of all committees.

**OCEANO COMMUNITY SERVICES DISTRICT
RULES OF ORDER**

2. MEETINGS.

2.1 Regular meetings of the Board shall commence at 6:30 p.m. and adjourn by 10:00 p.m. on the second and fourth Wednesday of each calendar month in the Board room at the District Office currently located at 1655 Front Street, Oceano, CA. It shall be the policy of the Board to complete meetings, including closed sessions, by 10:00 p.m. unless the majority of the Board elects to continue past the adjournment hour. If at the hour of 10:00 p.m. the Board has not concluded its business, the Board will review the balance of the agenda and determine whether to extend the meeting beyond the hour of 10:00 p.m., continue the remaining items, or adjourn the meeting to another date and time.

2.2 Members of the Board shall attend all regular and special meetings of the Board unless there is good cause for absence.

2.3 No action or discussion may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act. Pursuant to the Brown Act:

(a) Board Members may briefly respond to statements or questions from the public; and

(b) Board Members may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and

(c) Board Members or the Board itself may take action to direct staff to place a matter on a future agenda.

2.4 A majority of the Board shall constitute a quorum for the transaction of business. While a majority of the Board is sufficient to do business, motions must be passed unanimously if only three Board members are present. Only those Board members present at a meeting may vote on business conducted at that meeting. Members may not vote when absent or by proxy. If a quorum does not arrive within fifteen (15) minutes of the time the meeting has been scheduled, it shall be determined that a quorum is not present. When there is no quorum for a regular meeting, the President, Vice President, or any Board member shall adjourn such meeting, or, if no Board member is present, the District secretary shall adjourn the meeting.

2.5 A roll call vote shall be taken upon the passage of all ordinances, resolutions, and other matters established by Board policy or state law that require solicitation of bids, and upon all matters involving more than a five thousand dollars (\$5,000.00) expenditure by the District. The roll call vote shall be entered in the minutes of the Board showing those Board

**OCEANO COMMUNITY SERVICES DISTRICT
RULES OF ORDER**

members voting aye, those voting no and those not voting or absent. In calling the roll, the chairman of the meeting's name shall be called last. Upon demand by any Board member, or at the discretion of the President, the vote on any other motion or matter shall be by roll call. Unless a Board member states that he or she is not voting because of a conflict of interest and steps down from the dais prior to the discussion of the item, his or her silence, or vote of abstention shall be recorded as an affirmative vote. Tie votes shall be lost motions.

2.6 A motion to reconsider any action previously taken by the Board must be made by a Board member who voted on the prevailing side or who had no opportunity to vote on the original motion.

2.7 Any person attending a meeting of the Board may record the proceedings with an audio or video tape recorder or a still or motion picture camera unless the recording cannot continue without unreasonable noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.

2.8 All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speakers podium once the meeting begins. The President retains the discretion to alter these guidelines, including the authority to require that all video tape recorders, still and/or motion picture cameras be located in the back of the room. Artificial illumination and/or flash lighting can be used only during the "Public Comment" period portion of the agenda and during special presentations such as awards at the discretion of the President.

2.9 A block of time shall be set aside to receive general public comment. Comments on agenda items should be held until the appropriate item is called. Unless otherwise directed by the President, public comment shall be presented from the podium. The person giving public comment shall state his or her name and general place of residence prior to giving his or her comment. Public comment shall be directed to the Board as a whole and not to any member individually or to the public. Public comment shall be limited to three minutes unless extended or shortened by the President in his or her discretion. In order to avoid repetitious presentations and delay in the business of the Board, whenever any group of persons wishes to address the Board on the same subject matter, the President may request a spokesperson be chosen by the group to present their position. After public comment has been closed, no member of the public shall address the Board from the audience on the matter under consideration without first securing permission to do so from the President or a majority of the Board members present.

3. AGENDAS.

3.1 The General Manager, in cooperation with the President, shall prepare an

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**OCEANO COMMUNITY SERVICES DISTRICT
RULES OF ORDER**

agenda for each regular and special meeting of the Board. Any Director may call the General Manager and request an item to be placed on the regular meeting agenda no later than 4:30 p.m. one week prior to the meeting date.

4. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES.

4.1 The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheadings.

4.2 The District Secretary shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.3 below, shall not be required to record any remarks of Board Members or any other person.

4.3 Any Director may request for inclusion into the minutes, brief comments pertinent to an agenda item, but only at the meeting in which the item is discussed.

4.4 The District Secretary shall attempt to record the names and general place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.

4.5 Whenever the Board acts in a quasi-judicial proceeding such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

4.6 Any tape or film record of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. District tape and film records may be erased ninety (90) days after the taping or the recording.

4.7 Nothing herein shall be deemed to create a requirement that minutes be taken or tape or film recordings be made of any closed sessions of the Board.

5. MEMBERS OF THE BOARD OF DIRECTORS.

5.1 Directors shall prepare themselves to discuss agenda items at meetings of the Board. Information may be requested from staff or exchanges between Directors before meetings.

5.2 Information that is exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

**OCEANO COMMUNITY SERVICES DISTRICT
RULES OF ORDER**

5.3 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

5.4 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and options, but without being disagreeable. Once the Board takes action, Directors should commit to supporting the action and should not obstruct implementation of the action.

6. AUTHORITY OF DIRECTORS.

6.1 The Board is the unit of authority within the District. Apart from his or her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

6.2 Directors do not represent any fractional segment of the community, but are, rather, a part of the body which represents and acts for the community as a whole.

6.3 The primary responsibility of the Board is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are delegated to professional staff members of the District.

7. DIRECTOR GUIDELINES.

7.1 Board Members, by making a request to the General Manager or Administrative Assistant, shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as the basis for certain actions of Staff, and justification for Staff recommendations. If the General Manager or the Administrative Assistant cannot timely provide the requested information by reason of information deficiency, or without major interruption to work schedules, work loads, and priorities, then the General Manager or Administrative Assistant shall inform the individual Board Member why the information is not or cannot be made available.

7.2 In handling complaints from residents, property owners within the District, or other members of the public, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the District's response, if any.

7.3 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and

**OCEANO COMMUNITY SERVICES DISTRICT
RULES OF ORDER**

programming, should refer said concerns directly to the General Manager.

7.4 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager or Administrative Assistant. The chain of command should be followed.

7.5 Directors and General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.

7.6 When responding to constituent request and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager, or in his or her absence, to the Administrative Assistant.

7.7 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

7.8 Resolution 1998-19 is incorporated into these Bylaws and is attached hereto as reference.

8. DIRECTOR COMPENSATION.

8.1 Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular, adjourned or special meeting of the Board attended by him or her and for each day's service rendered as a Director by request of the Board.

8.2 Each Director is authorized to receive fifty dollars (\$50.00) as a compensation for each meeting other than regular, adjourned or special meetings or other function attended by him or her and each half day's service rendered as a Director at the request of the Board.

8.3 In no event shall Director compensation exceed one hundred dollars (\$100) per day.

8.4 Director compensation shall not exceed six (6) full days in any one (1) calendar month.

8.5 Each Board Member is entitled to reimbursement for their expenses incurred in the performance of the duties required or authorized by the Board.

(a) It is the policy of the District to exercise prudence with respect to hotel or motel accommodations. It is also the policy of the District for Board members and staff to stay at the main hotel or motel location of a conference, seminar, or class to gain maximum

**OCEANO COMMUNITY SERVICES DISTRICT
RULES OF ORDER**

participation and advantage of interaction with others whenever possible. Actual hotel or motel costs shall be reimbursed. Personal phone calls are not reimbursed.

(b) Any Director traveling on District business shall receive, in addition to transportation and lodging expenses, a per diem allowance to cover ordinary expenses such as meals, refreshments and tips. The amount set for per diem shall be considered fair reimbursement and the Director shall neither be required to account for use of the per diem, return the unused portions, nor claim additional expenses for these items. The per diem shall be the same as established by the County Board of Supervisors for the purposes of reimbursing those traveling on county business.

(c) Mileage reimbursement for use of privately owned vehicles used for District business shall be as established by the Internal Revenue Service.

9. COMMITTEES.

9.1 Ad Hoc Committees.

The President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself or herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

9.2 Standing Committees.

(a) The Board may create standing committees at its discretion. Standing committees shall be advisory committees to the Board and shall not commit the District to any policy, act or expenditure. Each standing committee may consider those District related issues assigned to it by the Board of Directors on a continuing basis. Committee members shall be appointed as provided herein.

(b) All standing committee meetings shall be conducted as public meetings in accordance with the Brown Act and Sections 2, 3 and 4 of these Rules. Summary notes for each meeting of each committee shall be forwarded to the Board as a public record.

10. CORRESPONDENCE DISTRIBUTION POLICY.

Time permitting, the following letters and other documents shall be accumulated and delivered to the Board on Friday of each week and/or with agenda packet.

**OCEANO COMMUNITY SERVICES DISTRICT
RULES OF ORDER**

(a) All letters approved by Board and/or signed by the President on behalf of the District; and

(b) All letters and other documents received by the District that are of District-wide concern as reasonably determined by District staff.

11. CONFLICTS AND RELATED POLICY.

State laws exist which attempt to eliminate any action by a Board Member or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. Laws which regulate conflicts are very complicated. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with District Legal Counsel and/or the Fair Political Practices Commission (the "FPPC") at (916) 322-5660, prior to the day of the meeting if they have a question about a particular agenda item.

11.1 Conflicts of Interest. Each Director is encouraged to review the District's Conflicts of Interest Code on an annual basis. The general rule is that an official may not participate in the making a governmental decision if it is: (1) reasonably foreseeable that the decision will have a (2) material financial effect on the (3) official or a member of his or her immediate family or on an economic interest of the official, and (4) the effect is distinguishable from the effect on the public generally. If real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is deemed to be directly involved in the decision. Additionally, FPPC rules generally require a disqualified Board member to leave the room during the discussion of the matter.

11.2 Interest in Contracts, Government Codes Section 1090.

The prohibitions of Government Code Section 1090 provide that the District may not contract with any business in which a Board member has a financial interest.

11.3 Incompatible Office.

The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment of either public office, the discharge of the duties of the two offices by one person is incompatible with the affected office and the official must step down.

**OCEANO COMMUNITY SERVICES DISTRICT
RULES OF ORDER**

12. EVALUATION OF CONSULTANTS.

The District Consultants, including the District Legal Counsel and District Consulting Engineer shall be evaluated annually during the months of May and June of each year.

13. CONTINUING EDUCATION.

Members of the Board are encouraged to attend educational conferences and professional meetings to improve District operation. Subject to budgetary constraints, there is no limit on the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

14. BOARD RULES OF ORDER REVIEW POLICY.

These Rules of Order shall be reviewed biannually at the first regular meeting in February of odd numbered years. The review shall be provided by District Counsel and ratified by Board action.

15. RESTRICTIONS ON RULES.

15.1 These Rules shall govern the Board in all cases to which they are applicable and not otherwise inconsistent with State and Federal laws.

15.2 In all matters not otherwise governed by these Rules, Roberts Rules of Order shall govern.

**EXHIBIT "A" TO
RULES OF ORDER**

RESOLUTION 1998-19

[A copy of Resolution 1998-19 follows on the next page.]

EXHIBIT "A"

(Rev. 03/11/2009)

OCEANO COMMUNITY SERVICES DISTRICT
RESOLUTION NO. 1998-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
OCEANO COMMUNITY SERVICES DISTRICT
ADOPTING A POLICY STATEMENT FOR RELATIONSHIPS AND CONDUCT
BETWEEN THE BOARD MEMBERS AND STAFF

BE IT RESOLVED by the Board of Directors of the Oceano
Community Services District as follows:

Section 1. This Board of Directors hereby approves
and adopts a Policy entitled "Relationships and Conduct
Between Board Members and Staff," a copy of which is
attached hereto as Exhibit "A."

Section 2. A copy of said Policy shall be kept by
the District Manager. Copies shall be distributed to:

- (a) All current District employees and new employees
at the time of hire.
- (b) All current Directors of the District and new
Directors at the time they take office.

Upon the motion of Director Baughman, seconded by
Director Brannon, on the following roll call vote:

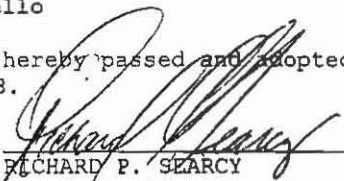
AYES: Vice President Baughman, Director Brannon,
Director Gallardo, President Searcy

NOES: None

ABSENT: None

ABSTAINING: Director Angello

the foregoing resolution is hereby passed and adopted
this 19th day of August, 1998.


RICHARD P. SEARCY
Board President

ATTEST:

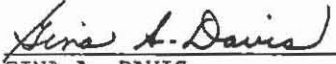

GINA A. DAVIS
Board Secretary

EXHIBIT "A"

POLICY STATEMENT

RELATIONSHIP AND CONDUCT BETWEEN
BOARD MEMBERS AND STAFF

It is the intent of the Board of Directors to:

- A. Maintain control and direction of the District by action of the Board of Directors taken pursuant to the Brown Act.
- B. Allow Board Members access to information relative to the running of the District.
- C. Protect staff from undue influence, threats, and/or pressure from individual Board Members.
- D. Allow staff to execute priorities given by management and Board of Directors without fear of reprisal.
- E. Encourage Board Members to attend Special District Board Administration programs and other programs that emphasize employee relationships.

Therefore, a policy guiding the conduct between Board Members and staff is hereby established as follows:

I. BOARD OF DIRECTORS

(a) The full Board of Directors by action taken pursuant to The Brown Act retains absolute power to set policy, direct staff, and conduct the business of the District.

(b) Individual members of the Board of Directors shall not attempt to pressure and/or influence staff decisions, recommendations, workloads, schedules, and priorities.

(c) If a Board Member wishes to influence the actions, decisions, recommendations, workloads, work schedules, and priorities of staff, that member must

prevail upon the Board of Directors to do so as a matter of Board policy, pursuant to The Brown Act.

(d) Individual Board Members, by making a request to the General Manager or Administrative Assistant, shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as a basis for certain actions of staff, justifications for staff recommendations, etc. Board Members shall receive the cooperation and candor of the General Manager or the Administrative Assistant in being provided with the requested information.

(e) Individual Board Members are encouraged to attend Special District Board Administration programs and other programs emphasizing employee relationships.

II. STAFF

(a) The Board of Directors recognizes that the primary function of staff is to execute Board policy and to keep the Board of Directors informed.

(b) Staff shall take guidance and direction only from action taken by the Board of Directors or from appropriate management supervisors as may be the case. Staff shall reject any attempts by individual Board Members to influence or otherwise pressure them into making, changing or otherwise affecting staff decisions or recommendations, or changing work schedules and priorities. Staff shall report such attempts, without fear of reprisal, to the President or the Vice President of the Board of Directors, who shall take appropriate action.

(c) In the event that an employee has been the subject of threats to job security, job advancement or other abusive conduct from a Board Member, the employee shall report such conduct in writing and without fear of reprisal to the President or the Vice President of the Board of Directors, or to the Grand Jury directly, who shall investigate the complaint and take further necessary action.

(d) The General Manager or the Administrative Assistant shall timely provide individual Board Member with requested information, including, but not limited to, statistical information, information serving as a basis for

certain actions by staff, justifications for staff recommendations, etc. If the General Manager or the Administrative Assistant feels that such information would be of interest to other Board Members, he/she shall see that the appropriate distribution is made.

(e) If the General Manager or Administrative Assistant cannot timely provide the requested information by reason of information deficiency, or major interruption in work schedules, workloads, and priorities, then the General Manager or Administrative Assistant shall inform the individual Board Member why the information is not or cannot be made available. The General Manager shall consider other means that are in his/her judgment feasible to provide the Board Member with the requested information.

(f) If the information still cannot be provided, either the General Manager or the Board Member shall place an item on the Board agenda for Board direction as to the Board's desire and directed method of providing the information.

III. PUBLICATION OF POLICY

(a) Copies of this Policy shall be distributed to:

1. All current District employees and new employees at the time of hire.
2. All current Directors of the District and new Directors at the time they take office.

(b) The General Manager shall be available to answer questions of District employees regarding the District Policy on relationship and conduct between Board Members and staff.