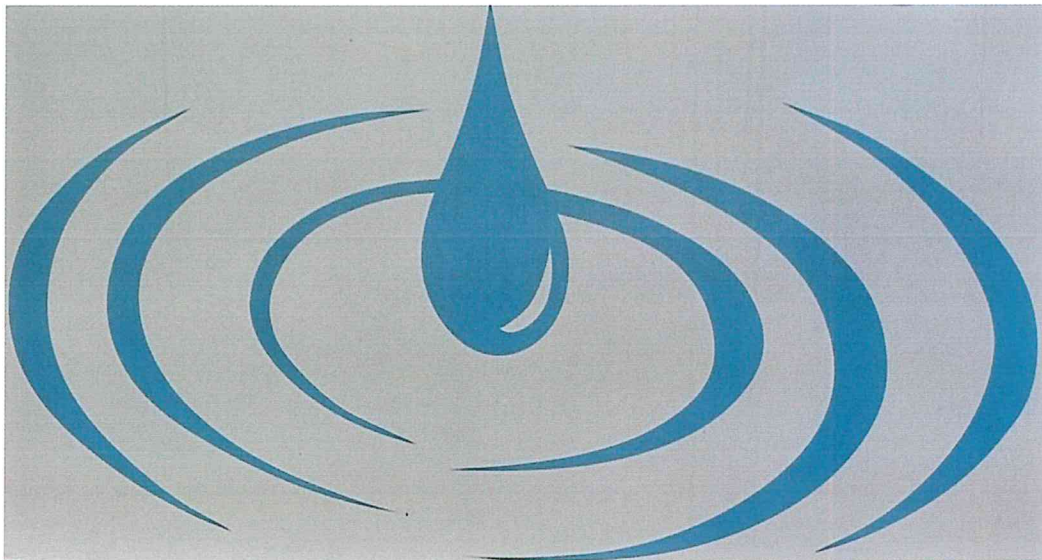


SHASTA COMMUNITY SERVICES DISTRICT

ROLES AND PROCEDURES POLICIES SECTIONS 1-15



Adopted November 21st, 2023, by the Board of Directors of Shasta
Community Services District

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Section 1.00 Shasta CSD Mission Statement

At Shasta Community Services District, we are committed to providing safe, high quality water services to our community, while maintaining a standard of excellence in customer service and environmental conservation at the lowest possible cost.

Section 2.00 Board of Directors

2.01 Authority of the Board

The Board of Directors is the unit of authority within the governing body of the District. The Board shall act only at its regular meetings, special meetings, or emergency meetings. Apart from his/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.

2.02 Officers

At the regular meeting in December following a general election, the Directors shall elect one of their members President of the Board and another of the members Vice President of the Board. Should the President or Vice President vacate his or her office prior to the end of their term, a replacement shall be appointed by the Directors to complete the vacated position.

Section 3.00 Duties of the Board of Directors

3.01 Duties of the President

The President of the Board of Directors shall serve as chairperson at all Board meetings and shall preserve order and decorum and shall decide questions of order. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

3.02 Duties of the Vice President

In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the

Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

3.03 *Authority of Individual Board Members*

All powers of the District shall be exercised and performed by the Board as a body. Individual Board Members, except as authorized by the Board, shall have no independent power to act for the District, or the Board, or to direct staff of the District.

3.04 *General*

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff.

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

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

Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

3.05 *Board Meeting Attendance*

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

A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three consecutive months, except as authorized by the Board of Directors.

3.06 Board Meeting Conduct

Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District.

All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and
- Receive, consider, and take any needed action with respect to reports of accomplishment of the District.

Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows;

- Three minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter, or at the discretion of the Board.
- No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Chairperson finds that there is in fact willful disruption of any meeting of the Board, he/she may order the room cleared.

- In such an event, only matters appearing on the agenda may be considered in such a session.
- After clearing the room, the Chairperson may permit those persons who, in his/her opinion, were not responsible for the willful disruption to re-enter the meeting room.

3.07 Board Actions and Decisions

Actions by the Board of Directors include but are not limited to the following:

- Adoption or rejection of regulations or policies.
- Adoption or rejection of a resolution.
- Adoption or rejection of an ordinance.
- Approval or rejection of any new contract or expenditure not related to the day-to-day operations of the District.

Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective (unless a 4/5 vote is required by policy or other law).

A member abstaining in a vote is considered as absent for that vote.

- Example: if three of five Directors are present at a Board meeting, a quorum exists, and business can be conducted. However, if one Director abstains on a particular action and the other two cast “aye” votes, no action is taken because a “majority of the Board” did not vote in favor of the action.
- Example: if an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

- Example: If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions that are not related to the day-to-day operations to the General Manager.

The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chairperson, a voice vote may be requested.

A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

Section 4.00 Rules of Order for Board and Committee Meetings

4.01 General

Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly.

If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order – not requiring a second – to the chairperson. If the ruling of the chairperson is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

4.02 *Obtaining the Floor*

Any Director desiring to speak should address the chairperson and, upon recognition by the chairperson, may address the subject under discussion.

4.03 *Motions*

Any Director, including the chairperson, may make or second a motion. A motion shall be brought and considered as follows:

- A Director makes a motion; another Director seconds the motion; and the chairperson states the motion.

Once the motion has been stated by the chairperson, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment, the chairperson will call for the vote.

If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

Motion to Amend

A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

Motion to Table

A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

Motion to Postpone

A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

Motion to Refer to Committee

A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

Motion to Close Debate and Vote Immediately

As provided above, any Director may move to close debate and immediately vote on a main motion.

Motion to Adjourn

A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

Decorum

The chairperson shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The chairperson may eject any person or persons making personal, impertinent, or slanderous remarks, refusing to abide by a request from the chairperson, or otherwise disrupting the meeting and hearing.

The chairperson may also declare a short recess during any meeting.

4.04 *Committees of the Board of Directors*

The Board President shall appoint such standing and ad hoc committees as may be deemed necessary or advisable by the Board. The duties of the committee shall be outlined at the time of appointment.

The Board President shall appoint and publicly announce the members of the committees.

The Boards' Committees may be assigned to review District functions and activities not related to the day-to-day operations pertaining to their designated concerns. Said assignment may

be made by the Board President, or a majority vote of the Board. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

Section 5.00 Employees and Professional Staff

5.01 Principal Employees

The Board shall appoint a General Manager. No Director shall be appointed as General Manager or District Secretary. The General Manager, District Secretary or a third party may be appointed as the Finance Officer.

5.02 Professional Staff

A single Director is prohibited from unilaterally using professional staff without the consensus of the Board of Directors. Any Director may call the General Manager and request any reasonable questions to be asked of professional staff or the request can be placed on the agenda no later than the Friday preceding the regularly scheduled Board Meetings. This will allow the Board of Director to collectively make a determination if professional staff is required. In an emergency, Board President should be contacted to call for a special or emergency meeting so a determination can be made.

If an emergency or urgent matter arises and an emergency meeting cannot be scheduled, a single Director shall be allowed to use professional staff with consensus of the District's General Manager and Board President or Vice-President. This emergency or urgent use of professional staff shall be placed on the agenda for the next scheduled meeting for explanation and clarification for the whole Board.

If there is reasonable suspicion and a matter that concerns the General Manager, the procedure shall be for the Director to request closed session no later than the Friday preceding the regularly scheduled Board Meeting to get Board approval to

contact professional staff after a determination is made that professional staff is needed. If there is an urgent matter that concerns the General Manager, the procedure shall be for the Director to contact Board President or Vice-President (if Board President is not available) and request a special meeting.

If a committee is formed and the use of professional staff is required, the committee shall be required to get a consensus of the Board about the use and the estimated time that shall be required from professional staff.

For the use of this policy, Professional Staff shall include, but not limited to:

1. Legal Council
2. Engineering Firm
3. Auditor

The purpose of this policy is to limit excessive use of professional staff and keep the bills for their use to a minimum.

Section 6.00 Duties of Employees

6.01 Duties of General Manager

The General Manager shall have the responsibility of hiring, overseeing and the termination of all District employees. The General Manager is hired and overseen by the Board of Directors.

The General Manager shall be responsible for all daily operations, such as but not limited to water treatment, distribution, leaks, accounting, financial reports, budgets, billing, customer service, projects, website, employees, job descriptions, job requirements, training, and General Manager reports. The General Manager shall provide the Board with a monthly report about the business of the district.

The General Manager or his/her designee shall have the authority to purchase equipment and supplies necessary for the day-to-day business of the district. The General Manager or

his/her designee shall have the authority to sign approved contracts for the district.

The General Manager shall provide the Board with the required recommendations for policies, ordinances, resolutions and for District projects.

The General Manager shall have the responsibility of reporting to the Board of Directors his/her recommendations, prior to the Board of Directors/hiring/contracting and/ or terminating District consultants. The Board reserves the right to interview any applicants. Final authority for these actions shall be with the District Board of Directors.

Consultants will be defined as, but not limited to: District counsel, accountant, and engineer.

6.02 Duties of the Secretary to the Board

The District Secretary shall prepare and mail or send by electronic media to each person entitled thereto copies of agendas, minutes of the preceding meeting, and notice of meetings. The District Secretary shall prepare minutes for adoption by the Board of Directors setting forth all actions taken by the Board and shall preserve minutes and other records of actions of the governing Board.

Section 7.00 Meetings: Time, Place and Manner

7.01 Regular Meetings

Regular meetings of the Board of Directors of the Shasta Community Services District shall be held on the third Tuesday of each month with open session beginning at 6:00 p.m.; provided, however, if such meeting date shall fall upon a legal holiday, the regular meeting shall be held on the next ensuing full business day or to a specified date. Approval by board majority can reset the regular meeting to accommodate member travel schedule, illness, or other cause. The place of meetings of the Board of Directors shall be in the Board room of

Shasta Community Services District Administrative Building, located at 11570 School Street, Redding, California, unless otherwise designated by the Board of Directors.

7.02 *Special Meetings (non-emergency)*

Special Meetings of the Board of Directors may be called by the General Manager, Board President, or Vice President in the President's absence.

All Directors, the General Manager, and District Counsel shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting.

Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act.

An agenda shall be prepared and shall be delivered to those specified above.

7.03 *Special Meetings (emergency)*

In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required, above. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by the General Manager, Board President, or Vice President in the President's absence.

Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act shall be notified by at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such

newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

7.04 Adjourned Meetings

A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present the General Manager may declare the meeting adjourned to a stated time and place.

Section 8.00 Board Meeting Agenda

The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meetings of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda at least five days prior to the date of the meeting.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least five business days prior to the date of the meeting.

- The General Manager shall be the sole judge of whether the public request is or is not a “matter directly related to District business.”
- No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
- The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting and may limit the time allowed for any one person to speak on the issue at the meeting.

This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the:

- District office.
- The District’s website shastacsd.org
- J’s Market bulletin board on Highway 299 W.
- Outside the United States Post Office on Highway 299 W. on the community bulletin board.

The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same locations.

Section 9.0 Policies

9.01 Purpose of Board Policies

It is the intent of the Board of Directors of the Shasta Community Services District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board’s current policies, being the rules and regulations

enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over SCSD, said rules, regulations or legislation shall prevail.

9.02 Adoption/Amendment of Policies

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the General Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the General Manager through the District office and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

Before considering adopting or amending any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting at which the policy(ies) are to be considered.

Section 10.0 Board Conduct

10.01 Conflict of Interest

The Political Reform Act, Government Code 81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be

amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs, 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference.

Designated employees shall file statements of economic interests (Form 700) with the Clerk of the County of Shasta.

10.02 Code of Ethics

Ethics Training – Purpose

The purpose of this Article is to set forth the ethics training requirements of the District, which are adopted in accordance with Assembly Bill 1234 (Government Code Section 53234 et seq.).

Designated Officials

The provisions pertaining to ethics training shall apply to all “Designated Officials” of the District, which term is defined to include: (i) all Directors of the District, and (ii) the District’s General Manager, who are hereby designated by the Board to receive the training specified under this Article. All designated officials shall receive training in ethics pursuant to this Article.

Definition of Ethics Laws

The term “Ethics Laws” includes, but is not limited to, the following:

- (a) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
- (b) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.

- (c) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
- (d) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.

The Board of Directors of the Shasta Community Services District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the behavior between and among members of the Board of Directors, the following rules shall be observed:

- The dignity, style, values, and opinions of each Director shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- The needs of the District's constituents should be the priority of the Board of Directors.
- The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disrespectful. Once the Board of Directors

takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

Directors should practice the following procedures:

- In seeking clarification on informational items, Directors may directly approach the General Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
- In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.
- In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
- In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.
- When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager. The chain of command should be followed.

The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

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

10.03 Training Requirements

Each designated official shall receive at least two (2) hours of training in general ethics principles and ethics laws relevant to his or her public service at least once every two years. Each designated official who commences service with the District shall receive the training required by subdivision of this Article no later than one (1) year from the first day of service with the District.

10.04 District Obligations

The District shall provide information on training available to meet the requirements of this Article to its designated officials at least once annually. The District shall also maintain records indicating (i) the dates that designated officials satisfied the requirements of this Article, and (ii) the entity that provided the training. Said records shall be maintained for at least five (5) years after a designated official receives the training and are public records subject to disclosure under the California Public Records Act.

Section 11.0 Public Complaints

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

The method of resolving complaints shall be as follow:

- The individual with a complaint shall first discuss the matter with the Secretary with the objective of resolving the matter informally.
- If the individual registering the complaint is not satisfied with the disposition of the complaint by the Secretary, the complaint may be filed with the General Manager. Within a reasonable time, the General Manager shall meet with the person filing the complaint to resolve the matter. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The individual filing the complaint may request a written decision from the General Manager.
- If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The individual filing the complaint may request a written decision from the Board.

This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or implementing considerations of the Board.

Section 12.0 Claims Against the District

The purpose of this policy is to provide directions to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be

written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

Property (Land and Improvements) Damage Claims

In the course of District's operations, damage to land and improvements thereon occasionally occur due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the General Manager. The General Manager or his/her designee shall investigate the property owner's allegations. If the owner of damaged property informs a member of the Board of Directors, the information will be given to the General Manager. Directors should not independently investigate claims but may go with staff to observe.

Claims in excess of the District's insurance deductible shall be forwarded to the insurance company (Special District Risk Management Authority, SDRMA), and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or Directors but shall be immediately forwarded to the District's insurance company.

Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles or other unsecured property shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's

responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed. \$500.

Claims in excess of \$500 shall be forwarded to the insurance company.

Property Damage Claims on District Form

All damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, California Government Code. Section 910 specifies that a claim needs to show all of the following:

- The name and post office address of the claimant.
- The post office address to which the person presenting the claim desires notices to be sent.
- The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- A general description of the indebtedness, obligation, injury, damage, or loss incurred so far as it may be known as the time of presentation of the claim.
- The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- The amount claimed as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of presentation of the claim, together with the basis of computation of the amount claimed.

Section 910.2 of the California Government Code specifies the following: “the claim shall be signed by the claimant or by some person on his/her behalf. Claims against local public entities for supplies, materials, equipment, or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.”

If the filed letter/claim does not meet the requirements of the California Government Code 910 and 910.2, then a letter shall be sent to the claimant informing them of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, email, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

Section 13.0. Minutes of the Board Meetings

The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

Copies of a meeting's minutes shall be distributed to Directors as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a secure location.

Unless directed otherwise, an audio recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a secure location. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

Motions, resolutions, or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place, and type of each meeting.
- Director's present and absent by name.

- Administrative staff present by name.
- Call to Order.
- Time and name of late arriving Directors.
- Time and name of early departing Directors.
- Names of Directors absent during any agenda item upon which action was taken.
- Summarial record of staff reports.
- Summarial record of public comments regarding matters not on the agenda.
- Approval of minutes or modified minutes of preceding meetings.
- Summary of information as to each subject of the Board's deliberation.
- Resolutions and ordinances described as to their substantive content and sequential numbering.
- Record of all contracts and agreements, and their amendment, approved by the Board.
- Approval of the annual budget and mid year budget adjustments.
- Approval of all policies, rules and/or regulations.
- Approval of all dispositions of District fixed assets.
- Time of meeting adjournment.

Section 14.0 Basis of Authority

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

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

Section 15.0 Board Compensation, Travel Expenses, Ethics Training

Board and Committee Meeting

The Board holds regular meetings on the third Tuesday of each month and holds special meetings as provided by law. In addition, the Board has established various standing committees to address specific ongoing issues and periodically establishes ad hoc committees to address matters that are not within the purview of any of the District's standing committees. Subject to the provisions and limitations of this Article, Directors shall be compensated at the rate of \$100.00 for attendance at all regularly scheduled board meetings and special board meetings. Directors shall be compensated at the rate of \$50.00 for attendance at standing committee meetings and ad hoc committee meetings.

Additional Services

If the Board requests that Directors attend meetings of other agencies and organizations at which matters that pertain to or affect the District are to be discussed and/or acted upon. Directors who render services to the District by attending and participating in such meetings shall be compensated at the rate of \$50.00 for these services.

Maximum Compensation

The maximum compensation a Director is entitled to receive for attendance at Board and committee meetings and for rendering other services is \$600.00 per month.

Expenses

The District shall pay expenses relating to any meeting or other services for which (i) compensation is payable to the Director, as provided above, or (ii) compensation is not payable to the Director, but the payment of expenses has been approved by express authorization of the Board. The payment of expenses shall not be limited to the number of meetings attended in a calendar month.

Travel Expenses – Purpose

It shall be the policy of the District to reimburse Directors for travel expenses that are necessary, reasonable, ordinary, legitimate, permissible, and actually incurred when traveling on authorized District business, provided the expenses are authorized pursuant to above, are fully documented by receipts or other records, and are itemized on an approved Expense Reimbursement Report. It shall be the responsibility of each Director, within two (2) weeks after travel is completed, to submit a properly completed Expense Reimbursement Report together with supporting documentation in accordance with this Article. All documents related to reimbursable expenditures are public records subject to disclosure under the California Public Records Act.

Registration

Registration fees for approved conferences, seminars, workshops, and meetings shall be a District expense and shall be paid in advance directly by the District.

Transportation

Transportation costs for approved travel shall be a District expense. If travel is to be completed by use of a personal vehicle, the vehicle owner shall submit to the District proof of adequate insurance prior to travel. When a personal vehicle is used, the owner will be compensated for mileage at the rates provided in Internal Revenue Service Publication 463 or any successor publication. When available, Directors shall use government and group rates offered by transportation providers. In the case of air travel, under no circumstances will the reimbursement for airfare exceed the cost of the lowest available round-trip airfare.

Lodging

Lodging costs for approved travel shall be an expense of the District. Where an overnight stay is required, Directors may arrange to have the District billed in advance for lodging expenses. If advance payment by the District is not possible, the Director may advance the payment for lodging costs. If lodging is in connection with a conference or organized

educational activity, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is not available, Directors shall use government rates, if available, or shall use comparable lodging that is consistent with the requirements of this policy. Under no circumstances will the reimbursement for lodging exceed the cost of the lowest available single occupancy rate, plus tax. In addition, no reimbursement will be made for extra services or entertainment purchased by a Director.

Meals

Meal costs while on approved travel shall be an expense of the District. The maximum amount authorized for meal expenses for each day a Director is traveling to or from and/or is in attendance at a meeting, conference, or other activity authorized by the District shall be the current per diem amount for meals as provided in Internal revenue Service Publication 463 or any successor publication. Under no circumstances will the District pay for or reimburse any expenses for consumption of alcoholic beverages.

Method of Payment for Travel Expenses

Payment for travel and other expenses incurred in connection with authorized District related business is to be made in accordance with the following procedure:

(a) Advance Payments

Where travel has been authorized by the Board, the District may pay per diem meal expenses to the Director in advance and may prepay the costs of transportation, lodging, and registration directly to the vendor. Requests for prepayment should be made to the District's General Manager.

(b) Use of District Credit Cards

The District's credit cards shall not be used, directly or indirectly, by Directors.

(c) Cash Reimbursement

The District shall reimburse Directors for expenses incurred in connection with travel previously authorized by the Board, provided the expenses are fully documented by receipts or other records, and are itemized on an approved Expense Reimbursement Report. The Expense Reimbursement Report and related documentation shall show detailed information regarding the date, nature, and amount of the expense for all travel items except for per diem expenses. Lodging statements and other receipts pertinent to travel expenses shall be attached to the Expense Reimbursement Report so that any personal expenses can be identified and charged to the Director. A properly completed Expense Reimbursement Report together with supporting documentation shall be submitted to the General Manager within two (2) weeks following the completion of the authorized travel.

Reports

Directors shall provide brief reports on meetings attended at the expense of the District at the next regular board meeting.

Limitations

All expenses that do not fall within the travel reimbursement policies of this Article or within the reimbursable rates provided in Internal revenue Service Publication 463, if applicable, shall be approved by the Board, in a public meeting before the expense is incurred. Expenses associated with spouses, relatives, guests, friends, and/or any person other than the Director, shall not be paid by the District, nor shall such expenses be passed through the District's accounting system.

Passed and adopted by the Shasta Community Services District at a regular meeting thereof held on November 21st, 2023, by the following vote:

AYES:

NOES:

ABSTAINS:

ABSENT:

ATTEST:



Board President
David Cross



Secretary to the Board
Shawna Staup