

**AGENDA ITEM# K-3      GMCSO AGENDA TOPIC – BOARD REVIEW AND ACTION**  
**Ad-Hoc Committee Charters of the GMCSO Board**

This brief is being provided to inform the Board, staff and public of the details of an agenda item that requires action from the Board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:** May 10, 2022

**Originator:** Cary Curtis

**Purpose:** Committee Charters have been developed for all Ad-Hoc Committees of the Board and are presented for board review, input, and possible action to adopt

**Supporting Documents Included:** Included on this brief are the draft Charters for all current Ad-Hoc Committees of the Board –

- a) Policy Review Ad-Hoc Committee
- b) Transparency Challenge Ad-Hoc Committee
- c) Local Emergency Services Study Group Ad-Hoc Committee
- d) 2022 Rate Study Committee

**Desired Action by the Board:** Review, provide input and possibly adopt four Ad-Hoc Committee Charters

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1. **Description:** At the January 21, 2022, GMCSO board meeting, it was agreed to develop Committee Charters for standing and ad-hoc committees of the board. Standing Committee Charters were adopted at the March 18, 2022 board meeting. Presented are the current Ad-Hoc Committee Charters to be reviewed, with recommendation to adopt Ad-Hoc Committee Charters for;
  - Policy Review Committee
  - Transparency Challenge Committee
  - Local Emergency Services Group (LESSG) Committee
  - 2022 GMCSO Rate Study Committee
2. **Reason for Recommended Board Action - (*Consider compliance, cost savings, fixing a problem*):** Ad-Hoc Committee Charters do not currently exist. Once adopted, the Charters establish direction, objectives, and scope for each committee. The Charters clarify how committee meetings are to be organized, communicated and held.
3. **Anticipated Impacts to the District (negative and/or positive) - (*Consider financial impact, change in procedures, customer and staff communication and effect if recommendations are not adopted*):** Positive impact to the District due to established agreement to scope of committee responsibilities.

4. **Anticipated Impacts to the Customer – Standby, Residential, Commercial:**  
Possible streamlined reporting from committees during board meetings. Customers will be more aware of committee objectives and responsibilities.
5. **Recommendation (s):**  
Review, discuss and possible adopt the Ad-Hoc Committee Charters as presented in this document for –
  - a) Policy Review Committee
  - b) Transparency Challenge Committee
  - c) Local Emergency Services Group (LESSG) Committee
  - d) GMCS D Rate Study Committee

## AD-HOC COMMITTEE DRAFT CHARTERS FOR REVIEW AND POSSIBLE ADOPTION



### DRAFT: POLICY REVIEW AD-HOC COMMITTEE CHARTER

**PURPOSE:** The Policy Committee is established as an ad hoc committee of the Board of Directors to review, create, and modify District Policies so that they provide an operating framework for the General Manager and staff to deliver services to the district. The Policy Committee has a goal to ensure that Policies are meaningful to the organization and can be implemented by the Staff. Alignment between the Board of Director's policy setting activity and Staff's implementation processes and procedures is crucial.

**MEMBERSHIP & TERM:** The Policy Committee is comprised two members of the Gold Mountain CSD Board of Directors and the General Manager. Subject matter experts are heavily relied upon to provide input, review, and recommendations on current and proposed Policies.

**RESPONSIBILITIES:** The Committee's key responsibilities include:

- Conducting a bi-annual review of existing Policies to ensure they reflect current law and are still meeting the needs of the organization.
- Monitoring changes to laws and regulations that would require new Policies be recommended to the Board for adoption.
- Partnering with General Manager to review and/or write proposed new and changed policies with staff prior to submitting final version of recommended policies to vote by Board of Directors.

- Creating and documenting a process for drafting, reviewing, and recommending Policies and Policy changes to the Board of Directors for adoption, in partnership with General Manager. This process would extend beyond the adoption of Policies to cover the creation and review of Staff process to ensure Policies are aligned with Business Practices and Processes.
- Auditing key Policy Requirements, including maintaining a list of auditable items in partnership with GM.
- Working in partnership with GM to ensure that operational procedures and processes are in alignment with Policies.

**Ad-Hoc Committee Compliance with the Brown Act:**

*The Brown Act does not apply to ad hoc committees consisting solely of less than a quorum of the legislative body, provided they are composed solely of members of the legislative body and provided that these ad hoc committees do not have some “continuing subject matter jurisdiction,” and do not have a meeting schedule fixed by formal action of a legislative body. Thus, ad hoc committees would generally serve only a limited or single purpose, they are not perpetual, and they are dissolved when their specific task is completed.*

**DRAFT: TRANSPARENCY CHALLENGE AD-HOC COMMITTEE CHARTER**

**PURPOSE:** As per board direction on March 15, 2021, and through CSDA and the Special District Leadership Foundation, *The Special District Transparency Certification of Excellence* platform showcases the district’s commitment to transparency while promoting transparency in the operations and governance of special districts to the public/constituents. The public and our customers expect that our District operates transparently, in an ethical manner, and in accordance with laws governing Special Districts. This program walks the board and staff through a checklist process that leads to validation of GMCS D transparency and ethical standards.

**MEMBERSHIP & TERM:** The Transparency Challenge Ad-Hoc Committee is comprised of one member; 1) the President of the GMCS D Board of Directors. Other individuals will be invited to assist the committee as needed to fulfill upon requirements. The term of committee members expires when the Challenge has been met and validated by CSDA.

**MEETINGS:** Meetings will be held as necessary to complete the Challenge. No set meeting schedule has been established for this committee.

**RESPONSIBILITIES:**

- Using the CSDA Transparency Challenge checklist fulfill on the requirements of the program.
- Meet as necessary to complete specific requirements.
- Provide status update report to GMCSO board at every regularly scheduled meeting.
- Gain approval of GMCSO board of completeness prior to submitting final package to CSDA for validation.
- Recommend process for ensuring ongoing compliance to transparency.

**Ad-Hoc Committee Compliance with the Brown Act:**

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**LOCAL EMERGENCY SERVICES STUDY GROUP AD-HOC COMMITTEE CHARTER**

~DRAFT~

**PURPOSE:** The Local Emergency Services Study Group (LESSG) is comprised of representatives from four Eastern Plumas County fire and emergency services responsibility agencies who have come together to study, review, and recommend options for strengthening fire and emergency services through collaboration and identifying how these services might be better served. The goal of the Study Group is to make recommendations for the possibility of banding together to form a single fire district in Eastern Plumas County that encompasses the boundaries served by the City Portola, Beckwourth Fire Department, Sierra Valley Fire Department, and Gold Mountain Community Services District.

**MEMBERSHIP & TERM:** Board President Cary Curtis and Financial Advisor Rene St. Pierre are the representatives for the GMCSO board of directors, with General Manager, Rich McLaughlin and Fire Services Coordinator, Bill Robinson as subject matter experts. The term of committee members will expire with the completion of objectives of the Fire Study Group. The Chair of the LESSG is Tom Cooley, Portola City Council representative and vice-chair is Cary Curtis, Board President of GMCSO.

**MEETINGS:** Meetings of the LESSG are generally held the 3<sup>rd</sup> Tuesday of each month but can vary depending on subject matter availability and participant availability.

**RESPONSIBILITIES:**

LESSG is based on the formal commitment of each agency to establish and participate in a framework for cooperative and collaborative action to explore ways to strengthen and improve fire and emergency services throughout their service boundaries by reorganizing how those services are provided.

GMCSO Committee representatives are responsible for.

- Attending LESSG meetings and representing GMCSO through meeting participation and completion of tasks and assignments.
- Providing GMCSO financial and organizational details and data as requested to the LESSG Study Group.
- Keeping the GMCSO board abreast of LESSG progress and status updates at each regular scheduled GMCSO Board meeting.
- Bringing all options for solutions to the attention of the GMCSO board for their input and direction.
- The GMCSO representatives of the LESSG cannot make decisions for the GMCSO board. It is the responsibility of the GMCSO representatives to bring recommendations to the GMCSO board for discussion, consideration, and decision.

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**DRAFT: 2022 RATE CASE AD HOC COMMITTEE CHARTER**

**PURPOSE:** The Rate Case Committee is established as an ad hoc committee of the Board of Directors to partner with staff and consultant for the specific purpose of the 2022 Rate Case. The Committee has a goal to ensure that all data needed to evaluate and forecast past and future cost of service is validated and documented. The committee will provide review and feedback on the at key milestones during the Rate Case analysis. The committee will also monitor and provide assistance in the meeting of the proposed project timeline.

This Committee is advisory and has no decision-making authority. It is meant to add resources and perspective to the process. Ultimate Rate Case approval will be made by the entire Gold Mountain CSD Board of Directors.

**MEMBERSHIP & TERM:** The Rate Case Committee is comprised of one member of the Gold Mountain CSD Board of Directors and the General Manager.

**MEETINGS:** As needed

**RESPONSIBILITIES:** The Committee's key responsibilities include:

- Meet with Rate Case consultant to review proposed process and timeline
- Provide background information about the district
- Remove roadblocks in order to deliver needed financial, usage and planning data to consultant
- Advise on customer communications so that it is relevant and easily understood by GM customers
- Periodically review timeline to ensure project on schedule, with goal to launch any new rates by 7/1/2022 at start of new fiscal year
- Provide same support for Fee review

**Ad-Hoc Committee Compliance with the Brown Act:**

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