Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Attendance at Meetings
POLICY NUMBER: 4100

4100.1 Members of the Board of Directors of the Gold Mountain Community Services District shall attend all regular and special meetings of the Board unless there is good cause for absence.

4100.2 A vacancy shall occur if any member ceases to discharge the duty of his/her office for the period of three (3) consecutive months except as authorized by the Board of Directors.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4105

4105.1 Temporary Advisory Committees/Ad-Hoc Committees:
The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/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.

4105.1.2 A temporary advisory committee shall be comprised solely of members of the Board, and shall consist of less than a majority of Board Members.

4105.1.3 All Temporary Advisory Committees/Ad-Hoc Committees shall develop a Committee Charter and present the Charter to the board for adoption.

4105.1.4 A temporary advisory committee may make recommendations to the Board. The Board may not delegate any decision-making power to a temporary advisory committee.

4105.1.5 A temporary advisory committee shall meet on an as needed basis and shall not have a meeting schedule fixed by charter, ordinance, resolution, or formal action of the Board.

4105.1.6 Temporary Advisory/Ad-Hoc Committees shall comply with the Brown Act which states:

"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."

4105.2 Standing Committees:

The following shall be standing committees of the Board: Executive Committee; Finance Committee; Fire Protection Services Committee; and FireWise Committee. Standing committees may be assigned to review District functions, activities, and operations pertaining to their designated concerns. meetings of standing committees are subject to the requirements of all applicable open meeting laws, including but not limited to the Brown Act.

4105.2.1 Committee assignments may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations from standing committees shall be submitted to the Board via a written or oral report.

4105.2.2 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4105.2.3 All Standing Committees of the board shall develop a Committee Charter and present the Charter to the board for adoption.

4105.2.4 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.

4105.2.5 Standing Compliance shall comply with the Brown Act which states:

“Standing committees of a legislative body, which consist solely of less than a quorum of the body, are subject to the requirements of the Brown Act. Standing committees exist to make routine and regular recommendations on a specific subject matter, they survive resolution of any one issue or matter, and are a regular part of the governmental structure.

Standing committees may, but are not required to, have regular meeting schedules. Even if such a committee does not have a regular meeting schedule, its agendas should be posted at least 72 hours in advance of the meeting (Section 54954.2). If this is done, the meeting is considered to be a regular meeting for all purposes. If not, the meeting must be treated as a special meeting, and all the limitations and requirements for special meetings apply.”

4105.2.5 Standing Committee Descriptions:

4105.2.5.1 The Executive Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals. Committee shall be concerned with proposed ordinances, resolutions, and District policies. This Committee shall be concerned with the GM contract, performance reviews and compensation.

4105.2.5.2 The Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

4105.2.5.3 The Fire Protection Services Committee shall be concerned with the emergency fire and emergency medical service response within the District, how it is provided and the performance of the providers.

4105.2.5.4 The FireWise Committee shall be a joint committee with the Nakoma Community Association (HOA) to maintain the community's FireWise designation and work with and educate owners to take fire resiliency and mitigation steps and prepare for emergencies and emergency evacuation.

4105.3 Standing Committee Charters

Committee Charters adopted January, 2022 follow:

Gold Mountain® Community Services District
Water - Sewer - Fire Protection

Executive Committee Charter
A Standing Committee of the Board

PURPOSE: The Executive Committee is established as a standing committee of the Board of Directors to oversee Board effectiveness and general personnel matters, excepting those that are privileged and confidential. The committee works to ensure the Board is fully formed and operating effectively to meet its obligations to the District, with direct responsibility for board member recruitment sourcing and compliance with current law. The committee shall consider General Manager performance and advise on human resource policies, programs, and plans, employee development, and succession plans. The Executive Committee shall act in an advisory capacity to the General Manager on any organizational topics that the General Manager may bring to the Committee.

MEMBERSHIP & TERM: The Committee is comprised of two directors; one of which shall be the Board President. The Committee may establish such subcommittees as it believes are necessary to fulfill its purpose.

The term for the Board member who is President shall run with the time he or she is President of the Board. The term for the second Director shall be two years.

MEETINGS: Meetings of the Gold Mountain CSD Executive Committee are subject to the *Brown Act* meeting and notice requirements. Subject to compliance with noticing requirements, the Committee shall meet as often as the Chair of the Committee deems necessary or desirable. Meeting minutes are required and posted to the district's website.

RESPONSIBILITIES: The Committee shall keep itself generally aware of District matters and of the General Manager's performance relative to his/her duties. The Committee's primary responsibilities include:

- Oversee the Board's hiring process for the General Manager position and all other matters regarding the General Manager's employment.
- Assure that a succession plan for the General Manager position is in place, and that the General Manager has a management plan in place adequate to fulfill the District's responsibilities.
- Oversee the Board's process of setting annual goals for the General Manager and the District.

- Providing regular and specific feedback to the General Manager on his/her personal performance against goals and expectations.
- Lead annual performance review process for General Manager, including solicitation of input, development of written document, delivery of feedback and compensation recommendation to the Board.
- Provide general organizational feedback as needed.
- Partner with the General Manager during the annual budget for the District's personnel costs to the Board, including overall budget for wages, benefits, and bonuses. The General Manager shall be responsible for allocating the approved personnel budget to District employees, including wages, salary increases, bonuses, etc.
- The Committee may from time to time recommend to the Board that a study be conducted to assure that the District's salaries and benefits are appropriately competitive with similar Districts in the area. Historically, the District has completed a competitive wage analysis every three years.
- Periodically review the District's personnel policies and Employee Handbook and recommend any changes to the Policy Committee and/or Board, including regulatory requirements or other amendments that the Committee deems appropriate.
- Act in an advisory capacity to the General Manager on any personnel and organizational related matters that the General Manager wishes to bring to the Committee.
- Lead the search and vetting process to fill vacancies on the Board of Directors as needed.
- Establish and ensure board members are meeting obligations for attendance, participation, etc.
- Identify and lead efforts around Board effectiveness, including feedback on meeting process.
- Partner with General Manager to ensure required board member training is completed as required and on time.
- Lead new board member onboarding process and maintain accuracy of new board member reference guide.

Standing Committee Compliance with the Brown Act:

Standing committees of a legislative body, which consist solely of less than a quorum of the body, are subject to the requirements of the Brown Act. Standing committees exist to make routine and regular recommendations on a specific subject matter, they survive resolution of any one issue or matter, and are a regular part of the governmental structure.

Adopted by the Gold Mountain CSD Board of Directors

Signed: ______________________________

Signed: ______________________________

Date: ___________January 21, 2022_____

Gold Mountain® Community Services District
Water - Sewer - Fire Protection

GMCSD FINANCE COMMITTEE CHARTER
A Standing Committee of the Board

PURPOSE:
The Finance Committee is established as a standing committee of the Board of Directors (BOD) to review, discuss and make recommendations to the District Board of Directors on matters related to the District's finances.

MEMBERSHIP & TERM:

Membership: The committee is comprised of two Directors, the District GM, and Treasurer.

Term: Annual

MEETINGS:
Meetings of the committee are subject to the Brown Act meeting and notice requirements. Subject to compliance and noticing requitements, the party will meet semi-annually, or as often as necessary or desirable. Meeting minutes are required for each meeting and posted to the District's website.

RESPONSIBILITIES:

Individual Committee members shall remain conversant with the District finances and keep themselves generally aware of District performance to budget. The Committee shall bring findings, concerns, and recommendations to the board. Responsibilities include:

- Investment of district reserves to ensure safety, liquidity, and acceptable yield
- Ongoing rate analysis of user, non-user, consumption, and connection fees
- Development of fiscal policies regarding debt issuance and service
- Review capital improvement plans and major system refurbishment/repairs
- Provide guidance and recommendations regarding District audits
- Ongoing financial analysis of current budgets as related to operational requirements, maintenance needs, capital improvements, and long-term community projects.
- Develop and maintain a set finance procedures and policies in line with this committee charter.

Standing Committee Compliance with the Brown Act:

Standing committees of a legislative body, which consist solely of less than a quorum of the body, are subject to the requirements of the Brown Act. Standing committees exist to make routine and regular recommendations on a specific subject matter, they survive resolution of any one issue or matter, and are a regular part of the governmental structure.

Standing committees may, but are not required to, have regular meeting schedules. Even if such a committee does not have a regular meeting schedule, its agendas should be posted at least 72 hours in advance of the meeting (Section 54954.2). If this is done, the meeting is considered to be a regular meeting for all purposes. If not, the meeting must be treated as a special meeting, and all the limitations and requirements for special meetings apply.

Adopted by the Gold Mountain CSD Board of Directors

Signed: ______________________________

Signed: ______________________________

Date: ________March 18, 2022____________

Gold Mountain® Community Services District

Water - Sewer - Fire Protection

FIRE PROTECTION COMMITTEE CHARTER

A Standing Committee of the Board

PURPOSE:

The Fire Protection Committee (FPC) is established as a standing committee of the Board of Directors (BOD) to oversee the Fire and Emergency Services under contract to the District. The Committee works to ensure the BOD is fully informed of the contractor's performance against contractual obligations and to identify and review contracting alternatives.

MEMBERSHIP & TERM:

Membership: The committee is comprised of two directors, the GM, and the Fire and Emergency Services Coordinator.

Term: Annual

MEETINGS:

Meetings of the committee are subject to the Brown Act meeting and notice requirements. Subject to compliance and noticing requirements, the party will meet annually, or as often as necessary or desirable. Meeting minutes are required for each meeting and posted to the District's website.

RESPONSIBILITIES:

Individual Committee members shall remain conversant with the District's Fire and Emergency Services contract and keep themselves generally aware of fire services and emergency services matters. The Committee shall bring findings, concerns, and recommendations to the board. Responsibilities include:

- Overseeing contract performance
- Negotiating contract changes, amendments, and modifications to existing contracts
- Drafting future contract requirements
- Bringing recommendations to the board

Standing Committee Compliance with the Brown Act:

Standing committees of a legislative body, which consist solely of less than a quorum of the body, are subject to the requirements of the Brown Act. Standing committees exist to make routine and regular *recommendations on a specific subject matter, they survive resolution of any one issue or matter, and are a regular part of the governmental structure.*

Standing committees may, but are not required to, have regular meeting schedules. Even if such a committee does not have a regular meeting schedule, its agendas should be posted at least 72 hours in advance of the meeting (Section 54954.2). If this is done, the meeting is considered to be a regular meeting for all purposes. If not, the meeting must be treated as a special meeting, and all the limitations and requirements for special meetings apply.

Adopted by the Gold Mountain CSD Board of Directors

Signed: ________________________________

Signed: ________________________________

Date: _____________March 18, 2022________

Gold Mountain® Community Services District

Water - Sewer - Fire Protection

NAKOMA COMMUNITY FIREWISE CHARTER

A Standing Committee of the Board

PURPOSE: The mission of the Nakoma Community Firewise Committee is to support and encourage activities which reduce hazardous fire fuel loads in our community. In all cases we want to preserve the natural beauty of Nakoma Community while taking prudent steps to reduce the risk of devastating wildfire damage.

MEMBERSHIP & TERM: The Nakoma Community Firewise Committee is a joint committee of the HOA and CSD and is comprised of community volunteers who collaborate with local, state, and federal fire officials to identify and support implementation of sound fire safe programs that are focused on community member safety and wildfire resiliency programs. The Committee should be comprised of one Chair and volunteers from the Nakoma Community.

MEETINGS: Meetings shall be open to all Nakoma Community members. Outside resources should be encouraged to attend in order to give input on programs and topics that are important to keeping our community Firesafe and Firewise. Meetings shall be announced in advance through GMCSD office email. There shall be no less than one meeting, an Annual meeting, to review where our community has acted and what more needs to be done going into the future

RESPONSIBILITIES:

GOALS: The priority Nakoma Community goals for wildfire safety are educating community members in best Firewise resources and actions which include:

1.) Public and firefighter safety
2.) Protection of developed resources such as homes and infrastructure
3.) Protection of natural resources such as watersheds, mature tree stands, views and habitats

Standing committees may, but are not required to, have regular meeting schedules. Even if such a committee does not have a regular meeting schedule, its agendas should be posted at least 72 hours in *advance of the meeting (Section 54954.2). If this is done, the meeting is considered to be a regular meeting for all purposes. If not, the meeting must be treated as a special meeting, and all the limitations and requirements for special meetings apply.*

Adopted by the Gold Mountain CSD Board of Directors

Signed: ______________________________

Signed: ______________________________

Date: _____________March 18, 2022_______

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Code of Ethics
POLICY NUMBER: 4120

4120.1 The Board of Directors of the Gold Mountain 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 government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

4120.1.1 The dignity, style, values and opinions of each Director shall be respected.

4120.1.2 Responsiveness and attentive listening in communication is encouraged.

4120.1.3 The needs of the District's constituents should be the priority of the Board of Directors.

4120.1.4 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, namely the District General Manager.

4120.1.5 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

4120.1.6 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.

4120.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

4120.1.8 Directors should practice the following procedures:

4120.1.8.1 In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

4120.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

4120.1.8.3 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.

4120.1.8.4 In presenting items for discussion at Board meetings, see Policy #5020.

4120.1.8.5 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.

4120.1.9 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the Office Manager/Secretary or the General Manager. The chain of command should be followed.

4120.2 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.

4120.2.1 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.

4120.2.2 Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4120.2.3 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.

4120.2.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

Gold Mountain Community Services District

POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 4120

4120.1 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors of the Gold Mountain Community Services District. Information may be requested from staff or exchanged between Directors before meetings.

4120.1.1 Information that is exchanged before meetings shall be distributed through the District General Manager, and all Directors will receive all information being distributed.

4120.2 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4120.3 Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

4120.4 Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

4120.5 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.

4120.6 Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.

BOARD APPROVAL DATE: 3.10.07
LAST REVIEW DATE: 7.19.24

Gold Mountain Community Services District

POLICY TITLE: Training, Education, and Conferences
POLICY NUMBER: 4125

4125.1 Members of the Board of Directors of the Gold Mountain Community Services District are encouraged to attend educational conferences and professional meetings when the purposes of such activities is to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District subject to majority action of the Board of Directors at a regular District meeting.

4125.1.1 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4125.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

4125.2.1 The Office Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Office Manager, together with validated receipts.

4125.2.2 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be subject to majority action of the Board of Directors at a regular District meeting prior to incurring any reimbursable costs.

4125.2.3 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the General Manager and by:

4125.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4125.2.3.2 Directors traveling together whenever feasible and economically beneficial.

4125.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4125.3 A Director shall not attend a conference or training event for which there is an expense to the District, if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4125.4 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Voluntary Candidate Expenditure Ceiling
POLICY NUMBER: 4130

4130.1 In accordance with Government Code 85400§ (Proposition 208), the voluntary expenditure ceiling for candidates for the Board of Directors of Gold Mountain Community Services District, and controlled committees of such candidates, shall be one dollar ($1) per resident for each election in which the candidate is seeking election to the Board of Directors.

4130.2 Proposition 208 establishes a two-tiered scheme of campaign contribution limitations applicable to candidates running for local office based on whether the recipient candidate accepts or rejects the voluntary expenditure ceiling established by the local jurisdiction. The decision by a candidate as to whether to accept the ceiling must be made before a candidate accepts any contributions.

4130.2.1 If a candidate for the Board of Directors elects to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to $250.

4130.2.2 If a candidate for the Board of Directors elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to $100.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Board Meetings
POLICY NUMBER: 4200

4200.1 Regular meetings of the Board of Directors of the Gold Mountain Community Services District shall be held at a date, time, and place to be determined by the Board. Regular meetings will generally be scheduled every other month, but in no case less than once in a three month period. The schedule for the next six month period shall be reconsidered and approved twice per year by the Board during December and June Board meetings. If there is no meeting held in December or June, then during the first meeting thereafter. Each time the Board meeting schedule has been updated it shall be posted on the District website.

42002 Special meetings (non-emergency) of the Board of Directors may be called by the Board President.

4200.2.1 All Directors, the District General Manager, District Counsel, if applicable, and District Staff 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.

4200.2.2 Property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

4200.2.3 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

4200.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

4200.3 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 in 4200.2.1, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board President or Vice President in the President's absence.

4200.3.1 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 (California Government Code §54950 through §54926) 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.

4200.3.2 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.

4200.4 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 at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 4200.2.2 above.

4200.5 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December, or if no meeting is held in December, at the first regular meeting thereafter. At this meeting the Board will elect a President, Vice President and Treasurer from among its members to serve during the coming calendar year, and will appoint a Board Secretary.

4200.6 The President of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

4200.7 The President and the General Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

BOARD APPROVAL DATE: 3.10.07
LAST REVIEW DATE: 7.19.24

Gold Mountain Community Services District

POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 4202

4202.1 Actions by the Board of Directors of the Gold Mountain Community Services District include but are not limited to the following:

4202.1.1 Adoption or rejection of regulations or policies;

4202.1.2 Adoption or rejection of a resolution;

4202.1.3 Adoption or rejection of an ordinance;

4202.1.4 Approval or rejection of any contract or expenditure;

4202.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

4202.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

4202.2 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors (of a 5-member Board) 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).

4202.2.1 A member abstaining in a vote is considered as absent for that vote.

4202.2.1.1 Example. If three of five Directors are present at a 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.

4202.2.1.2 Example. If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the proposed action cannot be approved because 4 of the 5 Directors would have to vote in favor of the action.

4202.2.1.3 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.

4202.3 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 to the General Manager.

4202.3.1 The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two (2) Directors challenge the statement of the Chairperson, a voice vote may be requested.

4202.3.2 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.).

4202.3.3 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.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 4205

4205.1 The General Manager, in partnership with the Board President of the Gold Mountain Community Services District, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Brown Act. Any Director may contact the General Manager and request an item to be placed on the agenda no later than 5:00 P.M. on the day that is 48 hours prior to the closing of the agenda for the next meeting date.

4205.2 Public requests. 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:

4205.2.1 The request must be in writing and be submitted to the General Manager together with supporting documents and information, if any, at least seven business days prior to the date of the meeting.

4205.2.2 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business."

4205.2.3 The General Manager shall determine the timing of when the item will be placed on the agenda.

4205.2.4 The public member requesting the agenda item may appeal the General Manager's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

4205.2.5 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

4205.2.6 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.

4205.3 Agendas shall include a clear and unambiguous description of each item on the agenda to be discussed, including closed session items. The General Manager shall ensure that the description gives notice to the public of the essential nature of business to be considered.

4205.4 Agenda posting. Agendas for regular meetings shall be posted 72 hours in advance of the meeting and agendas for special meetings shall be posted 24 hours in advance of the meeting. The posting must occur in a place that is freely accessible to the public (GMCSD office and at the Clio, CA and Portola, CA Post Offices) and on the District's website. The internet posting shall occur on the District's primary website homepage through a prominent link to the current agenda.

4205.5 Agenda packages. When distributing agenda packages and other materials to members of the Board of Directors, those materials should be provided to all members at the same time. Agenda packages, except for closed session materials, should also be made available to the public once distributed to the Board.

4205.6 Public comment.

4205.6.1 For regular meetings the Board shall provide the public with an opportunity to address not only any item on the agenda but any item within the subject matter jurisdiction of the District.

4205.6.2 For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.

4205.6.3 The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment.

4205.6.4 The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.

4205.6.5 The Board may require public comment specific to items on the agenda be made at the time when the agenda item is considered.

4205.7 Closed sessions. The Board may conduct a closed session during a noticed meeting for certain matters, as identified on the agenda, where it is necessary to conduct business in private. Major reasons for permissible closed sessions, as authorized by the Brown Act, include real property transactions, labor negotiations, pending litigation, and the performance review of the General Manager. The Board shall allow public comment on any closed session item before going into closed session.

4205.8 Items not on the agenda. The Board shall not discuss or act on any item that does not appear on the posted agenda except that the Board may act on items not on the agenda to address emergency situations, subsequent need items, and hold-over items from a continued previous meeting held within the prior five days. The Board may also respond to public comments and make announcements.

BOARD APPROVAL DATE: 3.10.07
LAST REVIEW DATE: 7.19.24

Gold Mountain Community Services District

POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 4210

4210.1 Meetings of the Board of Directors of the Gold Mountain Community Services District shall be conducted by the Chairperson in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

4210.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

4210.3 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

4210.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

4210.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

4210.4 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:

4210.4.1 Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

4210.4.2 No boisterous or inconsiderate conduct shall be permitted at any Board meeting. Persistence in boisterous or inconsiderate conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

4210.4.3 No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy #1030.

4210.5 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 and subsequently conduct the Board's business without the audience present.

4210.5.1 In such an event, only matters appearing on the agenda may be considered in such a session.

4210.5.2 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.

4210.5.3 Duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Brown Act Compliance
POLICY NUMBER: 4215

4215.1 The Brown Act. The Legislature adopted the Brown Act, commonly referred to as California's "Open Meetings Laws" in 1964. The Brown Act is contained in Government Code section 54950 et seq. The Brown Act is broadly construed and compliance is constitutionally mandated.

4215.2 Compliance with Brown Act. All meetings of the Board of Directors (the legislative body) shall comply with all aspects of the Brown Act, including but not limited to the following:

4215.2.1 Meetings occur whenever the majority of the Board of Directors meets to discuss District business.

4215.2.2 Member of the Board includes newly elected and appointed officials prior to assuming office.

4215.2.3 All Board meetings shall be open and freely accessible to the public, including those with disabilities. Closed sessions may be called for specific purposes as allowed under the Brown Act, if duly agendized using "Safe Harbor" language listed in Government Code Section 54954.7.

4215.2.4 Meetings using intermediaries, serial communications, or emails are prohibited.

4215.2.5 The Board shall only take action during a properly noticed meeting.

4215.3 Committees. Committees created by formal action of the Board shall comply with the Brown Act.

BOARD APPROVAL DATE: 4.12.08
LAST REVIEW DATE: 5.23.25

Gold Mountain Community Services District

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 4220

4220.1 The Secretary or Deputy Secretary of the Board of Directors of the Gold Mountain Community Services District shall keep minutes of all regular and special meetings of the Board. Approved Minutes shall be posted to the District web site and archived per Retention Policy #2145.

It is the responsibility of the General Manager to ensure that accurate Minutes are drafted and distributed prior to the subsequent board meeting and that approved Meeting Minutes are posted to the District's web site and archived per Retention Policy #2145.

4220.1.1 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 locked filing cabinet and all official files shall be backed up to a Cloud server for safekeeping.***

4220.1.2 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. ***Such motions, resolutions and/or ordinances shall also be backed up and safeguarded in the same manner as described above for meeting minutes.*** 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
- Directors present and absent by name
- Administrative staff present by name
- Call to order time
- 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 comment regarding matters not on the agenda
- Approval of the minutes or modified minutes of preceding meetings
- Approval of financial reports
- Complete information as to each subject of the Board's deliberation
- Record of the vote of each Director on every action item for which the vote was not unanimous
- 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
- Approval of all polices, rules, or and/or regulations
- Approval of all dispositions of District assets with value greater than GM's signing authority
- Approval of all purchases of District assets with value greater than GM's signing authority
- Time of meeting adjournment