

Board of Directors

Policies and Procedures

Policy Revision History

Version Number	Revision Date	Description of Change	Board Approval Date	Board Agenda Item
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3.0	9/9/2026	Amend Policy 2105	9/9/206	6B
4.0	9/23/26	Amend Policies 2140, 2200.1, 2200.5, 2205.1, 2205.2, 2210.3, 2210.4; add Appendix A	9/23/26	6D

Montecito Sanitary District

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SECTION 1000 GENERAL

Policy 1000 Mission Statement

1000.1 A community service commitment to protect public health and safety and to preserve the natural environment through the collection, treatment and disposal of wastewater in the most cost-effective way possible.

Policy 1005 Adoption/Amendment of Policies

1005.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager by submitting a written draft of the proposed new or amended policy to the Board President and the General Manager.

1005.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the District's state statutes regarding the constitution of a majority vote.

1005.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

Policy 1010 Basis of Authority

1010.1 The Board of Directors is the Legislative Body and unit of authority within the District. Power is centralized in the elected Board collectively and not in an individual Director. 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.

1010.2 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. Routine matters concerning the operational aspects of the District are delegated to District staff members.

Policy 1015 Role of the General Manager

1015.1 The General Manager is an employee of the District and has an employment agreement which specifies his or her terms of employment. The General Manager is the administrative head of the District under the direction of the Board of Directors. He or she

shall be responsible for the efficient administration of all the District's affairs which are under the General Manager's control. The General Manager plans, organizes, directs, coordinates and evaluates all District operations, programs, and resources in accordance with short- and long-range goals, policy statements, and directives from the Board.

1015.2 The General Manager's Duties

The District's General Manager shall be responsible for:

a) The implementation of policies established by the Board of Directors for the operation of the District;
b) The planning, direction, and coordination of the day-to-day operations of the District including but not limited to administration, financing, maintenance, engineering, and human resources;
c) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employment policies established by the Board of Directors;
d) Attending and participating in District Board meetings, preparing and presenting reports as necessary, representing the Board before external organizations including other agencies, governmental and regulatory entities, business and community groups;
e) The supervision of the District's facilities and services; and
f) The supervision of the District's finances.

1015.3 The District's General Manager serves at the pleasure of the Board. The Board of Directors shall provide policy direction and instruction to the General Manager on matters within the authority of the Board during duly convened Board meetings. Directors shall deal with matters within the authority of the General Manager through the General Manager and not through other District employees. Directors shall refrain from making requests directly to District employees (other than the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments. As members of the public, Directors may request non-confidential, factual information regarding District operations from District employees. If requesting public records, Directors must follow the District's Request for Public Records Policy.

Policy 1020 Board/Staff Communication

1020.1 All requests for information or questions by the Board of Directors to staff outside of a Board or Committee meeting, shall be directed to the General Manager, Legal Counsel, or the Clerk of the Board as appropriate and shall include the desired time and date for receiving the information. Staff shall confirm the date they can provide the information. So that all Board of Directors are equally informed, all written informational material requested by any Director shall be submitted by staff to all Directors with the notation indicating which Director requested the information. If a Director requests

information from any other member of the staff, staff may either direct the matter to the General Manager or may ask the Director to contact the General Manager directly.

1020.2 Individual Directors cannot directly assign work to staff members. Board initiated projects shall follow organizational channels, through the General Manager. As no formal procedure will answer all cases, the following should be considered as a guide and used with restraint and judgment:

a) Directors should clear all short-term requests of staff with the General Manager prior to contacting individual members of the staff and, in most cases, the General Manager should direct and handle the request for the Director.
b) For long-term, involved studies or where the matter includes confidential material, the General Manager should be contacted, and the subject matter discussed with the full Board at a Board meeting prior to staff working on the assignments.
c) In the event that staff is a participant or representative of a committee of the Board, the Board may contact the staff member directly to request or provide information or confer regarding matters of the Committee or Work Group.

1020.3 At Board and other public meetings, respectful communication is expected. Staff are encouraged to give their professional recommendations, and the Board should recognize that staff may make recommendations that could be viewed as unpopular with the public and with individual Directors. Directors may request clarification and ask questions of staff at public meetings, and Directors are encouraged to participate in healthy discussions amongst each other regarding items under discussion on the agenda. However, Directors should refrain from debate with staff at Board meetings about staff recommendations or other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a staff recommendation and that the Board's wishes shall be implemented by staff even if it was contrary to a staff recommendation.

1020.4 Directors shall not attempt to coerce or influence staff, included in the making of recommendations, the awarding of contracts, the selection of consultants, the processing of any projects or applications, or the granting of permits. Directors shall not attempt to change or interfere with the operating policies and practices of any District department through interaction with staff. Individual Directors may discuss these items with the General Manager to get clarification or raise concerns.

1020.5 Directors should not make public comments critical of the performance of a District staff member. Any concerns by a Director over the behavior or work of a District employee during a Board meeting should be directed to the General Manager privately to ensure the concern is resolved. All complaints about employees from Directors should be submitted privately to the General Manager. If the concern involves the General Manager, the Director shall instead bring the matter to Legal Counsel.

1020.6 Staff shall respect the right of Directors to refuse to provide information or answers to staff and recognize that Directors may be bound by other rules of law or procedure that do not permit the Director to speak about the subject matter presented. If a Director violates any of the policies regarding communications as stated in this policy, any member of staff has the right to request that the Director speak directly with the General Manager about the subject matter presented without any fear of reprisal.

Policy 1025 Legal Counsel and Auditor

1025.1 The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

1025.2 Legal Counsel shall be the legal adviser of the District, including the Board as a whole, the General Manager and department heads. Legal Counsel shall perform such duties as may be prescribed by the Board of Directors. Such duties include, but are not limited to, providing legal assistance necessary for formulation and implementation legislative policies and projects; represent the District's interests, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings; and to keep the Board and District staff apprised of court rulings and legislation affecting the legal interest of the District. Legal Counsel is required to review and approve as to form District legal documents, i.e. contracts, agreements, etc. The Legal Counsel shall present and report on all legal issues and Closed Session items before the Board. The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board.

1025.2.1 The Legal Counsel reports to the full Board of Directors but is available to each Director for consultation regarding legal matters particular to that Director's participation. No Director may request a legal opinion of legal counsel without concurrence by the Board, except as such requests relate to questions regarding that Director's participation. The Legal Counsel shall be available to the District General Manager for consultation on applicable issues and activities.

1025.3 The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. The selection of the Auditor shall be done in a noticed public meeting and at least every five years.

1025.3.1 The Board may appoint a committee to oversee the work of an independent auditor, who shall report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Finance Committee Charter for Audit Compliance. The General Manager shall install and maintain an accounting system that will completely, and always, show the financial condition of the District.

Policy 1030 Annual Review of Policies and Procedures

1030.1 These policies and procedures shall be subject to review and revision from time to time at the discretion of the Board. It is the intent of the Board that these policies be reviewed at least annually. The failure to review the policies on such a regular basis shall not have any impact on the effectiveness of the policies and enforcement by the Board.

SECTION 2000 BOARD

Section 2100 Board of Directors

Policy 2100 Director Eligibility, Terms and Vacancies

2100.1 District is governed by a five-member Board of Directors. Each Director shall be a resident of the Montecito Sanitary District and a registered voter within its boundaries. These eligibility requirements must be maintained throughout a Director's service. Loss of eligibility at any time shall result in a vacancy as described in Section 2100.4.

2100.2 Directors serve four-year terms, except when appointed to complete the remainder of an unexpired term. Directors elected at the general district election shall assume office at noon on the first Friday in December following the election, or as otherwise required by law. Each four-year term concludes immediately prior to the assumption of office by the Director elected to succeed to that seat.

2100.3 Before performing any duties, each Director shall take and subscribe the oath of office and file all required statements of economic interest in accordance with state law. The oath shall be administered and filed consistent with applicable statutory requirements.

2100.4 A vacancy on the Board of Directors shall occur under any circumstances defined by California Government Code §1770, including but not limited to resignation, death, ineligibility, or unexcused absence as defined by law. When a vacancy occurs, the Board shall act in accordance with Government Code §1780 to fill the vacancy either by appointment or by calling a special election as required. A Director appointed to fill a vacancy shall serve for the period prescribed by Health and Safety Code §6483 and Government Code §1780, which may be either the remainder of the unexpired term or, if the vacancy occurs within the first 180 days of a new term, until the next general district election.

Policy 2105 Attendance at Meetings

2105.1 Directors are expected attend all regular and special meetings of the Board, including any committees to which they are assigned. Directors are expected to attend in

person unless otherwise permitted by law. Persistent or unexplained absences may impair the functioning of the District and, where applicable, may constitute grounds for declaring a vacancy, as noted in Section 2100.4. A Director who will be absent for all or part of a meeting may notify the President and/or General Manager by electronic transmission (such as email), telephone communication, or letter prior to the meeting, and shall include the basis for the absence.

2105.2 To be counted as present for stipend purposes, a Director must be present for at least 50% of the duration of the meeting. The Board may, in its sole discretion, waive this stipend attendance requirement. Any request for waiver shall be submitted in writing to the President and/or the General Manager by the Director requesting the waiver for Board consideration. A Director who is present for any portion of the meeting shall be recorded in the minutes as present for the portion attended, and all votes cast while present remain valid.

Policy 2110 Officers of the Board

2110.1 The officers of the Board shall consist of a President, Vice President, Secretary, and Treasurer. Each officer shall be a member of the Board of Directors. Officers serve at the pleasure of the Board and shall perform the duties set forth in these Policies and Procedures and any duties assigned by Board action, provided such assignments are consistent with law.

2110.2 Officers shall be elected by the Board at its annual organizational meeting held at the first regular meeting in December, immediately following the seating of newly elected Directors. Each officer shall assume office immediately upon election and shall serve until the conclusion of the next organizational meeting or until a successor is elected. A Director may serve successive terms in any office if so elected by the Board.

2110.3 Duties of the President

The President shall preside at all meetings of the Board, preserve order, and ensure that meetings are conducted in an efficient and lawful manner. The President shall establish the agenda in coordination with the General Manager and shall represent the District in official capacities. The President shall sign documents on behalf of the District when required or permitted by law or Board action. The President shall serve as the primary liaison between the Board and the General Manager, without encroaching on the General Manager's administrative authority.

2110.4 Duties of the Vice President

The Vice President shall perform the duties of the President in the President's absence or inability to act. When acting as President, the Vice President shall have all powers and responsibilities of the President. The Vice President shall perform any additional duties assigned by the Board.

2110.5 Duties of the Secretary

The Secretary shall be responsible for ensuring that Board approved minutes of all Board meetings are maintained and that all official records of Board actions are preserved. The Secretary shall authenticate official documents when required and shall ensure that meeting notices are issued as required by law. The Secretary may delegate these duties to the clerk of the Board of Directors.

2110.6 Duties of the Treasurer

The Treasurer shall oversee the financial integrity of the District by monitoring financial reports, reviewing investment practices, and ensuring compliance with applicable financial policies and laws. The Treasurer shall not engage in day-to-day financial management, which is the responsibility of the General Manager and staff. The Treasurer shall perform any additional oversight responsibilities assigned by Board action.

2110.7 Removal of Officers

Any officer may be removed from office by a majority vote of the Board at any regular or special meeting. Removal may occur with or without cause. Removal from an officer position does not constitute removal from the Board and does not affect the Director's elected term.

2110.8 Officer Vacancies

An officer position becomes vacant immediately upon the officer's resignation from the position, removal by the Board, or loss of eligibility to serve as an officer. A vacancy in an officer position does not constitute a vacancy in the underlying Board seat, which is governed by Section 2100.4. When an officer vacancy occurs, the Board shall elect a replacement as soon as practical in accordance with Government Code §1780. The newly elected officer shall serve for the period prescribed by Government Code §1780, as outlined in 2100.4.

2110.9 Presiding Officer in the Absence of the President and Vice President

The Secretary shall preside at any meeting of the Board in which both the President and Vice President are absent or unable to act. When presiding, the Director so acting shall have all procedural authority necessary to conduct the meeting but shall not assume any additional authority of the President beyond the conduct of that meeting.

Policy 2115 Board of Directors Responsibilities

2115.1 Directors shall thoroughly prepare themselves to discuss all agenda items at meetings of the Board of Directors. Directors may request information from staff before meetings.

2115.2 Meeting Decorum

2115.2.1 Directors shall always conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

2115.2.2 Directors shall defer to the presiding officer 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.

2115.2.3 Directors may request for inclusion into the meeting 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).

Policy 2120 Ethical Standards

2120.1 The Board is committed to strictly following all Federal and State Laws and associated regulations governing open and transparent government processes and avoidance of conflicts of interest, including but not limited to:

a) California Government Code § 7920.000 et seq. (Public Records Act);
b) California Government Code § 54950 et seq. (Ralph M. Brown Act);
c) California Government Code § 81000 et seq. (Political Reform Act);
d) California Government Code § 1090 (Financial Interest in Contracts);
e) California Code of Regulations §18730 (Conflict of Interest); and
f) California Government Code § 1099 (Incompatible Offices)

2120.2 All Directors shall complete all required trainings, including but not limited to:

a) California Government Code § 53234 et seq. (Ethics Training);
b) California Government Code § 53237 et seq. (Sexual Harassment Prevention Training and Education); and
c) California Government Code § 53238 et seq. (Fiscal and Financial Management)

2120.3 Statement of Economic Interest

As noted in the Fair Political Practices regulations, Directors shall file Statements of Economic Interest (Form 700) annually. If newly appointed or elected, a Director must file an Assuming Office Statement within thirty days of assuming office. Annual statements for all Directors covering the prior calendar year must be filed by April 1st. A Director must file a Leaving Office Statement within thirty days of leaving office.

2120.4 A Director who has a disqualifying financial interest or other conflict of interest in a matter before the Board shall disclose the conflict as required by law and shall refrain from participating in the decision. Participation includes receiving confidential information

about the matter beyond what is available to the public, taking part in discussions or deliberations, attempting to influence staff or other Directors, and voting on the item.

2120.5 A perceived violation of this policy by a Director should be referred to the President of the Board or the full Board of Directors for investigation, and consideration of any appropriate action as outlined in Policy 2125 Censure Policy.

Policy 2125 Censure Policy

2125.1 Policy Statement – Minimum Behavior Requirements

2125.1.1 In order to promote the public's trust in Board policies and to ensure the most effective and efficient delivery of District services, Directors shall abide by the District's ethics statement of policy, conflict of interest code, and other applicable policies, procedures, laws and regulations. Such requirements include provisions relating to conflict of interest, the handling of legal matters, ethics training, and enforcement.

2125.1.2 The Customers served by the District are entitled to elected Directors who are transparent, fair, ethical, and accountable. Directors shall always reflect the following behaviors and qualities:

a) Complying with both the letter and the spirit of all federal, state, Fair Political Practices Commission (FPPC), and District laws, regulations, rules, resolutions, ordinances, and policies affecting operations of the District and performance of their duties as Directors;
b) Exercising independent, impartial, and fair judgment and actions;
c) Using the public office to which they were elected for the public good, not for personal gain; and
d) Conducting public deliberations and processes openly, unless legally confidential, in an atmosphere of mutual respect, civility, and transparency.

2125.1.3 This policy documents the District's minimum requirements of behavior for elected and appointed officials of the District. The District's elected officials are required to be independent, impartial, and responsible to the people and to conduct themselves in a manner above reproach. Elected officials are expected to set an example, which always demonstrates respect, confidence, and trust between themselves and the community they serve. This policy establishes specific procedures on enforcement for any Director behavior, action or violation of District policies, which is outside of these minimum requirements of behavior.

2125.2 Sanctions and Procedures for Violations of Minimum Behavior Requirements

2125.2.1 Directors who fail to observe the minimum behavior requirements referenced above may be reprimanded or formally censured, lose seniority or committee assignments (both within the District or with inter-government

agencies), have official travel restricted, or be ordered to attend District Board meetings if the Director is absent without justification. Infractions of these behavior requirements could lead to other sanctions as deemed appropriate by the Board, including, but not limited to, referral to the FPPC or to the Santa Barbara County District Attorney, including, if applicable, the public integrity unit and/or civil grand jury if the conduct is egregious or allegedly criminal in nature. Directors should point out to the offending Director any perceived infraction as it occurs. However, nothing herein shall be construed to prohibit the Board from individually or collectively condemning or expressing disapproval of behavior in violation of these rules.

2125.2.2 The President shall have the following authority and responsibilities. In the event the President is the subject of any request for action, the Vice President shall have the authority and responsibilities set forth herein. In that case, the references in this policy to the President shall instead apply to the Vice President. Responsibilities are:

a) It is the responsibility of the President to initiate formal action if a Director's behavior may warrant reprimand, sanction, or censure.
b) If no action is taken by the President, any Director may submit a written request to the President that such action be placed on a future agenda for consideration.
c) A written request may also be submitted by a member of the public to the General Manager. The General Manager shall then forward the request to the President. If the President determines that the public request meets the criteria set forth in this policy, then formal action shall be initiated. If the President determines that the public request does not meet the criteria for formal action, then the General Manager shall provide written notice to the public complainant of that determination.
d) It is the responsibility of Directors to self-report to the President any pending or completed enforcement actions by any enforcement agency, which could result, or has resulted, in disciplinary action under federal, state or local laws or regulations. The President shall then initiate formal action under this policy.

2125.2.3 Reprimand is the least severe form of action for a violation of these rules and may be issued by majority vote of the Board. Any motion made to issue a reprimand shall include a statement of the reasons that the maker of the motion believes a reprimand should be issued. If the motion is seconded, then the Board shall vote on the motion. Reprimand is not considered a formal sanction or censure. Any motion that is adopted shall be documented in the Board minutes to memorialize that a reprimand was issued. The failure of a motion to pass shall also be documented in the Board minutes to memorialize that no reprimand was issued.

2125.2.4 Formal censure, loss of seniority, committee assignments, travel restrictions, removal as an officer of the Board, or other sanctions deemed appropriate by the Board. Collectively, censure/sanction may be initiated by the President or upon a written request submitted to the President by any Director. The written request must set forth specific allegations of violations of state or federal law, FPPC regulations and/or penalty assessments, or District ordinances or policies, including this policy, upon which the proposed censure/sanction is based.

a) The request for censure/sanction shall be placed on the agenda for consideration by the Board at the next regularly scheduled Board meeting. The President shall preside over the proceedings. The rules of evidence shall not apply, but the subject Director shall be allowed to respond to the allegations. A decision to censure or impose other sanctions with respect to the specific charges, based on substantial evidence, requires a majority vote of the Board. A formal censure/sanction of a Director shall be documented in the form of a Board resolution. In the event a censure/sanction fails to obtain a majority vote of the Board, then such failure of the vote shall be documented in the Board minutes to memorialize that no censure/sanction was imposed.

b) At the time a censure/sanction request is first considered by the Board, the President may elect to establish an advisory committee to review the censure/sanction request prior to consideration by the full Board. The advisory committee shall serve in an investigative and advisory capacity to the full Board. The following procedures apply if an advisory committee structure is used. The Brown Act requires that any discussion regarding the potential discipline of a Director must be conducted in open session at a duly noticed meeting.

    i. The President shall appoint two Directors to the advisory committee who are not the subject of the censure/sanction request. The General Manager and General Counsel shall serve as support to the advisory committee for purposes of information gathering and legal interpretation, but will not be deemed to be members of the advisory committee.
    ii. The advisory committee shall review only those materials and statements presented in open session that relate to the censure/sanction request, including the request document and any supporting documentation. The committee shall not review or consider any Director communications, responses, or statements made outside of an open and public meeting.
    iii. The advisory committee shall investigate and prepare a report for the full Board that will contain a recommendation on whether to proceed with consideration of a censure/sanction and, if so, whether a

censure/sanction is recommended. If the two committee members cannot reach an agreement on a recommendation, then the committee members shall each provide their own reports to the full Board.

iv. The advisory committee shall submit its report(s) at a subsequent regularly scheduled Board meeting at which time the procedures for consideration by the full Board shall be implemented as set forth in subsection 2125.2.4 (a) of this section.

2125.3 Procedure to Reverse Board Actions

If a censured or sanctioned Director takes the corrective actions necessary to fully resolve all violations of state or federal law, FPPC regulations and/or penalty assessments, or District ordinances or policies that led to loss of committee assignments (both within the District or with inter-government agencies), restricted official travel, and removal as an officer of the Board, the President shall place on the agenda, for consideration by the Board at the next regularly scheduled Board meeting, a resolution to restore full privileges to that Director. If no action is taken by the President, any Director may request that such action be placed on a future agenda for consideration.

2125.4 Implementation

As an expression of the standards of conduct and decorum for Directors expected by the District, this policy is intended to be self-enforcing. It therefore becomes more effective when Directors are thoroughly familiar with it and embrace its provisions.

Policy 2130 Board Compensation Policy

2130.1 Board compensation is governed by Health and Safety Code §6489. Any update to the amount of Board compensation must be done by Ordinance with proper hearing and notification.

Policy 2135 Board Memberships

2135.1 Appropriate Memberships

To benefit from policy updates, peer networking, advocacy, and access to industry best practices, the District may hold membership in industry-related associations. Directors and staff may attend meetings of national, state, and local associations directly related to the purposes and operations of the District. Decisions to continue, discontinue, or add new memberships shall occur through the annual budget process.

2135.2 Appointment of Representatives

The President shall appoint Directors as representatives and alternates, as appropriate, to serve as contacts between the District, stakeholder groups, associations and others. Appointments shall be made during the annual organizational meeting or at such other times as circumstances require. The representatives and alternates shall report to the Board in a timely manner on their activities involving these associations. In some cases, Directors may be allowed certain expenses for travel and membership in such associations. This shall be determined and approved by the full Board within the budget adoption process.

2135.3 Scope of Authority

Directors appointed to external roles shall represent the District's interests and positions as established by the Board. They shall not take independent action, make commitments, issue statements, or otherwise act in a manner that binds the District unless expressly authorized by the Board.

Policy 2140 Training, Education and Conferences

2140.1 Directors are encouraged to attend educational conferences, seminars, trainings, and professional meetings when the purpose of any such activity is beneficial to the District.

2140.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual 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 (hereafter each, an "event").

2140.2.1 Directors shall be reimbursed for conference tuition and registration expenses, and for reasonable per diem expenses. Reasonable per diem expenses, when appropriate, shall include meals, lodging, and travel, and shall be subject to these limitations:

a) Lodging reimbursement. Lodging expenses shall be reimbursed at the rate charged by the lodging designated by the event's organizing entity or a government rate offered by a lodging provider, except as provided by this subsection.
    i. If the room block at the designated lodging is full and no government rate is offered at the event lodging, the Director shall book the lowest rate then available at that lodging, and reimbursement shall not exceed that rate.
    ii. If no rooms are available at the designated lodging, the Director shall book lodging at a comparable lodging in the vicinity of the

event at the lowest reasonably available rate, and reimbursement shall not exceed that rate.

iii. If the Director elects to stay at a different lodging when rooms remain available at the event's designated lodging, reimbursement shall not exceed the organizer's published rate, or if the room block was full, the lowest rate then available at the designated lodging.

iv. If the organizing entity does not designate specific lodging or a government rate is unavailable in the vicinity of the event, lodging shall be reimbursed at Internal Revenue Service rates for reimbursement of lodging as established in Publication 463, or any successor publication. The Board may authorize reimbursement above such Internal Revenue Service rates pursuant to Section 2140.2.3 where lodging at or below any organizer or government rate is not reasonably available in the vicinity of the event.

b) Transportation.

i. Airfare. Airfare is reimbursed at coach/economy class rates only.

ii. Ground transportation. Necessary ground transportation incurred in connection with approved District travel will be reimbursed at reasonable and with actual documented cost. Necessary ground transportation includes transportation reasonably required to:

(1) travel between an airport or other transportation terminal and lodging;
(2) travel between lodging and the conference, meeting, training, meal, or other activity reasonably associated with the approved travel; or
(3) travel to and from the approved event by personal vehicle, subject to reimbursement at the IRS standard mileage rate under subsection (iii).

Reasonable ground transportation expenses include standard or economy-class rental vehicles; standard taxi service; standard rideshare service, such as UberX or its equivalent; shuttle service; parking; and public transportation. Premium or luxury transportation, including limousine service, executive car service, premium rideshare service such as Uber Black or its equivalent, or luxury-class rental vehicles, must be approved pursuant to Section 2140.2.3.

Other ground transportation expenses may be reimbursed when both reasonably necessary for the approved travel and reasonable in cost under the circumstances.

iii. Personal vehicle. Personal vehicle mileage shall be reimbursed at the IRS standard mileage rate in effect on the date of travel. No other personal-vehicle cost (gas, maintenance, wear) is separately reimbursable.

c) Meals shall be reimbursed at Internal Revenue Service rates for meal reimbursement.

d) Reasonable per diem expenses shall not include:
   i. Additional costs incurred over the standard rate for upgrades in airfare, transportation, or lodging.
   ii. Expenses incurred in taking a guest, such as a spouse or child.

2140.2.2 All expenses for which reimbursement is requested by Directors shall be submitted to the Finance Division Manager, together with validated receipts. All reimbursements shall be made in accordance with applicable State and federal law, including but not limited to Internal Revenue Service Guidelines and District's Expense Reimbursement Policy.

2140.2.3 Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to the District incurring any reimbursable costs.

2140.2.4 If the District registers a Director for an event and the Director is subsequently unable to attend, the Director shall promptly notify the General Manager. Upon such notice, the General Manager shall cancel the registration, lodging, airfare, or other reservations as applicable, and shall make reasonable attempts to obtain a credit or refund of any related expenses. If, after such attempts, the General Manager is unable to obtain a credit or refund of non-refundable expenses incurred on the Director's behalf, the Director shall be personally liable to reimburse the District for the amount of any non-refundable expenses. The Board may, in its sole discretion, waive this reimbursement requirement. Any request for waiver shall be submitted in writing to the President and/or the General Manager by the Director requesting the waiver for Board consideration.

2140.3 Upon returning from educational conferences, seminars, trainings, and professional meetings where a stipend is paid and/or expenses are reimbursed by the District, Directors shall either prepare a written or verbal report for presentation at 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.

Policy 2145 Strategic Planning and Goal Setting

2145.1 The Board of Directors is committed to proactive, goal-oriented planning to ensure the District fulfills its mission and remains accountable to the public. The purpose of this policy is to establish a formal process for identifying long-term strategic priorities and short-term annual goals.

2145.2 Adoption of a Strategic Plan

The Board shall adopt a multi-year Strategic Plan (typically 3-5 years) that serves as the primary guiding document for District operations.

2145.2.1 Mission and Vision: The Board is responsible for establishing and regularly reviewing the District's Mission and Vision.

2145.2.2 Needs Assessment: The planning process shall include an environmental scan or SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) to ensure the plan reflects community needs.

2145.2.3 Periodic Review: The Board shall review the Strategic Plan at least every three to five years to ensure it remains relevant to industry trends and community challenges.

2145.3 Annual Goal Setting (1-Year Horizon)

2145.3.1 Annual Plan Development: Each fiscal year, the General Manager shall present an Annual Plan with specific work items that advance the multi-year Strategic Plan.

2145.3.2 SMART Goals: District goals should be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) and include defined measures of success.

2145.3.3 Budget Alignment: The annual budget must be developed in alignment with the Board's adopted goals and priorities.

2145.4 Monitoring and Accountability

2145.4.1 Progress Reports: The General Manager shall provide regular reports (e.g., quarterly or annually) to the Board on progress toward achieving strategic targets.

2145.4.2 Performance Evaluation: The Board shall use the adopted strategic goals as a part of the basis for the General Manager's annual performance evaluation.

2145.4.3 Annual Board Meeting: The Board and leadership team should meet at least annually, often in a retreat setting, to review progress and refine the upcoming year's priorities

Section 2200 Board Meetings

Policy 2200 Types of Board Meetings

2200.1 Regular Meetings

Regular meetings of the Board of Directors shall be held at the District Office, 1042 Monte Cristo Lane, Santa Barbara, CA 93108. The date, time and place of regular Board meetings shall be set annually at the annual organizational meeting of the Board by resolution, or such other time as the Board may determine due to a change in District needs and circumstances.

2200.1.1 An agenda shall be prepared and posted at least 72 hours before the meeting.

2200.2 Special Meetings

Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board.

2200.2.1 All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Notice of the meeting shall be in writing, received by them at least 24 hours prior to the meeting.

2200.2.2 An agenda shall be prepared and posted at least 24 hours before the meeting and shall be delivered with the notice of the special meeting to the Board of Directors.

2200.2.3 Notice of a special meeting shall be posted and delivered in accordance with Government Code §54956, including posting the agenda at least 24 hours in advance and providing written notice to each person or organization that has submitted a written request to receive such notices.

2200.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

2200.3 Emergency Meetings

In the event of an emergency situation involving matters upon which prompt action is necessary, the Board of Directors may hold an emergency meeting without complying with the 24-hour notice requirement. An emergency situation means either, as determined by a

majority of the Board: (1) a work stoppage, crippling activity, or other activity that severely impairs public health or safety; or (2) a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses immediate and significant peril (a dire emergency). Emergency meetings shall be conducted strictly in accordance with Government Code §54956.5.

2200.3.1 For emergency meetings, the District shall provide notice to all media outlets that have requested notice of special meetings, by telephone or other rapid communication method, at least one hour before the meeting when possible.

2200.3.2 Actions taken during an emergency meeting shall be by roll call vote.

2200.3.3 The Board may meet in closed session if agreed to by 2/3 vote of the Directors present, or if less than 2/3 present, by unanimous vote.

2200.3.4 Following an emergency meeting, the minutes of the meeting, a list of persons notified or attempted to be notified of the meeting, and actions taken must be posted for ten (10) days in a public place.

2200.4 Adjourned Meetings

A majority vote of the quorum of the Board of Directors may adjourn any Board meeting at any place in the agenda to a time and place specified in the order of adjournment, except that if no quorum is present or no Directors are present at any regular or adjourned regular meeting, the Board President or General Manager may declare the meeting adjourned to a stated time and place. Notice of the adjourned meeting shall be posted on or near the door of the meeting within 24 hours after the adjournment and the adjourned meeting shall be noticed in the same manner as a special meeting.

2200.5 Annual Organizational Meeting

The Board of Directors shall hold an annual organizational meeting at its first regular meeting in December. At this meeting the Board shall elect a President, Vice President, Secretary, and Treasurer from among its members to serve during the coming calendar year. The Board shall also set its regular meeting schedule for the upcoming calendar year by resolution at this meeting.

Policy 2205 Committees of the Board of Directors

2205.1 Standing Committees

The Board may form standing policy committees to advise the Board regarding certain routine items of business. Any committee formed by the Board shall have a charter [found in Appendix A] describing the purpose and function(s) of the committee. The Board shall appoint and the members of the standing committees for the ensuing year no later than the

Board's first regular meeting of the calendar year or when Board composition requires a change. Standing committees may be assigned to review District functions, activities, and 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 provided the subject falls within the designated concerns of the Committee. Committee assignments may be modified at any time by the Board President or by majority vote of the Board. Any recommendations from standing committees shall be submitted to the Board via a written or oral report. All meetings of standing committees are subject to the requirements of all applicable open meeting laws, including but not limited to the Brown Act.

2205.2 Ad Hoc Committees

The Board President shall appoint ad hoc committees as may be deemed necessary or advisable by the President or the Board. The purpose of an ad hoc committee and the time allowed to accomplish that purpose shall be outlined at the time of appointment, which shall be posted on the District's public-facing website. An ad hoc committee shall be considered dissolved when its purpose has been accomplished or when the timeframe for its existence has expired, whichever occurs first.

2205.2.1 Ad hoc committees are not considered legislative bodies and are therefore not subject to the Brown Act, provided they operate within the limitations established by law. Ad hoc committees shall report their findings to the Board but shall not take independent action.

2205.2.2 Ad Hoc committees should be comprised solely of Directors and shall consist of less than a majority of the Board of Directors.

2205.2.3 Ad Hoc committees 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.

2205.3 Review of Standing Committees

No later than its first regular meeting of the calendar year, and prior to making any appointments, the Board shall review each currently existing Standing Committee and determine the need to renew or terminate the committee.

Policy 2210 Board Actions and Decisions

2210.1 Actions by the Board of Directors include but are not limited to the following:

2210.1.1 Adoption or rejection of regulations or policies;

2210.1.2 Adoption or rejection of a resolution;

2210.1.3 Adoption or rejection of an ordinance;

2210.1.4 Adoption of the District's Annual Budget;

2210.1.5 Approval or rejection of any contract or expenditure as outlined in the adopted purchasing policy;

2210.1.6 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

2210.1.7 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

2210.2 Three (3) Directors of a five-member Board represent a quorum for the conduct of business. Any action requires a majority vote of the members present.

2210.3 A Director who abstains from voting shall be counted as present for purposes of determining a quorum and for determining the number of affirmative votes required for approval of the matter. An abstention shall not be counted as either an affirmative or negative vote.

2210.4 The Board may give directions that are not formal action. Such directions do not require a formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

2210.4.1 The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

2210.4.2 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.).

2210.4.3 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.

2210.4.4 Nothing in this policy prevents the Board from providing direction to the General Manager in response to public comments or under Director or General Manager comments, as allowed under the Brown Act. No vote or action shall be taken

Policy 2215 Board Meeting Agenda

2215.1 Agenda Preparation

The Board President, in coordination with the General Manager, 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 Board President and request an item to be placed on the agenda prior to agenda deadlines as set by the District.

2215.2 Agenda Descriptions

All Board 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.

2215.3 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 and on the District's website. The internet posting shall occur on the District's primary website homepage through a prominent, direct link to the current agenda. The agenda shall also be accessible in an open format.

2215.4 Agenda Packages

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

2215.4.1 When a closed session item is agendized on the grounds of anticipated litigation based on either: (1) a written threat of litigation; (2) an oral threat received outside of the public meeting setting; or (3) an issue of potential litigation where the facts and circumstances giving rise to the closed session are known to the potential plaintiff, a copy of the written record must be included in the agenda package or public announcement of same.

2215.5 Public Comment

2215.5.1 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.

2215.5.2 For special meetings, the Board shall provide the public with an opportunity to address any item on the agenda.

2215.5.3 The Board may not prohibit public criticism, but shall control the order of the proceedings, including placing reasonable time limits on public comment.

2215.5.4 The Board may not require members of the public to give names or sign a register as a condition of attendance or speaking.

2215.5.5 The Board may require public comment specific to items on the agenda be made at the time when the agenda item is considered.

2215.6 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, and pending litigation. The Board shall allow public comment on any closed session item before going into closed session.

2215.7 Items Not on the Agenda

The Board shall not discuss or take action 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.

Policy 2220 Board Meeting Conduct

2220.1 Rules of Order

Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 2240, "Rules of Order for Board and Committee Meetings," shall be used as a general guideline for meeting protocol.

2220.2 Agenda Timing

All Board meetings shall commence at the time stated on the agenda and shall be guided by same. The placement of an item on the agenda shall not be deemed a requirement that the items proceed in any particular order. The Board President, with concurrence of a majority of the Board, may alter the order in which agenda items shall be considered for discussion and/or action by the Board.

2220.3 Conduct of Meetings

The following concepts shall be applied to Board meetings:

2220.3.1 The meetings shall be conducted in an open and fair manner.

2220.3.2 Members of the public shall be given ample opportunity to participate in the meetings.

2220.3.3 Due process principles shall apply to quasi-judicial proceedings, or as otherwise required by law.

2220.3.4 The meetings shall proceed in a manner that enables the Board to consider problems to be solved and make wise decisions intended to solve the problems.

2220.3.5 The Board may receive, consider and take any needed action with respect to reports of accomplishment of District operations.

2220.3.6 Noticed public hearings shall be conducted in an orderly fashion, with the Board President establishing the order of the proceedings.

2220.3.7 The Board may weigh and determine the credibility of evidence and public comment.

2220.4 Public Comment

Public comment on items on the agenda, and general public comment at a regular Board meeting for matters within the jurisdiction of the Board of Directors, shall be as followed:

2220.4.1 Three minutes may be allotted to each speaker.

2220.4.2 The Board President may allow additional time per speaker and/or per subject when necessary for a full and fair proceeding.

2220.4.3 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Board President, of that person's privilege of address.

2220.4.4 The Board may require public comment specific to items on the agenda be made at the time when the agenda item is considered.

2220.5 Disruption of Meetings

Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is willful disruption of any meeting of the Board, he/she may do the following:

2220.5.1 Notify the disrupting individual or group to immediately stop the conduct or they will be asked to leave the meeting if the behavior continues.

2220.5.2 If the behavior continues after notice, order the disrupting individuals out of the room and conduct the Board's business without them present.

2220.5.3 In cases of extreme disruption, clear the room of all members of the public, and conduct the Board's business without them present.

2220.5.4 Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

2220.5.5 In some circumstances, an advance restrictive order may be obtained in order to place limitations on an individual's attendance at public meetings when there is a credible threat of violence from that person.

Policy 2225 Brown Act Compliance – Open Meeting Requirements

2225.1 The Brown Act

The Legislature adopted the Brown Act, commonly referred to as California's "Open Meetings Laws" in 1953. The Brown Act is contained in Government Code section 54950 et seq. The Brown Act is broadly construed and compliance is constitutionally mandated.

2225.2 Compliance with Brown Act

All meetings of the Board of Directors shall comply with the Brown Act.

2225.2.1 Meetings occur whenever the majority of the Board of Directors meets to discuss District business.

2225.2.2 Directors include newly elected and appointed officials prior to assuming office.

2225.2.3 All Board meetings shall be open and freely accessible to the public, including those with disabilities.

2225.2.4 Meetings through the use of intermediaries, serial communications, or emails are prohibited.

2225.2.5 The Board shall only take action during a properly noticed meeting.

2225.3 Use of Social Media

A majority of the Directors are prohibited from using a social media platform to discuss District business of a specific nature among themselves.

2225.3.1 Additionally, Directors may not respond directly to any communication from another Director on an internet-based social media platform regarding a matter within their subject-matter jurisdiction.

2225.3.2 Social media may be used for answering questions or providing information to the public as well as to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the Legislative Body.

2225.3.3 The use of "emojis" or interaction in a manner similar to using the "like" button could constitute discussion among the Board of Directors.

2225.3.4 A Director is not prohibited from commenting on, forwarding or "liking" a post made by a member of the public, as long as those comments do not become a discussion of District business "of a specific nature" among a majority of the Board of Directors.

Policy 2230 Minutes of Board Meetings

2230.1 Duty to Keep Minutes

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

2230.1.1 Copies of a meeting's minutes shall be included in the Board meeting's packet for review and approval at the next regular meeting. Once approved, the minutes shall serve as the official record of Board actions and shall be maintained in the District's electronic records management system. Approved minutes shall also be posted on the District's website in accordance with the Brown Act and the District's Records Retention Schedule.

2230.1.2 Digital audio or video recordings of Board meetings, when created, are supplemental to the official minutes and are provided for public convenience. Recordings shall be retained in accordance with the District's Records Retention Schedule and posted on the District's website when feasible. The absence, interruption, or loss of a recording shall not affect the validity of the official minutes.

2230.1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed. The motion makers, and individual votes will be recorded. A unanimous vote shall be recorded as a vote in favor by each Director.

2230.1.4 All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year.

2230.1.5 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:

a) Date, place, and type of each meeting;
b) Directors present and absent by name;
c) Call to order;
d) Adjournment of the meeting;
e) Record of receipt of advanced notice of special meetings;
f) Record of items to be considered at special meetings;
g) Approval of the minutes of preceding meeting, as may be amended;
h) Information as to each subject of the Board's deliberation;
i) All Board actions taken by motion, Resolution, and Ordinance by title and number;
j) A record of all contracts entered into;
k) A record of all bids awarded or rejected by the Board;
l) A record by number of all obligations approved for payment;
m) Adoption of the annual budget;
n) A record of all important correspondence;
o) A record of the General Manager's report to the Board;
p) Approval of all policies and Board-adopted regulations; and,
q) A record of all visitors and delegations who have identified themselves.

Policy 2235 Meeting Recordings

2235.1 An audio or video recording of any regular or special meeting of the Board may be made, but it is not required. The President may announce the fact that a recording is being made at the beginning of the meeting.

2235.2 Recordings shall be kept for a period of time consistent with the District's Records Retention and Destruction of Documents Policy.

2235.3 Recordings shall not be made during closed sessions of the Board.

Policy 2240 Rules of Order for Conduct of Board and Committee Meetings

2240.1 General

2240.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. The Board shall conduct its meetings using Rosenberg's Rules of Order as a procedural guide unless otherwise provided by Board action.

2240.1.1.1 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 President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board shall govern and determine the point of order.

2240.2 Obtaining the Floor

2240.2.1 Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

2240.3 Motions

2240.3.1 Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

2240.3.1.1 A Director makes a motion; another Director seconds the motion; and the President states the motion.

2240.3.2 Once the motion has been stated by the President, 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 President shall call for the vote.

2240.3.3 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.

2240.4 Secondary Motions

Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

2240.4.1 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.

2240.4.2 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.

2240.4.3 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.

2240.4.4 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.

2240.4.5 Motion to Close Debate and Vote Immediately: As provided above, any Director may move to close debate and immediately vote on a main motion.

2240.4.6 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.

2240.5 Decorum

2240.5.1 The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings, and in accordance with Policy Number 2210.

2240.5.2 The President may also declare a short recess during any meeting.

2240.5.3 In some circumstances, an advance restrictive order may be obtained to place limitations on an individual's attendance at public meetings when there is a credible threat of violence from that person.

2240.6 Amendment of Rules of Order

2240.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.

Policy 2245 Board of Directors Teleconferencing

2245.1 Purpose

This Policy establishes the conditions under which the Board of Directors may participate in meetings remotely. Teleconferencing shall be conducted in compliance with the Ralph M. Brown Act (Government Code §54953) as amended January 2026.

2245.2 General Provisions

Non-Board participants (staff, consultants, vendors, and presenters) may attend meetings remotely at the discretion of the General Manager or Legislative Body.

Directors may participate remotely only under the following procedures:

a) Standard Teleconferencing Procedures (Gov. Code §54953(b))

b) Just-Cause Remote Participation Procedures (Gov. Code §54953.8.3)
c) Emergency Teleconferencing Procedures during a proclaimed state or local emergency (Gov. Code §54953.8.2)
d) Disability Accommodation Teleconferencing Procedures (Gov. Code §54953(c)) as required by state and federal law

A Director who does not meet the applicable requirements may not participate remotely.

2245.3 Requirements Applicable to All Remote Participation

Whenever any Director participates remotely, the Legislative Body shall:

a) Take all votes by roll call
b) Provide public access and public comment opportunities consistent with the Brown Act
c) Protect the statutory and constitutional rights of the public and parties appearing before the Body
d) Provide notice and post agendas as required by law

Remote Directors must participate by audio and video, unless remote attendance is granted as a disability accommodation.

2245.4 Standard Teleconferencing Procedures

A Director may participate remotely under the Standard Procedures if:

a) A quorum participates from locations within the District's boundaries
b) Each remote location is listed on the agenda
c) Each remote location is accessible to the public and allows public comment

2245.5 Just-Cause Remote Participation Procedures

A Director may participate remotely without making their location public if:

a) A quorum meets in person at a single, publicly accessible location within the District boundaries
b) The public can attend and provide real-time public comment remotely
c) The Director has just cause as defined in Government Code §54953.8.3(c)
d) The Director complies with statutory usage limits

Just cause includes:

a) Caregiving obligations
b) Contagious illness
c) Physical or mental condition not otherwise accommodated
d) Official travel

e) Immunocompromised family member
f) Physical or family medical emergency
g) Certain military service obligations

Usage Limits:

A Member may use just-cause remote participation no more than:

a) 2 meetings per year (if the Board meets monthly)
b) 5 meetings per year (if the Board meets twice monthly)
c) 7 meetings per year (if the Board meets three or more times monthly)

Directors must provide a brief description of the circumstance and disclose whether any adults are present in the remote location.

2245.6 Emergency Teleconferencing Procedures

During a Governor-proclaimed or locally proclaimed emergency that prevents the Legislative Body from safely meeting in person, the Body may utilize the emergency teleconferencing provisions of Government Code §54953.8.2.

The Legislative Body must adopt findings every 45 days to continue using these procedures.

2245.7 Disability Accommodation Teleconferencing

Nothing in this Policy prohibits remote participation as a reasonable accommodation for a disability, consistent with the Americans with Disabilities Act and Government Code §54953.

2245.8 Statutory Control

This Policy is intended to comply with Government Code §54953.8.3. In the event of a conflict between this Policy and the Brown Act, the statutory provisions shall control.

APPENDIX A

1. The Finance Committee shall be concerned with the financial management of the District, including the review of the annual budget and other fiscal matters. The Committee shall perform the functions of an audit committee with respect to independent audits and internal audits as recognized by prevailing auditing practices.

2. The Operations Committee shall be concerned with the operational and infrastructure needs of the District. The Committee shall review plans to meet the, operational, and infrastructure needs of the District, including but not limited to the Capital Improvement Program.