



# Montecito Sanitary District

1042 Monte Cristo Lane     *A Public Service Agency*  
Santa Barbara, CA 93108

Phone: (805) 969-4200  
[www.montsan.org](http://www.montsan.org)

## AGENDA

For the Regular Meeting of the Board on:

**June 24, 2026**

The regular meeting of the Governing Board will begin at **2:00 p.m. on June 24, 2026** in the District's Board Room at 1042 Monte Cristo Lane, Santa Barbara, CA 93108.

The public may attend the meeting in person or participate remotely via Zoom using the following virtual meeting details:

By visiting: <https://us02web.zoom.us/j/86118975917>

Or by calling: 1-669-900-6833

Meeting ID: 861 1897 5917

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1. **CALL TO ORDER**

A. **ROLL CALL**

B. **PLEDGE OF ALLEGIANCE**

C. **PRESIDENT'S REPORT**

2. **PUBLIC COMMENT**

Public comment on items not on the agenda is **limited to 3 minutes** and is at the discretion of the Board President. For further instructions, please see [Instructions for Public Comment](#) on the District's website.

3. **COMMITTEE REPORTS**

It is recommended that the Board receive and file a report provided by the following committee(s):

- A. The Montecito Sanitary Wastewater Treatment Plant Upgrade Project Ad Hoc will report on their June 5, 2026 and June 16, 2026 meetings.

4. **CONSENT CALENDAR**

- A. Meeting minutes of the June 10, 2026 Regular Meeting (Page 4)  
B. Resolution 2026-992 – Collecting Sewer Service Charges on the Tax Roll (Page 7)  
C. Board Required Training Compensation (Page 10)  
D. Conference and Training Authorization for Board Members (Page 11)

**5. GENERAL MANAGER’S REPORT (PAGE 13)**

The General Manager will provide a written report on the District’s non-actionable business and operational matters and will provide explanation where requested. Topics include the following:

- A. GM Meetings
- B. California State Water Resources Control Board (SWRCB) Fines
- C. District Customer Lateral Inspections and Repairs
- D. District Financial Matters
- E. Wastewater Treatment Plant Roadmap
- F. Flow/Rain Comparison
- G. Capital Improvements Projects and Key Effort Status Updates

**6. BUSINESS ITEMS**

**A. CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) BOARD OF DIRECTORS ELECTION – COASTAL NETWORK (PAGE 18)**

It is recommended that the Board review the current slate of candidates for the CSDA Board of Directors – Coastal Network and direct the General Manager to cast the District’s vote for the selected candidate.

**B. BOARD POLICY AND PROCEDURES (PAGE 26)**

It is recommended that the Board adopt the updated set of Board Policies and Procedures.

**7. BOARD COMMUNICATIONS**

- A. Items for future Board meeting
- B. Next Board Meeting Date – July 10, 2026

**8. ADJOURNMENT**

The Montecito Sanitary District conducts its meetings in accordance with the Brown Act. The District also provides alternative methods of remote participation which permit members of the public to observe and address public meetings remotely via telephone or Zoom. These methods of participation can be accessed through the internet link provided at the top of this agenda.

This agenda was posted on the District website, and at the Montecito Sanitary District Bulletin Board in accordance with the requirements of the Brown Act.

Attested by:



Stephen Williams

Business and Administrative Manager/Clerk of the Board

*ADA – The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's programs, services*

*or activities because of any disability. If you need special assistance to participate in this meeting, please contact the District Office at 969-4200.*



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## MINUTES

For the Regular Meeting of the Board on:

**June 10, 2026**

### 1. CALL TO ORDER

The Governing Board of the Montecito Sanitary District convened a regular meeting at 2:01 pm on Wednesday, June 10, 2026. The meeting was also broadcast using Zoom teleconferencing.

#### ATTENDANCE

##### Board Members Present:

Directors Barrett, Johnson, Murphy, Ohlmann, and Rockenbach

##### Board Members Absent:

None

##### Also Present and Participating:

John Weigold, MSD General Manager

Stephen Williams, MSD Business and Administrative Manager/Clerk of the Board

Taylor Anderson, District Legal Counsel

Anthony Elowsky, Robert D. Niehaus, Inc.

### 2. PUBLIC COMMENT

No members of the public addressed the Board.

### 3. COMMITTEE REPORTS

- A. Director Murphy gave a report on the Montecito Sanitary District Finance Committee meeting of June 5, 2026.

### 4. CONSENT CALENDAR

ON MOTION by Director Murphy, Seconded by Director Johnson, the Board voted to approve the following Consent Calendar items:

- A. Payables from the period of April 1, 2026 through April 30, 2026
- B. Meeting Minutes of the May 27, 2026 Regular Meeting

AYES:	Directors Barrett, Johnson, Murphy, Ohlmann, and Rockenbach
NAYES:	None
ABSTAIN:	None
ABSENT:	None

**Motion carries.**

Consent Calendar Item C was pulled for discussion.

ON MOTION by Director Barrett, Seconded by Director Johnson, the Board voted to approve Consent Calendar Item C – Fiscal Year 2026-27 Budget Adoption with the removal of the \$750,000 District Infrastructure Emergencies Capital Improvement Program section.

AYES: Director Barrett  
NAYES: Directors Johnson, Murphy, Ohlmann, and Rockenbach  
ABSTAIN: None  
ABSENT: None

**Motion does not carry.**

ON MOTION by Director Murphy, Seconded by Director Johnson, the Board voted to approve Consent Calendar Item C – Fiscal Year 2026-27 Budget Adoption.

AYES: Directors Johnson, Murphy, Ohlmann, and Rockenbach  
NAYES: Director Barrett  
ABSTAIN: None  
ABSENT: None

**Motion carries.**

Public Comment: Floyd Wicks, Member of the Public, addressed the Board regarding Consent Calendar Item C prior to the Board vote.

**5. BUSINESS ITEMS**

**A. SEWER RATE STUDY PUBLIC HEARING**

Public Comment: Floyd Wicks, Member of the Public, addressed the Board regarding the agenda item.

Legal Counsel addressed the Board regarding one public letter that was treated as a legal objection for purposes of the public hearing.

The Board then received a presentation from Anthony Elowsky, Robert D. Niehaus, Inc. on the Sewer Rate Study.

At 3:23pm President Rockenbach opened the Public Hearing and fielded public comment first. Floyd Wicks, Member of the Public, addressed the Board regarding the agenda item.

The Board took a recess at 3:50pm and returned at 4:08pm.

President Rockenbach closed the Public hearing at 4:09pm and Stephen Williams, Clerk to the Board reported one written protest received and tallied, which does not constitute a majority protest.

ON MOTION by Director Murphy, Seconded by Director Ohlmann, the Board voted to adopt Resolution 2026-991 – Approving Sewer Rate Changes.

AYES: Directors Barrett, Johnson, Murphy, Ohlmann, and Rockenbach  
NAYES: None  
ABSTAIN: None  
ABSENT: None

**Motion carries.**

**6. BOARD COMMUNICATIONS**

**A.** Next Regular Board Meeting Date – June 24, 2026

**B.** Items for future Board meeting

- Board Policies and Procedures, with attention to the duties of the Board Secretary
- Discussion on Technical Memorandum 2 with Southland

**7. ADJOURNMENT**

ON MOTION by Director Johnson, Seconded by Director Rockenbach, the meeting ended at 5:36 pm.

These minutes were presented for approval at the Regular Board Meeting on June 24, 2026.

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Rock Rockenbach, President

Minutes taken and prepared by:

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Stephen Williams  
Business and Administrative Manager/Clerk of the Board



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## MONTECITO SANITARY DISTRICT STAFF REPORT – 4B

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**DATE:** June 24, 2026  
**TO:** Board of Directors  
**FROM:** John Weigold, General Manager  
**SUBJECT:** Resolution 2026-992 – Collecting Sewer Service Charges on the Property Tax Roll

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### RECOMMENDATION

It is recommended that the Board:

- i) Adopt Resolution 2026-992 – Collecting Sewer Service Charges on the Property Tax Roll.

### BACKGROUND

Pursuant to the authority of sections 5473 and 6520.5 of the Health and Safety Code, the Governing Board of the Montecito Sanitary District has, by Ordinance No. 6 dated July 2, 1990, elected to collect its sanitary sewer service charges by the means of the County Tax Roll.

The Board adopted Resolution 2026-990 – Sewer Service Charge Hearing at the May 13, 2026, meeting and notifications were published in the Montecito Journal to inform the public of today's hearing.

The District has not had any correspondence from the public regarding the Sewer Service Charges to date.

This is the same Resolution heard annually by the Board, except for updated dates.

### FISCAL IMPACT

None

### ATTACHMENTS:

1. Resolution 2026-992 – Collecting Sewer Service Charges on the Property Tax Roll

**RESOLUTION NO. 2026-992**

**RESOLUTION OF THE GOVERNING BOARD  
OF THE MONTECITO SANITARY DISTRICT  
ORDERING THE FILING WITH THE COUNTY AUDITOR  
OF A REPORT OF SEWER SERVICE CHARGES  
FOR FISCAL YEAR 2025-26  
TO BE PLACED ON AND COLLECTED  
BY MEANS OF THE COUNTY TAX ROLL**

**WHEREAS** the Governing Board by its Ordinance No. 6 dated July 2, 1990 elected to collect certain of its sanitary sewer service charges by means of the County Tax Roll; and

**WHEREAS** pursuant to section 5473 of the Health and Safety Code, the Governing Board of the District has in previous years caused to be filed annual reports with the Auditor of the County of Santa Barbara (the "previous reports"), which describe each parcel of real property then receiving services or facilities furnished by the District and, for each such parcel, the charge for said services or facilities; and

**WHEREAS** pursuant to section 5473 of the Health and Safety Code, the Governing Board of the District has this year prepared a revised report which, with the previous reports, describes each parcel of real property receiving services or facilities furnished by the District and, for each such parcel, the charge for Fiscal Year 2026-27 computed in conformity with the charges with Resolution No. 2026-991 dated June 10, 2026; and

**WHEREAS** the previous reports are hereby incorporated by reference and the previous reports and the revised report are hereinafter referenced collectively as the "report;" and

**WHEREAS** pursuant to section 5473.1 of the Health and Safety Code and Resolution No. 2026-990 dated May 13, 2026, a hearing on the report was set for 2:00 o'clock p.m. on the 24th day of June 2026; and

**WHEREAS** notice of said hearing was given by publication and mailing as required by section 5473.1 and proof of publication are on file with the District; and

**WHEREAS** at said time and place said hearing was held; and

**WHEREAS** at said hearing the Governing Board of the MONTECITO SANITARY DISTRICT heard and considered all objections or protests to said report;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That all of the recitals contained in the preamble to this Resolution are true;
2. That this Governing Board finds that the protests, if any, are not made by the owners of a majority of the separate parcels described in the report on file with the District;
3. The report shall be and it is hereby adopted and it is determined that each charge as set forth in said report is proper;

4. That the Secretary of this Governing Board and of the District shall, on or before the 10<sup>th</sup> day of August, 2026, file or cause to be filed with the Auditor of the County of Santa Barbara a copy of said report, together with a statement endorsed thereon that said report has been adopted by the Governing Board of the MONTECITO SANITARY DISTRICT;
5. That pursuant to section 5473.4 of the Health and Safety Code, the Auditor of the County of Santa Barbara, State of California, shall enter the amounts of the charges against the respective lots or parcels of land as they appear on the current assessment roll;
6. That the amount of the charges shall constitute a lien against the lot or parcel of land against which the charge has been imposed as of noon the first day immediately preceding date of levy; and
7. That the hearing is hereby concluded.

**PASSED AND ADOPTED** by the Governing Board of the MONTECITO SANITARY DISTRICT on the 24<sup>th</sup> day of June, 2026 by the following vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**



**ATTEST:**

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Rock Rockenbach, President of the  
Governing Board of the  
MONTECITO SANITARY DISTRICT

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Stephen Williams, Clerk to the  
Governing Board of the  
MONTECITO SANITARY DISTRICT



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## MONTECITO SANITARY DISTRICT STAFF REPORT – 4C

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**DATE:** June 24, 2026  
**TO:** Board of Directors  
**FROM:** John Weigold, General Manager Board  
**SUBJECT:** Required Training Compensation

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### RECOMMENDATION

It is recommended that the Board approve the compensation of Directors for their completion of mandatory Board training at the current Board stipend rate.

### BACKGROUND

Per the District's Board Compensation Ordinance (Ordinance No. 20), as well as Health and Safety Code section 6489, compensation to a director can only be paid "for each day's service rendered as a director by request of the board." If the Board did not approve, authorize, or direct the training, then a director cannot be compensated. The Board previously approved payment for mandatory Ethics and Harassment training in 2025, and today's Board action would make the new SB 827 Fiscal and Financial Training compensable as well.

Upon successful submission of a Certificate of Completion to the District Administrator this action would trigger the current \$254 per diem rate for each Board member that completes their required training.

### FISCAL IMPACT

As there are currently three mandatory director training requirements, the maximum compensation for all directors would be \$3,810 every two years.

**ATTACHMENTS:** None



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## MONTECITO SANITARY DISTRICT

### STAFF REPORT – 4D

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**DATE:** June 24, 2026  
**TO:** Board of Directors  
**FROM:** John Weigold, General Manager  
**SUBJECT:** Conference and Training Authorization for Board Members

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#### RECOMMENDATION

It is recommended that the Board:

- i) Authorize the following Conference and Training attendances:
  - a. California Association of Sanitation Agencies (CASA), August 4-7, 2026: Directors Johnson, Barrett, Rockenbach and Ohlmann
  - b. California Special District Association (CSDA) Annual Conference, August 24-27, 2026: Directors Johnson and Rockenbach
  - c. California Special District Association (CSDA) Special District Leadership Academy, September 13-16, 2026: Director Murphy

#### BACKGROUND

Per the District's Board Compensation Ordinance (Ordinance No. 20), as well as Health and Safety Code section 6489, compensation to a director can only be paid "for each day's service rendered as a director by request of the board." If the Board did not approve, authorize, or direct attendance at a conference, then a director cannot be compensated for attending the conference at the per diem rate (\$254 meeting/daily stipend). Additionally, the Board Policy and Procedures section 2140.2.2 requires Board approval prior to the District incurring any reimbursable costs.

Today's Board action would trigger the \$254 per diem rate per day of attendance to be paid out after Section 2140.3 of the Board Policies and Procedures is completed - the attending Director makes a verbal or written report at the next Regular Board Meeting detailing what was learned and how it would benefit the District.

**FISCAL IMPACT**

Authorization to attend these conferences and training is estimated to be as follows:

1. CASA Annual Conference: \$3,500 Conference Registration, \$4,480 Lodging, \$1,566 Travel, \$600 Meals, \$4,064 Board Stipends
2. CSDA Annual Conference: \$1,780 Conference Registration, \$1,432 Lodging, \$625 Travel, \$400 Meals, \$2,032 Board Stipends
3. CSDA Leadership Academy: \$825 Conference Registration, \$800 Lodging, \$200 Meals, \$1,016 Board Stipends.

In total, this collective training would expend \$6,105 of the \$12,000 Board Training Conference Budget and \$6,712 of the \$12,000 Board Travel Budget.

**ATTACHMENTS:** None



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## MONTECITO SANITARY DISTRICT STAFF REPORT – 5

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**DATE:** June 24, 2026  
**TO:** Board of Directors  
**FROM:** John Weigold, General Manager  
**SUBJECT:** General Manager Report

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The District continues its mission of providing wastewater collection and treatment services. In addition to the daily operations of the District, the following is an update on some of our current ongoing projects and activities.

### **A. GM Meetings**

Since my last report, on May 27, 2026, I:

- Hosted a wastewater treatment plant site visit by Santa Barbara County Supervisor Roy Lee, along with his Deputy Chief of Staff Aida Thau. Montecito Sanitary District President Rockenbach and Director Johnson, the District's Local Legislative Liaison Officer attended the presentation and tour of the wastewater plant.
- Attended the Montecito Association meeting, along with Director Johnson, who delivered a presentation regarding the District's rate study.

### **B. California State Water Resources Control Board (SWRCB) Fines**

The SWRCB issued the District mandatory minimum fines (\$3000 x 3) on April 27, 2026 for three out of tolerance chemical levels in the wastewater plant on two different dates in early 2024. One incident occurred on February 19, 2024, following a significant storm/rainfall event. The other two out of tolerance level readings on June 2, 2024, were a result of a power surge which caused a programmable logic controller (PLC) to go offline. Treatment staff received the emergency notification of the issue and responded to place the PLC back online shortly following the incident. Following consultation with District legal counsel and other local sanitary District general managers, the District agreed to the SWRCB conditional settlement offer of \$9000 rather than contest the violations.

**C. District Customer Lateral Inspections and Repairs**

The District began sending delinquency notices on June 11 for those property owners that previously received two or more prior notices. Property owners have 90 days to take action per District Ordinance 12, followed by potential civil citation and fines.

**D. District Financial Matters**

1. **District Investments.** Below is a summary of the Districts’ investment activities during the month of May. Investment statements are attached to the General Manager’s report for reference:

<u>Investment Account</u>	<u>Account Balance at 05/31/2026</u>	<u>Earning Yield</u>
Charles Schwab	\$6,048,362.30	3.57%
California CLASS	\$4,176,397.39	3.70%

During the past month the District’s investment earnings were as follows:

- \$17,954.34 in cash dividends earned by the Charles Schwab account.
  - \$13,074.98 in earned income by the California CLASS account.
2. In the April 22, 2026 General Manager’s Report it was reported that staff submitted documentation to collect on part of a class action settlement approximately a year prior with its uniform cleaning provider Cintas and had received a check for \$5,516.62. Staff received another check for the remainder of the settlement funds in the amount of \$254.15, bringing the total receipts to \$5,770.77.

**E. Wastewater Treatment Plant Roadmap**

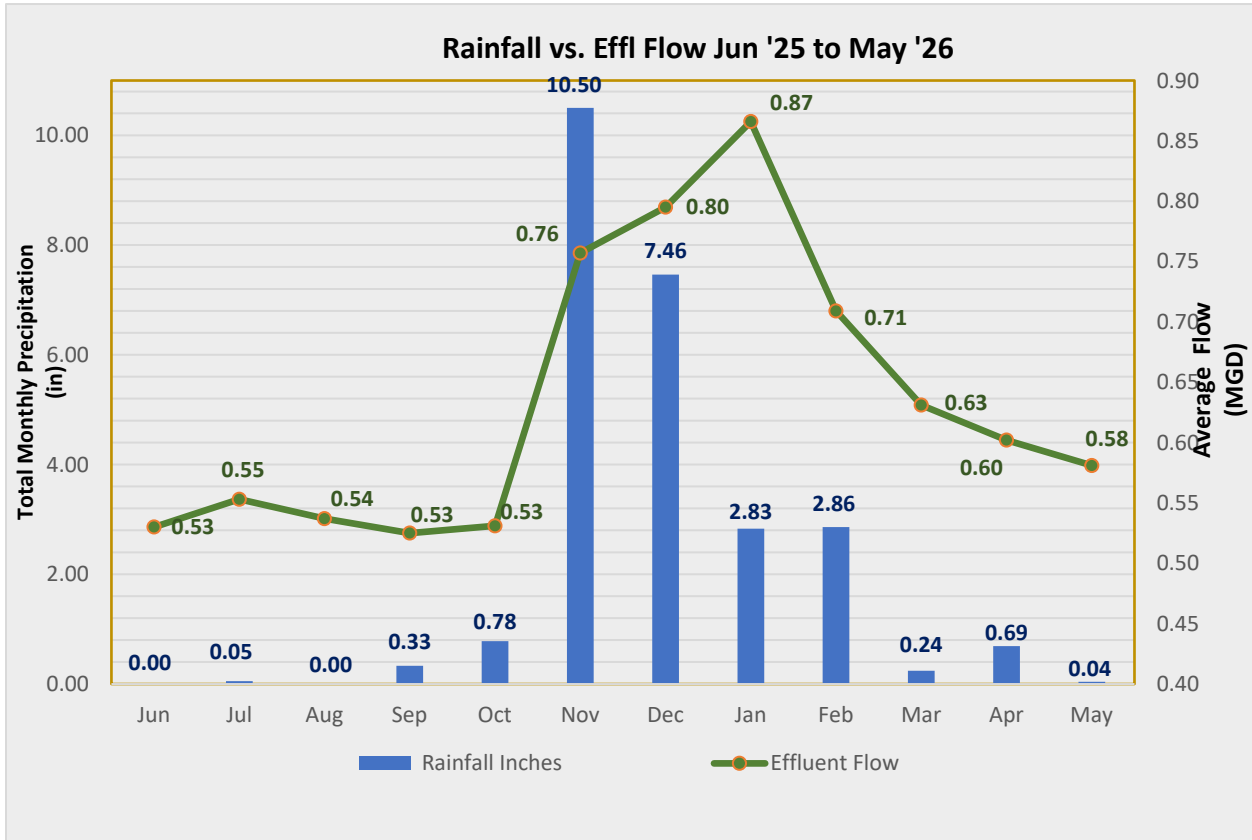
1. The following diagram outlines the significant District efforts currently ongoing in support of the wastewater treatment plant upgrade project. The following significant event occurred during this report period:
  - a. Design and Construction: The District, including the WWTP Upgrade Ad Hoc committee, met with Southland Industries and Ardurra (formerly MKN Engineering) for a workshop to develop and discuss options for a headworks component to the wastewater treatment plant.
  - b. Design and Construction: As part of their due diligence and planning, Staff visited region wastewater treatment plants in San Luis Obispo and Los Osos.
  - c. Funding: The MSD Board adopted the rate study recommendations for District rates and the FY2026-27 budget at its June 10, 2026 meeting. These actions put in place the funding required to execute future anticipated upgrades to the WWTP.

# Montecito Sanitary District Wastewater Treatment Plant Upgrade Project

## Roadmap – Four Lines of Effort



**F. Flow/Rain Comparison**



### G. Capital Improvements Projects and Key Effort Status Updates

Projects/Key Efforts	Status/Phase	Project Team	Comments
FEMA Rehabilitation (Protective Measures)	Reconciliation	N/A	FEMA/CalOES reimbursement obligated; staff working to secure reimbursement.
FEMA Protective Measures Restoration Plan	Monitoring	Rincon, Channel Islands Restoration	Monitoring is on-going. Most recent plant maintenance - 5/22
Septic to Sewer Strategic Plan	100% Draft Final	WSC, Phoenix	WSC to finalize report early July and present to Board on 7/22
Channel Drive Force Main Improvements - Design	70%	Stantec, E.Systems, Phoenix, OTS	County ok'd tree exempt. UPRR exhibit by 6/26. Easement exhibit in progress.
Collection System Master Plan	75%	Stantec, Phoenix, WSC	I&I TM back to Stantec. Draft MP in District review.
Channel Lift Station Generator - Construction	0%	Blum, Phoenix, Quinn	Waiting for delivery of ATS and generator. Anticipate start in August 2026
Manhole Adjustments - East Mountain Dr. - Construction	90%	MGS	Adjustment of 6 manholes complete. Final mortaring and invoicing by 6/26.
Wastewater Treatment Plant Project - Design and Engineering	IGA - 45%	Southland, Ardurra	45% IGA workshop 6/16 and next TBD.
Monte Cristo Improvements - Design	0%	Phoenix, ECG	Owners are signing Agreement for Design. District to reengage with ECG end of June.
Climate Change Adaptation Plan (Phase 3)	RFP	Phoenix	Staff drafted RFP, in internal review. Delayed to due State review of Phases 1-2.
Outfall Inspection	RFP	Southland, Ardurra	MKN drafted RFP and in District review.
Website Development - Permits and Outreach	On-going	Staff and Rojas	Latest website update: 6/1
MSD/County Permitting Coordination	On-going	N/A	Latest communications: 6/18
Sewer Model Support	On-going	WSC, Phoenix	Latest communications: 6/10
CMMS Integration (Asset Management)	80% Integration	Mobile MMS	Admin fully transferred to Mobile MMS. Updates to system on-going.
ESRI GIS	On-going	Z-World	LIDAR data integration and lateral updates.
Sewer Main Extension Projects	On-going	N/A	Rockbridge and Oak Grove.
2026 Sewer Main CIPP Lining - Design	On Hold	Phoenix	This project is being pushed to future CIP.
S. Jameson Bridge - Design	On Hold	Phoenix	County confirmed project has been put on hold. MSD to keep project on 5-year plan.
2025 Sewer Main CIPP Lining - Construction	100%	WSC, Phoenix, OTS, Insituform	Project Complete. Seeking Notice of Completion.
Annual Reporting	Complete	N/A	Staff completed Annual Report due to State as part of NPDES Permit (1/30).
Channel Lift Station Generator - Design	Complete	Blum, Phoenix, Quinn	APCD approved. Contracts signed. Construction ready.
2025 Sewer Main CIPP Lining - Design	Complete	WSC, Phoenix, OTS	Complete, closing out contracts.
Life Expectancy Analysis (LEA)	Complete	Stantec, Phoenix	Submitted to State on 7/2/25. Awaiting any State comments.
WWTP Seismic and Materials Study	Complete	Buehler, Earth Systems	Completed Final Report on 6/26/25.
2024 Manhole Lining - Construction	Complete	Sancon, Phoenix, MKN	Notice of Completion finalised.
Sewer Model Calibration	Complete	WSC, Phoenix	Technical memo complete, closing out.
Sewer System Management Plan (SSMP)	Complete	Fisher Compliance	Adopted by Board 7/9/25. Staff to submitted to State.



Schwab One® Account of

MONTECITO SANITARY DISTRICT

Account Number XXXX-X526 Statement Period May 1-31, 2026

### Account Summary

Ending Account Value as of 05/31 \$6,048,362.30 Beginning Account Value as of 05/01 \$6,030,407.96

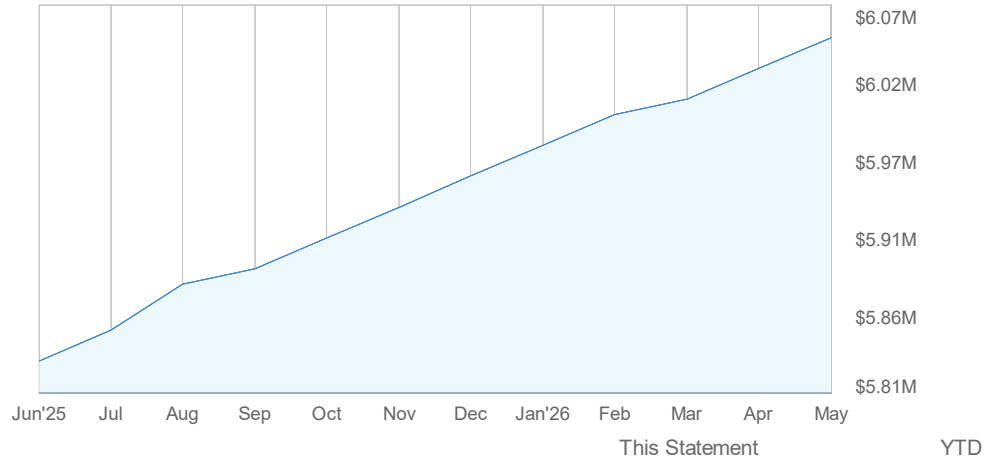


Table with 3 columns: Description, This Statement, YTD. Rows include Beginning Account Value, Deposits, Withdrawals, Dividends and Interest, Market Appreciation/(Depreciation), Expenses, and Ending Account Value.

Account Ending Value reflects the market value of your cash and investments. It does not include pending transactions, unpriced securities or assets held outside Schwab's custody.

#### Your Consultant

Marc Myers
VP - Sr Financial Consultant
1 310-546-7063
Marc.Myers@schwab.com

#### Manage Your Account

##### Customer Service and Trading:

Call your Schwab Representative
1-800-435-4000
24/7 Customer Service

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MONTECITO SANITARY DISTRICT
1042 MONTE CRISTO LN
SANTA BARBARA CA 93108-2809



Schwab One® Account of

MONTECITO SANITARY DISTRICT

Account Number  
\*\*\*\*\_\*526

Statement Period  
May 1-31, 2026

Asset Allocation

Investment Objective: Capital Preservation	This Period	Current Allocation
Cash and Cash Investments	6,048,362.30	100%
<b>Total</b>	<b>\$6,048,362.30</b>	<b>100%</b>

Top Account Holdings This Period

SYMBOL CUSIP	Description	Market Value	% of Accounts
SUTXX	SCHWAB US TREASURY MONEY	6,048,356.79	100%
	CHARLES SCHWAB BANK	5.51	<1%

Gain or (Loss) Summary

	Short-Term (ST)			Long-Term (LT)		
	Gain	(Loss)	Net	Gain	(Loss)	Net
This Period	0.00	0.00	0.00	0.00	0.00	0.00
YTD			0.00			0.00
<b>Unrealized</b>						<b>\$0.00</b>

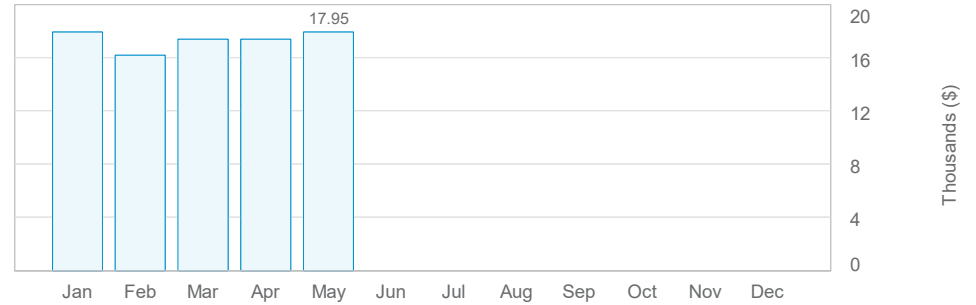
Values may not reflect all of your gains/losses and may be rounded up to the nearest dollar; Schwab has provided accurate gain and loss information wherever possible for most investments. Cost basis may be incomplete or unavailable for some of your holdings and may change or be adjusted in certain cases. Please login to your account at Schwab.com for real-time gain/loss information. Statement information should not be used for tax preparation, instead refer to official tax documents. For additional information refer to Terms and Conditions.

Positions - Summary

Beginning Value as of 05/01	+	Transfer of Securities(In/Out)	+	Dividends Reinvested	+	Cash Activity	+	Change in Market Value	=	Ending Value as of 05/31	Cost Basis	Unrealized Gain/(Loss)
\$6,030,407.96		\$0.00		(\$17,954.34)		\$17,954.34		\$17,954.34		\$6,048,362.30	\$0.00	\$0.00

Values may not reflect all of your gains/losses; Schwab has provided accurate gain and loss information wherever possible for most investments. Cost basis may be incomplete or unavailable for some of your holdings and may change or be adjusted in certain cases. Statement information should not be used for tax preparation, instead refer to official tax documents. For additional information refer to Terms and Conditions.

Income Summary



Federal Tax Status	This Period		YTD	
	Tax-Exempt	Taxable	Tax-Exempt	Taxable
Cash Dividends	0.00	17,954.34	0.00	86,983.08
<b>Total Income</b>	<b>\$0.00</b>	<b>\$17,954.34</b>	<b>\$0.00</b>	<b>\$86,983.08</b>



Schwab One® Account of

MONTECITO SANITARY DISTRICT

Account Number \*\*\*\*\*526  
Statement Period May 1-31, 2026

### Cash and Cash Investments

Type	Symbol	Description	Quantity	Price(\$)	Beginning Balance(\$)	Ending Balance(\$)	Change in Period Balance(\$)	Pending/Unsettled Cash(\$)	Interest/Yield Rate	% of Acct
Bank Sweep		CHARLES SCHWAB BANK <sup>X,Z</sup>			5.51	5.51	0.00		0.01%	<1%
Money Fund (Non-Sweep)	SUTXX	SCHWAB US TREASURY MONEY <sup>o</sup>	6,048,356.7900	1.0000	6,030,402.45	6,048,356.79	17,954.34			100%
<b>Total Cash and Cash Investments</b>					<b>\$6,030,407.96</b>	<b>\$6,048,362.30</b>	<b>\$17,954.34</b>			<b>100%</b>

### Transactions - Summary

Beginning Cash* as of 05/01	+	Deposits	+	Withdrawals	+	Purchases	+	Sales/Redemptions	+	Dividends/Interest	+	Expenses	=	Ending Cash* as of 05/31
\$5.51		\$0.00		\$0.00		(\$17,954.34)		\$0.00		\$17,954.34		\$0.00		\$5.51

Other Activity **\$0.00** Other activity includes transactions which don't affect the cash balance such as stock transfers, splits, etc.

\*Cash (includes any cash debit balance) held in your account plus the value of any cash invested in a sweep money fund.

### Transaction Details

Date	Category	Action	Symbol/CUSIP	Description	Quantity	Price/Rate per Share(\$)	Charges/Interest(\$)	Amount(\$)	Realized Gain/(Loss)(\$)
05/29	Purchase	Reinvested Shares	SUTXX	SCHWAB US TREASURY MONEY ULTRA	17,954.3400	1.0000		(17,954.34)	
	Dividend	Div For Reinvest	SUTXX	SCHWAB US TREASURY MONEY ULTRA				17,954.34	
<b>Total Transactions</b>								<b>\$0.00</b>	

Date column represents the Settlement/Process date for each transaction.

### Bank Sweep Activity

Date	Description	Amount	Date	Description	Amount	Date	Description	Amount
05/01	<b>Beginning Balance</b> <sup>X,Z</sup>	<b>\$5.51</b>	05/31	<b>Ending Balance</b> <sup>X,Z</sup>	<b>\$5.51</b>	05/29	<b>Interest Rate</b> <sup>*Z</sup>	<b>0.01%</b>

\* Your interest period was 05/01/26 - 05/13/26.  
Montecito Sanitary District  
Regular Board Meeting - June 24, 2026  
Page 20 of 103



## Endnotes For Your Account

- ◇ Dividends paid on this security will be automatically reinvested.
- X Bank Sweep deposits are held at one or more FDIC-insured Program Banks. Charles Schwab & Co., Inc. is not an FDIC-insured bank and deposit insurance covers the failure of an insured bank. Certain conditions must be satisfied for FDIC insurance coverage to apply. Please review the Cash Features Program Disclosure Statement for a list of the Program Banks at [schwab.com/cashfeaturesdisclosure](http://schwab.com/cashfeaturesdisclosure).
- Z For the Bank Sweep and Bank Sweep for Benefit Plans features, interest is paid for a period that differs from the Statement Period. Balances include interest paid as indicated on your statement by Schwab or one or more of its Program Banks. These balances do not include interest that may have accrued during the Statement Period after interest is paid. The interest paid may include interest that accrued in the prior Statement Period.

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**Money Funds:** Includes the primary money market funds into which Free Credit Balances may be automatically invested pursuant to your Account Agreement. Schwab or an affiliate acts and receives compensation as the Investment Advisor, Shareholder Service Agent and Distributor for the Schwab Sweep Money Funds. The amount of such compensation is disclosed in the prospectus. The yield information for Schwab Sweep Money Funds is the current 7-day yield as of the statement period. Yields vary. If on any given day, the accrued daily dividend for your selected sweep money fund as calculated for your account is less than 1/2 of 1 cent (\$.005), your account will not earn a dividend for that day. In addition, if you do not accrue at least 1 daily dividend of \$.01 during a pay period, you will not receive a money market dividend for that period. Schwab and the Schwab Sweep Money Funds investment advisor may be voluntarily reducing a portion of a Schwab Sweep Money Fund's expenses. Without these reductions, yields would have been lower. **Dividend Reinvestment Customers:** Dividend reinvestment transactions were effected by Schwab acting as a principal for its own account, except for the reinvestment of Schwab dividends, for which an independent broker-dealer acted as the buying agent. Further information on these transactions will be furnished upon written request. **Gain (or Loss):** Unrealized Gain or (Loss) and Realized Gain or (Loss) sections ("Gain/Loss Section(s)") contain a gain or a loss summary of your Account. This information has been provided on this statement at the request of your Advisor, if applicable. This information is not a solicitation or a recommendation to buy or sell. **Schwab does not provide tax advice and encourages you to consult with your tax professional. Please view the Cost Basis Disclosure Statement for additional information on how gain (or loss) is calculated and how Schwab reports adjusted cost basis information to the IRS.** **Margin Account Customers:** This is a combined statement of your margin account and special memorandum account maintained for you under Section 220.5 of Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the separate account as required by Regulation T is available for your inspection. Securities purchased on margin are Schwab's collateral for the loan to you. It is important that you fully understand the risks involved in trading securities on margin. These risks include: 1) You can lose more funds than you deposit in the margin account; 2) Schwab can force the sale of securities or other assets in any of your account(s) to maintain the required account equity without contacting you; 3) You are not entitled to choose which assets are liquidated nor are you entitled to an extension of time on a margin call; 4) Schwab can increase its "house" maintenance margin requirements at any time without advance written notice to you. **Market Price:** The most recent price evaluation available to Schwab on the last business day of the report period, normally the last trade price or bid as of market close. Unpriced securities denote that no market evaluation update is currently available. Price evaluations are obtained from outside parties. Schwab shall have no responsibility for the accuracy or timeliness of any such valuations. Assets Not Held at Schwab are not held in your Account or covered by the Account's SIPC account protection and are not otherwise in Schwab's custody and are being provided as a courtesy to you. Information on Assets Not Held at Schwab, including but not limited to valuations, is reported solely based on information you provide to Schwab. Schwab can neither validate nor certify the existence of Assets Not Held at Schwab or the accuracy, completeness or timeliness of the information



Schwab One® Account of

MONTECITO SANITARY DISTRICT

Account Number Statement Period  
\*\*\*\*-\*526 May 1-31, 2026

Terms and Conditions (continued)

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**Montecito Sanitary District**  
**1042 Monte Cristo Lane**  
**Santa Barbara, CA 93108**

**California CLASS**

**California CLASS**

Average Monthly Yield: 3.6977%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
Investment Fund	4,163,322.41	0.00	0.00	13,074.98	63,713.84	4,164,587.73	4,176,397.39
<b>TOTAL</b>	<b>4,163,322.41</b>	<b>0.00</b>	<b>0.00</b>	<b>13,074.98</b>	<b>63,713.84</b>	<b>4,164,587.73</b>	<b>4,176,397.39</b>



Investment Fund

Account Summary

Average Monthly Yield: 3.6977%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
California CLASS	4,163,322.41	0.00	0.00	13,074.98	63,713.84	4,164,587.73	4,176,397.39

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
05/01/2026	Beginning Balance			4,163,322.41	
05/31/2026	Income Dividend Reinvestment	13,074.98			
05/31/2026	Ending Balance			4,176,397.39	



California CLASS

California CLASS

Date	Dividend Rate	Daily Yield
05/01/2026	0.000304044	3.6992%
05/02/2026	0.000000000	3.6992%
05/03/2026	0.000000000	3.6992%
05/04/2026	0.000101117	3.6908%
05/05/2026	0.000100965	3.6852%
05/06/2026	0.000101131	3.6913%
05/07/2026	0.000101154	3.6921%
05/08/2026	0.000303681	3.6948%
05/09/2026	0.000000000	3.6948%
05/10/2026	0.000000000	3.6948%
05/11/2026	0.000101350	3.6993%
05/12/2026	0.000101625	3.7093%
05/13/2026	0.000101812	3.7161%
05/14/2026	0.000101682	3.7114%
05/15/2026	0.000303912	3.6976%
05/16/2026	0.000000000	3.6976%
05/17/2026	0.000000000	3.6976%
05/18/2026	0.000101436	3.7024%
05/19/2026	0.000101086	3.6897%
05/20/2026	0.000100914	3.6834%
05/21/2026	0.000100861	3.6814%
05/22/2026	0.000403668	3.6835%
05/23/2026	0.000000000	3.6835%
05/24/2026	0.000000000	3.6835%
05/25/2026	0.000000000	3.6835%
05/26/2026	0.000101307	3.6977%
05/27/2026	0.000101923	3.7202%
05/28/2026	0.000101883	3.7187%
05/29/2026	0.000304965	3.7104%
05/30/2026	0.000000000	3.7104%
05/31/2026	0.000000000	3.7104%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**



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# Montecito Sanitary District

1042 Monte Cristo Lane  
Santa Barbara, CA 93108

*A Public Service Agency*

Phone: (805) 969-4200  
[www.montsan.org](http://www.montsan.org)

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## MONTECITO SANITARY DISTRICT

### STAFF REPORT – 6A

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**DATE:** June 24, 2026  
**TO:** Board of Directors  
**FROM:** John Weigold, General Manager  
**SUBJECT:** California Special District Association (CSDA) Board of Directors Election – Coastal Network

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#### RECOMMENDATION

It is recommended that the Board review the current slate of candidates for the CSDA Board of Directors – Coastal Network and direct the General Manager to cast the District’s vote for the selected candidate.

#### BACKGROUND

CSDA has received four nominations for the open position on the CSDA Board of Directors – Coastal Network to serve for a two-year term. The Coastal Network is comprised of 115 special districts in the counties of Santa Cruz, San Benito, Monterey, San Luis Obispo, Santa Barbara and Ventura. The voting closes at 5pm on July 24, 2026. Ballots will be counted and verified on July 27, 2026.

The Board should review the attached candidate information forms and statements and select one of the following candidates:

- Vincent Ferrante, Commissioner, Moss Landing Harbor District (Incumbent)
- Maisha Cole Perri, Board President, Blanchard Santa Paula Library District
- Jacquelyn McMillan, Board Member, Calleguas Municipal Water District
- Scott Meckstroth, General Manager, Ojai Valley Sanitary District

**FISCAL IMPACT:** None

#### ATTACHMENTS:

1. Candidate application forms and candidate statements



As a Board Member for California Special District Association for the past several years, I have committed my efforts to efficiently serve the needs of our Independent Special Districts in Coastal Network 5 and also all Special Districts throughout California.

To *advance* our interests, I also served on all CSDA Committees as either Chairman or Vice- Chairman, two terms as the Board Secretary, Vice-President and

in 2017 I had the honor to serve as CSOA President, elected by the CSDA Board of Directors. I have had the opportunity to visit all the Chapters in Coastal Network 5 while serving on the CSDA Board, either in person or on Zoom.

During my time on the CSDA Board, I have seen membership increase; our professional development has added more conferences and various other educational items and also increased attendees at our State Conferences. Our Advocacy/Legislative Department has been able to follow more bills in the State Legislature. Much of this is with the approval of the CSDA Board.

Additionally, I was appointed to the CSDA National Liaison and attended Special District Conferences in Florida, Utah, Colorado, and Oregon in order to create a networking with other States. This has encouraged other states' Special Districts to attend our conferences and provide opportunities to share knowledge, lobbying techniques utilized by other Special Districts, and building to a stronger coalition of Special Districts throughout the United States of America.

Will you please assist me in continuing to serve as your CSDA Director in Coastal Network 5.

Sincerely,  
*Jim Janta*



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2027-2029 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Vincent C. Ferrante

District/Company: Mosslanding Harbor

Title: Commissioner

Elected/Appointed/Staff: Elected

Length of Service with District: 24 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I currently serve on the Member Service and the Education Development Committees.

In past years I have served on every committee that is offered by CSDA. I also have completed all four modules in the Governance Academy.

2. What other state-wide associations have you been involved with? (such as CSAC, ACWA, League, etc.):

None

3. List your local government involvement (such as LAFCo, Association of Governments, etc.):

I serve as the representative for the Moss Landing Harbor board on the Monterey County Special Districts Association Chapter

4. List your involvement in civic and/or non-profit organization:

My involvement is as follows: Japanese-Sister City organization, Sons of Italy, Friends of Isola del Femena, American Legion Post 31, hospital volunteer

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

## **Candidate Statement – Maisha Cole Perri**

I am proud to serve as President of the Blanchard Community Library for the second year in a row. I am seeking the opportunity to represent the Coastal Network on the CSDA Board of Directors.

Special districts are where government meets real life. We deliver essential services, steward public trust, and respond directly to the needs of our communities. I am running because I believe CSDA must continue to strengthen its voice, sharpen its advocacy, and support districts navigating increasing financial and operational pressures.

In my role as Board President, I have led strategic planning efforts, supported community-driven initiatives, and prioritized transparency and accountability. I understand firsthand the challenges districts face, from funding constraints to growing service demands, and I bring a practical, solutions-oriented approach to governance.

My background in entertainment, non-profit leadership and entrepreneurship has trained me to manage complexity, align stakeholders, and deliver results under pressure. I approach leadership with clarity, organization, and a strong sense of responsibility to the communities we serve.

I am particularly passionate about advancing legislative advocacy, ensuring equitable access to services, and helping districts remain resilient and forward-thinking in a rapidly changing environment.

I am fully prepared to meet the commitments of Board service and to actively contribute to CSDA's mission at the statewide level.

I would be honored to earn your support and to serve as a strong, thoughtful voice for special districts across the Coastal Network.



**2027-2029 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Maisha Cole Perri

District/Company: Blanchard/Santa Paula Library District

Title: Board President / Trustee

Elected/Appointed/Staff: Elected

Length of Service with District: Three years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

No

2. What other state-wide associations have you been involved with? (such as CSAC, ACWA, League, etc.):

California Garden Clubs, Inc.

3. List your local government involvement (such as LAFCo, Association of Governments, etc.):

Blanchard/Santa Paula Library District

4. List your involvement in civic and/or non-profit organization:

President, Santa Paula Society of Arts

Founder, Santa Paula Community Garden

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

Jacque McMillan retired after serving 31 years as a Principal Government and Regional Affairs Representative for the Metropolitan Water District of Southern California, the nation's largest water purveyor. She worked extensively with businesses, community leaders, and elected officials to ensure that 19 million residents continue to have a safe, reliable, and low-cost supply of drinking water. She has served as an officer, committee chair, or active member for over thirty years, representing agricultural, business, and advocacy entities in east Ventura County, Los Angeles, Santa Monica, and Beverly Hills. Jacque assisted these groups in developing policy positions on water that would enrich the region's business climate and quality of life for its residents. From 2003 to 2019, she also served as a Board Director for the Santa Clarita Valley Water Agency.

She began her career in Metropolitan's real estate section, acquiring property for Diamond Valley Lake. Prior to joining Metropolitan, Jacque worked for three petroleum companies, managing 15 oil fields and acquiring oil, gas, and coal rights in over nine states and seventy-nine counties.

Jacque serves on the Metropolitan Water District of Southern California Board of Directors and the following Committees: Vice Chair of Legal and Claims and a member of Community and Workplace Culture; Engineering, Operations and Technology; Finance, Affordability, Asset Management and Efficiency; Organization, Personnel and Effectiveness; One Water and Adaptation; Subcommittee on Imported Water; CAMP4W; Ag and Tribal Partnership, and an alternate on the Executive Committee. She also serves on the board of the Delta Conveyance, Design and Construction Authority and Chairs the Delta Conveyance Finance Board.

Director McMillan has a Master's in Business from California State University, Northridge, and a Bachelor's from the University of Houston. She is also a graduate of the Oxnard Leadership, Valley Leadership Institute, and Leadership LA programs.



## 2027-2029 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Jacquelyn "Jacque" McMillan

**District/Company:** Calleguas Municipal Water District

**Title:** Board of Director

**Elected/Appointed/Staff:** Elected

**Length of Service with District:** 4 years with CMWD and 31 years with Metropolitan Water District of Southern CA

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

34 conferences, events and workshops (list attached)

**2. What other state-wide associations have you been involved with? (such as CSAC, ACWA, League, etc.):**

ACWA (Region 8 board & Ag Cmt), Metropolitan Water District of Southern California (Board and 16 Cmts),

Delta Conveyance Design & Construction Authority (Board), Delta Conveyance Finance Cmt (Chair),

**3. List your local government involvement (such as LAFCo, Association of Governments, etc.):**

Ventura County Special District Association.

**4. List your involvement in civic and/or non-profit organization:**

Ventura County Women in Ag, West Ventura County Business Association, Association of Water Agencies of Ventura County, Simi Valley Chamber of Commerce, Food Share, League of Women Voters

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**  
(Candidate Statement Attached)



**2027-2029 TERM - CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Scott Meckstroth

**District/Company:** Ojai Valley Sanitary Distrit

**Title:** General Manager

**Elected/Appointed/Staff:** Appointed

**Length of Service with District:** 18 Months

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

Yes; I regularly attend the bimonthly Ventura County Chapter of CSDA. I attended the 2025 CSDA GM summit.

**2. What other state-wide associations have you been involved with? (such as CSAC, ACWA, League, etc.):**

American Public Works Association (APWA) Ventura County Chapter Executive Board 2009-2020. Represented the Chapter as President at 2019 PWX in Seattle and as VP at the 2018 national convention in Kansas City.

**3. List your local government involvement (such as LAFCo, Association of Governments, etc.):**

I have attended and presented at Ventura LAFCo, Ventura County Board of Supervisors, City councils for Camarillo, Ventura, and Thousand Oaks, representing Special Districts, the APWA, agencies and businesses.

**4. List your involvement in civic and/or non-profit organization:**

Ventura County Association of Water Agencies (AWA) Executive Board 2015-2020; AWA Annual Water Symposium co-chair since 2019 to present.

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



# Montecito Sanitary District

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## MONTECITO SANITARY DISTRICT STAFF REPORT – 6B

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**DATE:** June 24, 2026  
**TO:** Board of Directors  
**FROM:** John Weigold, General Manager  
**SUBJECT:** Board Policies and Procedures

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### RECOMMENDATION

It is recommended that the Board adopt the updated set of Board Policies and Procedures.

### BACKGROUND

The Board approved Jacob Green and Associates to move forward with drafting an update to the Board Policies and Procedures Manual at its November 12, 2025 Regular Meeting. Jacob Green and Associates then incorporated work performed by the Board Policy and Procedure Manual Ad Hoc Committee, elicited feedback from Board Members, and reviewed policies from other California Special Districts and sample policies developed by the California Special Districts Association (CSDA) to construct an interim set of policies and procedures that the Board adopted at its May 13, 2026 meeting.

Following the adoption of the interim set of Board Policies and Procedures, the Board directed Staff to receive recommended changes from directors no later than May 29, 2026 and provide those recommendations to Jacob Green and Associates for further refinement of the document. The attached Jacob Green and Associates cover memorandum and updated set of Board Policies and Procedures reflects many of those changes.

As the Board Policies and Procedures are a living document, the Board may adopt or amend the adopted Board Policies and Procedures in the future. Those procedures are outlined in Section 1000, Policy 1005.

**FISCAL IMPACT:** None

**ATTACHMENTS:**

1. Board Policies and Procedures Cover Memo
2. Updated Board Policies and Procedures – redline copy
3. Updated Board Policies and Procedures – clean copy



To: Mr. John Weigold, General Manager  
Montecito Sanitary District

From: Steve Mermell, Special Advisor

Subject: Board Policies and Procedures Updated Draft

Date: June 11, 2026

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Jacob Green & Associates, Inc. (JGA) was engaged by the Montecito Sanitary District (District) to update the District's Board policies and procedures. On May 13, 2026, a draft set of updated policies and procedures was presented to the Board of Directors. The Board adopted the draft, subject to further revisions based on feedback from Board Members, staff and legal counsel.

The attached red-line and clean versions of the policies and procedures reflect revisions based on input received. Not all comments received were incorporated into the final version as discussed below.

Comments received generally fell into three categories: simple corrects, clarifications and policy changes. Simple corrections have been included in the revised policies and procedures and include such items as:

1. Correcting the month in which the Board's annual organizational meeting occurs.
2. Correcting the number of minutes provided to speakers for public comment.
3. Deleting references to non-existent job titles e.g. Chief Financial Officer.

Several clarifications have been made to ensure the intent of policies are clear as well as consistent with Board practice. These include:

1. Clarifying the length of term for a Director who fills a vacancy.
2. Clarifying Board meeting attendance requirements to receive a stipend.
3. Clarifying that consistent with Rosenberg's rules, any action of the Board requires a majority vote of the members present.

In some cases, Board Members raised additional issues or offered alternative approaches to subject matter. These include:

1. A request to include a two-year term limit for the position of President, with reference back to prior Board action. In our discussions with staff, it was conveyed that this policy was indeed discussed by the Board, but no formal action was taken on the matter. Consequently, it is not included in the final draft.
2. A request to include the censure procedure as directed by the Board on June 11, 2025. The policies and procedures adopted by the Board on May 13<sup>th</sup> includes a more comprehensive censure policy which, by virtue of the Board's adoption on that date, supersedes the June 11, 2025 action. Consequently, it is not included in the final draft.
3. It was suggested that the policies and procedures retain in an appendix or separate section, the charters of recently eliminated standing Board subcommittees, should they be needed in the future. Retaining such information in an archive file may be useful, but from a best practices perspective, retaining deleted elements of policies and procedures within the document is not recommended.

JGA developed the Board's updated policies and procedures with best practices in mind and informed by our extensive governmental experience. Moreover, the policies and procedures have been based on and modeled after recommendations from the California Special District Association. These policies and procedures should be considered a living document subject to periodic review and modification as needed to meet the evolving needs of the District.

Collectively, these policies and procedures provide the District with a comprehensive and contemporary set of guidelines to help support its mission 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.



**Board of Directors**  
**Policies and Procedures**



**Montecito Sanitary District**

**Table of Contents**

**SECTION 1000 GENERAL ..... 1**

- Policy 1000 Mission Statement..... 1
- Policy 1005 Adoption/Amendment of Policies ..... 1
- Policy 1010 Basis of Authority ..... 1
- Policy 1015 Role of the General Manager ..... 22
- Policy 1020 Board/Staff Communication..... 2
- Policy 1025 Legal Counsel and Auditor ..... 4
- Policy 1030 Annual Review of Policies and Procedures..... 5

**SECTION 2000 BOARD..... 5**

**Section 2100 Board of Directors..... 5**

- Policy 2100 Director Eligibility, Terms and Vacancies..... 5
- Policy 2105 Attendance at Meetings ..... 66
- Policy 2110 Officers of the Board ..... 6
- Policy 2115 Board of Directors Responsibilities ..... 8
- Policy 2120 Ethical Standards ..... 99
- Policy 2125 Censure Policy ..... 9
- Policy 2130 Board Compensation Policy ..... 1313
- Policy 2135 Board Memberships..... 1313
- Policy 2140 Training, Education and Conferences ..... 1414
- Policy 2145 Strategic Planning and Goal Setting ..... 14

**Section 2200 Board Meetings..... 1615**

- Policy 2200 Types of Board Meetings..... 1615
- Policy 2205 Committees of the Board of Directors ..... 17
- Policy 2210 Board Actions and Decisions..... 1919
- Policy 2215 Board Meeting Agenda ..... 2020
- Policy 2220 Board Meeting Conduct ..... 2222
- Policy 2225 Brown Act Compliance – Open Meeting Requirements ..... 2324
- Policy 2230 Minutes of Board Meetings ..... 2425
- Policy 2235 Meeting Recordings ..... 2626
- Policy 2240 Rules of Order for Conduct of Board and Committee Meetings ..... 2626
- Policy 2245 Board of Directors Teleconferencing ..... 2828

## 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. ~~The General Manager shall place Board items on a future Board agenda when reasonable, based on the staff time and research necessary to prepare the item for Board consideration.~~

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 ~~through the appropriate department heads or managers~~ including ~~but not limited to~~ administration, financing, maintenance, engineering, ~~and~~ human resources, ~~and others to effect operational efficiency~~;
- c) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employment policies established by the Board of Directors;
- d) Attend~~ing~~ and participat~~ing~~e in District Board meetings, prepar~~ing~~e and present~~ing~~ reports as necessary, represent~~ing~~ 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 ~~or Work Group~~ 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. or, if a complaint concerns the General Manager, 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 ~~Chief Financial Officer/~~ 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 ~~on or before the time for the rotation of Board officers~~. 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. ~~Directors appointed to fill a vacancy shall serve from the date of appointment until the end of the term they were appointed to complete.~~

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. ~~A Director may not participate in Board meetings or exercise any authority of office until the oath has been administered and the Form 700 Assuming Office Statement has been filed.~~

2100.4 A vacancy on the Board of Directors shall occur under any circumstances defined by ~~the~~ 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 ~~hold office for the remaining balance of the unexpired term~~ 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 The Board of Directors are expected to and shall attend all regular and special meetings of the Board unless there is good cause for absence. Directors are expected to attend in person unless otherwise permitted by law. To be counted as present for ~~stipend purposes, Directors must any meeting, Directors must be present for the duration of the meeting, be present for the duration of the meeting unless excused for good cause. 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.~~

2105.1.1 Good cause for absence, including late arrivals or early departures, includes temporary illness or other unavoidable circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes authorized meeting absences including, but not limited to, attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency to participate in an official capacity.

2105.1.2 A Director who will be absent for good cause may notify the President by electronic transmission (such as email), telephone communication, or letter. The President shall notify the General Manager and the Board of all absences that are excused for good cause prior to the meeting. The minutes shall indicate whether an absence was excused.

2105.2 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.

## 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 ~~in January 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 ~~when authorized by the Board~~. 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 accurate~~ 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. ~~Clerical duties may be performed by staff, but the Secretary remains responsible for oversight of these functions~~  
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 ~~at the next regular meeting or~~ as soon as practical in accordance with Government Code §1780. The newly elected officer shall serve for the remainder of the existing officer term 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. ~~If the Secretary is also absent, the Treasurer shall preside.~~ 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.

~~2115.1.0—Requests by individual Directors for substantive information and/or research from District staff shall be channeled through the General Manager.~~

~~2115.1.0—The General Manager shall be responsible for providing the requested information and shall make all information equally available to all Directors.~~

~~2115.1.0—If writings are distributed to a majority of the Board in connection with an agenda item, those writings shall be made available to the public in the manner required by law.~~

#### ~~2115.5~~ 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. \(Political Reform Act\)](#); ~~and~~
- d) [California Government Code § 1090 \(Financial Interest in Contracts\)](#);
- e) ~~Fair Political Practices Commission and all provisions of~~ [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. ~~No Director shall be reprimanded, sanctioned, or censured for the exercise of his or her First Amendment rights.~~ 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 ~~G~~general ~~m~~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 ~~G~~general ~~m~~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 (~~reprimand~~). 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 all materials and statements presented in open session that related to the censure/sanction request, including, but not limited to, 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., and any response from the subject Director.
  - 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) (B)(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), ~~and~~ 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.

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. Reasonable per diem expenses shall not include additional costs incurred over the standard rate for upgrades in airfare, transportation, or lodging. Reasonable per diem expenses shall not include expenses incurred in taking a guest, such as a spouse or child. 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](#).

2140.2.2 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.

2140.3 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, and Values~~: The Board is responsible for establishing and regularly reviewing the District's ~~Mission and; Vision, and Core Values~~.

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 on the second and fourth Wednesday of each calendar month at 2 p.m. at District Office, 1042 Monte Cristo Lane, Santa Barbara, CA 93108. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board, 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.

~~2200.1.1—Notice of the meeting shall be provided to the local newspaper and any other media outlet or person who has requested to receive notices of meetings by serving a copy of the agenda at least 72 hours before the meeting.~~

#### ~~2200.3~~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~~the meeting shall be ~~provided~~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. ~~to the local newspaper and any other media outlet or person who has requested to receive notices of meetings by serving a copy of the agenda at least 24 hours before the meeting.~~

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.

#### ~~2200.4~~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. ~~When possible, notice shall be provided to the media outlets by telephone at least one hour before the meeting.~~](#)

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.

#### ~~2200.5~~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.

#### ~~2200.6~~2200.5 Annual Organizational Meeting

The Board of Directors shall hold an annual organizational meeting at its [first](#) regular meeting in ~~December~~[January](#). 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.

## **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. The Board has two standing committees: the Finance Committee and Operations Committee. The Board President shall appoint and publicly announce 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.

2205.1.1 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.

2205.1.2 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.

## 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. 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.

~~2205.22~~205.3 Review of Standing ~~and Temporary Advisory~~ ~~Ad Hoc~~ Committees

~~No later than~~ ~~At~~ its first regular meeting of the calendar year, and prior to making any appointments, the Board shall review each currently existing Standing ~~or Ad Hoc~~ 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 ~~Action can only be taken by the vote of the majority of the Board of Directors.~~ 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 Abstentions and Failure to Vote

Directors should not abstain from the Board's decision-making responsibilities unless a personal or financial conflict of interest exists under the Political Reform Act or common law. Directors abstaining due to a disqualifying conflict of interest shall not be counted as part of a quorum and shall be considered absent for the purposes of determining the outcome of a vote on the matter. ~~Directors who fail to vote in the absence of a declared conflict of interest shall be counted as part of a quorum and, in effect, consent that a majority of the quorum shall determine the outcome of a vote on the matter.~~

~~2210.5~~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~~General Manager, in ~~coordination cooperation~~ with the ~~Board President~~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 ~~General Manager~~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~~Five minutes may be allotted to each speaker. ~~and a maximum of 20 minutes to each subject matter.~~

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~~64~~. 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. distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board shall consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.~~

~~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. Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a fire-proof vault or in fire-resistant, locked cabinet for a minimum of 60 days. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.~~

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(g))
- c) Emergency Teleconferencing Procedures during a proclaimed state or local emergency (Gov. Code §54953.8.2(e))
- 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 ~~(SB707)~~

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)(g)
- 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(e).

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(h).

#### 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.

DRAFT





**Board of Directors**  
**Policies and Procedures**



**Montecito Sanitary District**

**Table of Contents**

**SECTION 1000 GENERAL ..... 1**

- Policy 1000 Mission Statement ..... 1
- Policy 1005 Adoption/Amendment of Policies ..... 1
- Policy 1010 Basis of Authority ..... 1
- Policy 1015 Role of the General Manager ..... 1
- Policy 1020 Board/Staff Communication ..... 2
- Policy 1025 Legal Counsel and Auditor ..... 4
- Policy 1030 Annual Review of Policies and Procedures ..... 5

**SECTION 2000 BOARD ..... 5**

**Section 2100 Board of Directors ..... 5**

- Policy 2100 Director Eligibility, Terms and Vacancies ..... 5
- Policy 2105 Attendance at Meetings ..... 5
- Policy 2110 Officers of the Board ..... 6
- Policy 2115 Board of Directors Responsibilities ..... 8
- Policy 2120 Ethical Standards ..... 8
- Policy 2125 Censure Policy ..... 9
- Policy 2130 Board Compensation Policy ..... 12
- Policy 2135 Board Memberships ..... 12
- Policy 2140 Training, Education and Conferences ..... 13
- Policy 2145 Strategic Planning and Goal Setting ..... 14

**Section 2200 Board Meetings ..... 15**

- Policy 2200 Types of Board Meetings ..... 15
- Policy 2205 Committees of the Board of Directors ..... 17
- Policy 2210 Board Actions and Decisions ..... 18
- Policy 2215 Board Meeting Agenda ..... 19
- Policy 2220 Board Meeting Conduct ..... 21
- Policy 2225 Brown Act Compliance – Open Meeting Requirements ..... 22
- Policy 2230 Minutes of Board Meetings ..... 23
- Policy 2235 Meeting Recordings ..... 25
- Policy 2240 Rules of Order for Conduct of Board and Committee Meetings ..... 25
- Policy 2245 Board of Directors Teleconferencing ..... 27

## **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 The Board of Directors are expected to and shall attend all regular and special meetings of the Board unless there is good cause for absence. Directors are expected to

attend in person unless otherwise permitted by law. To be counted as present for stipend purposes, Directors must be present for the duration of the meeting unless excused for good cause. 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.

2105.1.1 Good cause for absence, including late arrivals or early departures, includes temporary illness or other unavoidable circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes authorized meeting absences including, but not limited to, attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency to participate in an official capacity.

2105.1.2 A Director who will be absent for good cause may notify the President by electronic transmission (such as email), telephone communication, or letter. The President shall notify the General Manager and the Board of all absences that are excused for good cause prior to the meeting. The minutes shall indicate whether an absence was excused.

2105.2 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.

## **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.

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. Reasonable per diem expenses shall not include additional costs incurred over the standard rate for upgrades in airfare, transportation, or lodging. Reasonable per diem expenses shall not include expenses incurred in taking a guest, such as a spouse or child. 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.

2140.2.2 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.

2140.3 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 on the second and fourth Wednesday of each calendar month at 2 p.m. at District Office, 1042 Monte Cristo Lane, Santa Barbara, CA 93108. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board, 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.

## **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. The Board has two standing committees: the Finance Committee and Operations Committee. The Board President shall appoint and publicly announce 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.

2205.1.1 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.

2205.1.2 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.

### **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. 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 Abstentions and Failure to Vote

2210.4 Directors should not abstain from the Board's decision-making responsibilities unless a personal or financial conflict of interest exists under the Political Reform Act or common law. Directors abstaining due to a disqualifying conflict of interest shall not be counted as part of a quorum and shall be considered absent for the purposes of

determining the outcome of a vote on the matter. 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.

