

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

POLICY MANUAL



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TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category:	General	Policy 1020
Title:	Conflict of Interest	

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020

1020.1 Pursuant to the Political Reform Act of 1974, the District has adopted Section 18730 of Title 2, Division 6, California Code of Regulations as the regulatory Conflict-of-Interest Code of the District. The full text of Section 18730, together with any amendments thereto, may be found at: <http://www.fppc.ca.gov/lellal/regs/current/18730.pdf>. Any Director, Officer, Administrator, Administrative Management Consultant, Financial Management Consultant, Contract Operator, Employee or Independent Contractor involved in voting on matters, negotiating contracts, or making recommendations on purchases on behalf of the District, is subject to this code. All parties subject to the Conflict-of-Interest Code are required to file a Statement of Economic Interests (Form 700), with the District Administrator at the time of assuming their duties and on an annual basis thereafter. Annual filing of Form 700 is due by April 2nd of each year and within 30 days of leaving office or position. Disclosure of only those investments, real property, sources of income and business positions that may affect the decision-making of an individual pertaining to the Tomales Village Community Services District are required. Any person who has a conflict of interest is required to disqualify him or herself from making or participating in a decision or action that may affect their interest or have a significant monetary impact on them or their interest.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category:	General	Policy 1050
Title:	Public Records Information Request	

POLICY TITLE: Public Records Information Request
POLICY NUMBER: 1050

1050.1 Tomales Community Services District (“District”) has declared that access to information concerning the conduct of the people’s business is a fundamental and necessary right of every person. The District has prepared the following guidelines/policy to ensure that members of the public fully understand and are afforded the opportunity to use their right to inspect public records.

1050.2 Members of the public may gain access to a public record in two ways – inspecting the record at the District Administrative Office or obtaining a copy from the District. Public Records of the District are open to inspection by appointment with the District Administrator during business hours of the District. The administration office is located on the 2nd floor of Diekman's General Store, 27005 California HWY 1, Tomales, California. Original public records shall not be removed from the District office.

1050.2.1 Inspection: To facilitate the inspection of public records, specific information regarding the records requested is needed. Specific information includes the subject matter involved, the inclusive dates within which the records were created, and the names of persons involved, if any.

To ensure the integrity of the “original” records of the District, a member of the District’s staff shall remain in the room where the records are being inspected.

1050.2.2 Copies: A “Request for Copies” form is available at the front desk of the administration office. Requests are completed, in writing, and given to the District Administrator for researching and copying. Request for records may also be made by letter or email. Before copies are made, the District Secretary will inform the person making the request, the cost for copies as outlined in Exhibit “A” (Fees for Copies).

Upon a written request for copies of an identifiable public record, District staff shall endeavor to promptly provide the copy upon payment of the fee. Nevertheless, staff in all cases shall have up to ten (10) working days after receipt of the request to determine whether to comply with the request and, if not, shall within such period notify the person, in writing, making the request of such determination and the reasons therefor. As defined in Government Code Section 6256.1, Extension of time for determination in unusual circumstances; (in part, reads) In unusual circumstances, as specified in this section, the time limit prescribed in Section

6256 may be extended by written notice by the head of the agency to the person making the request setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No such notice shall specify a date that would result in an extension for more than 10 working days.

1050.2.3 Audio Recordings:

1) Unless directed otherwise, an audio recording of all meetings of the Board of Directors will be made. The recordings shall be kept for a minimum of six months from the meeting date. Recordings of Board meetings are kept for the Board Secretary's, Board Member's and the Administrator's convenience. These recordings are not the official minutes of TVCSD Board meetings.

2) Members of the public may request to inspect the recordings of Board meetings without charge on a playback machine that will be made available by the District. A \$15 charge will be incurred if the customer requests a copy of the recording on CD or other media. Members of the public who wish to request/inspect audio recordings or copies of the minutes must follow the steps outlined in the TVCSD Public Records Request Policy.

a. The District Secretary, with confirmation of the Administrator, will erase recordings as required after six months.

b. All Board Members may have copies of recordings requested at no cost

1050.3 The documents set forth below are illustrative of the categories of documents, which are not subject to inspection. In all cases, the inspection of documents shall be subject to the provisions of the Public Records Act, Government Code Sections 6250, and all that follows.

1050.3.1 § 6254. Exemption of particular records

Except as provided in Section 6254.7, nothing in this chapter shall be construed to require disclosure of records that are any of the following: (Refer to Government Code § 6254. for full text).

1) Preliminary drafts, notes, or interagency, or intra-agency memoranda which are not retained by the agency in the ordinary course of business, provided that the public interest in withholding those records clearly outweighs the public interest in disclosure.

2) Records pertaining to pending litigation to which the public agency is a party, or to claims made pursuant to Division 3.6 of the Government Code (commencing with Government Code Section 810), until the pending litigation or claim has been fully adjudicated or otherwise settled.

3) Personnel, medical, or similar files, the disclosure of which would institute an unwarranted invasion of personal privacy.

- 4) Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination.
- 5) The contents of real estate appraisals or engineering feasibility estimates and evaluations made for or by the agency relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. However, the law of eminent domain shall not be affected by this provision.
- 6) Information required from any taxpayer in connection with the collection of local taxes which is received in confidence and the disclosure of the information to the persons would result in unfair competitive disadvantage to the person supplying the information.
- 7) Records the disclosure of which is exempted or prohibited pursuant to provisions of federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.

1050.4 Whenever the District asserts that a requested document is exempt from disclosure, the District shall justify the claimed exemption by providing a written statement citing either the specific exemption involved or those facts that indicate the public is best served by claiming the exemption.

1050.5 The Public Records Act, Chapter 3.5, Division 7 of the Government Code, provides judicial relief for persons seeking to enforce their right to inspect public records.

1050.6 Subsequent to Government Code Section 6254.7, "Public Records" include any writings containing information prepared, owned, used or retained by the District and relating to the conduct of the public's business.

1050.7 A "writing" for purposes of public access may be handwriting, typewriting, printing, photostats, photography, and every other means of recording upon any form of communication or representation: including letters, words, pictures, or any combination thereof; and all papers, maps, magnetic or paper tapes, photographic films and prints, and other documents.

1050.8 A requestor who asks for electronic versions of documents should be provided with such documents if they are held in an electronic format. The District is not required to create an electronic version of a document.

EXHIBIT "A"

FEES FOR COPIES

- | | |
|--|---|
| 1. Document Copies | \$1.00/First Page Plus
\$.15/Per Page |
| 2. E-mailed Electronic Copies of Agendas of Committee Meetings | No Charge |
| 3. E-mailed Electronic Copies of Agendas of Board Meetings | No Charge |
| 4. Conflict of Interest Statement | \$.25/Per Page |
| 5. Conflict of Interest Statement (5years or older) | \$5.00/Statement |
| 6. Copy of Recordings (on District Media) | \$15.00/Recording |
| 7. Copy of Recordings (on requester's media) | \$3.00 Per Recording |

Meeting documents available online at:

http://www.tomalescsd.ca.gov/pages/tvcscd_board.html

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy 2280
Title:	Email Ethics, Usage and Security Policy	

POLICY TITLE: Email Ethics, Usage and Security Policy
POLICY NUMBER: 2280

2280.1 This policy applies to Email messages and attachments to Emails that are written by TVCSD Board members, Contractors, Committee members and Volunteers on their personal computers that are in any way related to TVCSD business.

2280.2 Email messages may constitute a District record subject to potential disclosure under the California Public Records Act.

2280.3 All messages communicated by Email must be courteous and professional in nature. Email is not to be used for gossip, sharing of personal information, or for emotional responses to business correspondence or work situations and not to be used:

2280.3.1 To discriminate, harass or disparage others based on sex, race, sexual orientation, age, national origin, religion, disability, marital status, or veteran status.

2280.3.2 For intentionally misleading, inaccurate, embarrassing, harassing, sexually explicit, profane, obscene, intimidating, and defamatory remarks, or that violate any law, regulation, or District policy.

2280.3.3 Any Emails that go out on behalf of the Board of Directors shall be copied to all Board members and the Administrator for information purposes and District records only. Emails to all Board members for information purposes are not to be “replied to all” nor are Email streams by and to all Board members allowed under the Brown Act.

2280.4 Public Records

The definition of public records includes any writing containing information related to the conduct of the public’s business, including electronic mail.

2280.5 The Brown Act

This policy adopts and follows all instances of the Ralph M. Brown Act in regards to communication by and between Board members and any subsequent amendments to the Act regarding Email.

2280.6 Anyone conducting TVCSD business should always conduct themselves in a professional manner and should never send anything by Email that should not appear in an official memorandum or letter.

2208.7 The following etiquette shall be followed at all times in all Email communications:

2280.7.1 Protect the privacy of others; carefully consider the names on a mailing list as addressees or copies.

2280.7.2 Watch punctuation and spelling as they reflect on the professionalism of the entire TVCSD. Use automatic spell and grammar checks before sending messages.

2280.7.3 Avoid on-going dialogues. If you need to have a dialogue, use the telephone or meet the person face-to-face.

2280.7.4 Respond to all Emails that request a response in a timely manner. If you cannot complete the request immediately, send an acknowledgement that the Email was received.

2280.7.5 State the subject of your message clearly in the subject line.

2280.7.6 Consider composing longer messages as a word processing document in order to complete and edit the message

2280.7.7 Clearly include your name and a way to contact you with each Email.

2280.7.8 Do not be vulgar or offensive. Electronic text allows no context or clues to convey shades of irony, sarcasm, or harmless humor.

2280.7.9 Do not publically criticize others

2280.7.10 Avoid using capital letters. Using "all caps" is the Email equivalent of SHOUTING!

2280.8 Any purpose which violates federal or state laws and regulations or District policy and regulations is prohibited.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category:	Financial	Policy 3150
Title:	Competitive Bidding	

POLICY TITLE: Competitive Bidding
POLICY NUMBER: 3150

3150.1 The purpose of this policy is to ensure that Tomales Village Community Services District (TVCS D) is obtaining its products and services at a competitive cost given the required product or service quality. This policy also establishes responsibility for the development of procedures and the bidding process. TVCS D Board of Directors has the responsibility to promote maximum competition in meeting the District's procurement needs. The TVCS D Board of Directors will develop procedures for the solicitation of competitive bids and the use of alternative means of procurement in those cases where competitive bidding cannot be reasonably or practically followed.

3150.2 Transparent procurement method in which bids from competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the bids will be evaluated. Competitive bidding aims at obtaining goods and services at the best value by stimulating competition, and by preventing favoritism. In open competitive bidding (also called open bidding) the sealed bids are opened in full view of all who may wish to witness the bid opening; in closed competitive bidding (also called closed bidding), the sealed bids are opened in presence only of the TVCS D Board of Directors.

3150.3 Annual Expenses/Project Costs greater than or equal to \$5,000 not subject to sealed bidding:

The TVCS D is required to solicit quotes/bids from at least 3 potential suppliers (assuming there are at least three feasible suppliers). The three quotes/bids are reviewed and the best value supplier selected. All quotes received are included as well as a short explanation of why the winning entity was selected (e.g., offered lowest cost, able to meet specific requirements, etc). This includes a proposed contract modification that changes the scope of a contract or increases the contract amount by more than the amount of the \$5,000 threshold.

3150.4 Recurring contracts and all expenses over \$25,000 are subject to open bidding:

If a need is recurring, the TVCS D is not required to solicit bids each year but is required to go out to do a competitive review at least once every 3-5 years, or at the term of the contract, whichever comes first and provide a summary of that review. The TVCS D Board of Directors will decide how to administer the process by either open or closed bidding. This also applies to expenses over \$25,000.

The TVCSD Board of Directors may decide to follow the open bidding process for expenses under \$25,000.

3150.5 The TVCSD Board of Directors will appoint a contact person to receive all sealed bids. This designated person *must not be a bidder*.

In order to provide maximum open and free competition, the District's purchasing procedures will not restrict or eliminate competition and, whenever appropriate, will not be brand name specific. When soliciting bids for products and/or services, the District should:

3150.5.1 Provide a clear and accurate description of the technical requirements for the product or service.

3150.5.2 Provide any and all requirements that must be fulfilled by the bidder and/or District as well as criteria that will be used during the evaluation of the bids or proposals.

3150.5.3 When applicable, provide a description of performance requirements including the range of acceptable characteristics and minimum standards.

3150.5.4 Provide any specific features of "brand name or equal" that must be met by the bidders.

3150.5.5 Accept, when applicable and feasible, products or services that conserve resources, protect the environment, and/or are energy efficient.

3150.6 Guidelines on Review of Bids:

Bid documents should include any required specifications and deadlines. All bidders will be determined to meet all requirements.

Bids received within specified timeline that meet requirements shall be considered for review. The bid should be awarded to the lowest bidder based on either cost alone or best value and/or quality. If using the best value method, rationale for selection should be documented and submitted with the contract.

Upon receipt of the competitive bids, a comparison of products and costs will be performed. Documentation verifying prices of the products and services are fair and reasonable will be maintained in the Central Purchasing files. Documentation includes, but is not limited to, advertisements, past purchases and quotes, and current list prices.

3150.7 Instances will arise where it may not be possible or appropriate to solicit competitive bids (for example, some products or services may only be available from a single source such as specialized research equipment or supply purchases; maintenance agreements; site licenses). In such situations, a sole source justification must be provided and, if compelling, will be approved by the TVCSD Board of Directors.

When a purchase involves a sole source vendor, a written justification needs to accompany the purchase request. In the event of emergency, when time is of the essence, sole source vendors may be used. The following components should be included within the justification:

- 3150.7.1** Reason the purchase is thought to be a sole source selection.
- 3150.7.2** Reason why the vendor was selected.
- 3150.7.3** Description of the selection process.
- 3150.7.4** Explanation of how the price was determined to be “reasonable.”

3150.8 TVCSD Board of Directors will only make contracts with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. When reviewing bids and offers, consideration will be given to contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

The bidder or offeror whose bid meets the criteria set forth in the solicitation and who presents the most advantageous offer relating to price, quality, and ability to provide the goods and/or services, will be awarded the contract.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category:	Board of Directors	Policy 4010
Title:	Commitment to Good Service	

POLICY TITLE: Commitment to Good Service
POLICY NUMBER: 4010

4010 Our purpose is to achieve trust, harmony, clarity and structure. We commit to achieving these goals for the TCSD Board and Administration thru understanding and respectful interaction. We will deal with conflict in a healthy way; listen intently to those who disagree and always find a satisfying and aligned solution as we step forward with unity proudly and effectively as elected or hired community members.

4010.1 As a volunteer Board Member of the Tomales Village Community Services District (TVCS D), I agree to the following commitments while serving the District:

4010.1.1 To place the community's best interests above my own; to sustain an attitude that positively promotes the goals and interests of the District; and in general, to forego personal interests when making decisions as a Board Member.

4010.1.2 To engage in lawful acts to the best of my ability, understanding that Board Members are expected to comply with the governing documents of the District and the law. This includes doing my best to become more familiar with legalities of the BOD's decisions, and to join with the BOD in seeking resources of information including any professional assistance when needed.

4010.1.3 To maintain a high standard of conduct that is above reproach and to avoid any appearance of impropriety.

4010.1.4 To demonstrate mutual respect for fellow Board Members and Members of the Community at all times, even at times when I disagree with BOD decisions, and to respect the decisions made by a majority of the BOD as I understand there may not be unanimous support for every action taken.

4010.1.5 To attend and participate in all meetings and communications to the best of my ability to be present, to come to all meetings prepared to participate, and to become familiar with the agenda and any materials distributed ahead of time to Board Members beforehand.

4010.1.6 To listen, discuss and provide thoughtful input and participate on matters that come before the BOD and the membership.

4010.1.7 To the extent email is used as one means of board communication, to refrain from having unprofessional, unkind, attacking, or accusatory

communications with Directors, vendors, contractors, community members. I will keep all email communications brief and to the point.

4010.1.8 To maintain confidentiality with respect to all BOD "closed session" meetings, discussions, and communications.

4010.1.9 To allow the Chair of meetings to do so, and to allow fellow Board Members a reasonable opportunity to speak on matters without interruption, threats or harassment.

4010.1.10 To respect parliamentary procedure at all meetings, to refrain from speaking out of turn, to avoid unnecessary or unproductive verbal sparring (participating in a business-like manner instead), to keep my temper, and to excuse myself if I cannot maintain this respect.

4010.1.11 To act as a fiduciary (trustee) of the District in financial matters and decisions that may have material effect, and to do my best to ensure that the District, the properties and the finances are well managed and fiscally well protected.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category:	Board of Directors	Policy 4040
Title:	Role of Board President	

POLICY TITLE: Role of Board President

POLICY NUMBER: 4040

- 4040.1** The *President* shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the Board to preside at each meeting in the following order: Vice-President and Secretary. If the Board Secretary is not a Director, the Directors constituting a quorum will choose the meeting conductor among themselves. The Board President shall:
- 4040.2** Oversee Board Meetings.
- 4040.3** Sign all instruments, act and carry out stated requirements and the will of the Board.
- 4040.4** Sign the minutes of the Board meetings following their approval
- 4040.5** Work in partnership with the Administrator to make sure Board resolutions are carried out.
- 4040.6** Call special meetings if necessary, giving notice as required by law.
- 4040.7** Appoint all committee members, with Board approval.
- 4040.8** Coordinate, or appoint another board member to assure the agenda reflects the wishes of the Board, the preparation of meeting agendas with the Administrator and Board Secretary.
- 4040.9** Oversee new Board member orientation.
- 4040.10** Oversee searches for contractors.
- 4040.11** Coordinate Chief Executive's annual performance evaluation.
- 4040.12** Act as spokesperson for the organization
- 4040.13** Periodically consult with Board members on their roles and help them assess their performance.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category:	Board of Directors	Policy 4042
Title:	Role of Board Vice President	

POLICY TITLE: Role of Board Vice President

POLICY NUMBER: 4042

4042.1 The *Vice-President* shall chair committees on special subjects as designated by the board. The Vice-President shall:

4042.2 Attend all Board meetings.

4042.3 Carry out special assignments as requested by the Board President.

4042.4 Understand the responsibilities of the Board President and be able to perform these duties in the President's absence.

4042.5 Reconcile the bank statements on a monthly basis.

4042.6 Participate as a vital part of the Board leadership.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category:	Board of Directors	Policy 4045
Title:	Role of Board Secretary	

POLICY TITLE: Role of Board Secretary

POLICY NUMBER: 4045

4045.1 The *Secretary* shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring the corporate records are maintained. The Secretary of the Board shall:

4045.2 Attend all Board meetings.

4045.3 Review Board minutes.

4045.4 If the Secretary is a Board member, the Secretary assumes responsibilities of the President in the absence of the Board President, President-Elect, and Vice-President.

4045.5 Provide notice of meetings of the Board when such notice is required.

4045.6 Prepare and distribute agenda packets for all Board meetings according to TVCSD policy, including agendas, minutes, resolutions, ordinances, notices and other related matters.

4045.7 Sign the minutes of the Board meetings following their approval.

4045.8 Certify or attest to actions taken by the Board when required.

4045.9 Give the Oath of Office to all incoming Board members.

4045.10 Be responsible for receiving, forwarding and retaining statements of economic interest (700 Form) or campaign statements in accordance with California Code Regulations, Title 2, Section 18227.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category:	Board of Directors	Policy 4047
Title:	Role of District Treasurer	

POLICY TITLE: Role of District Treasurer

POLICY NUMBER: 4047

4047.1 The position of *District Treasurer* is required by state law (Government Code Section 61050(b)). The Board has designated an alternative depository for its funds pursuant to Government Code Section 61053, such that the Marin County Treasurer is not serving the District. The Board will appoint an individual who is not a Director, to act as District Treasurer. The Board shall require the District Treasurer to be bonded. The District shall pay the cost of the bonds (Government Code Section 61050(f)).

4047.2 Duties and responsibilities of the District Treasurer:

4047.2.1 Understand financial accounting for nonprofit and government organizations.

4047.2.2 Adopt a system of accounting and auditing that shall completely and at all times show the District's financial condition and that shall adhere to generally accepted accounting principles.

4047.2.3 Follow the procedure for drawing and signing checks for payroll and claims against the District.

4047.2.4 Determine if claims and demands against the District conform to the District's approved budget.

4047.2.5 Maintain knowledge of the organization and personal commitment to its goals and objectives.

4047.2.6 Review Board actions related to the Board's financial responsibilities.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category:	Board of Directors	Policy 4050
Title:	Role of Directors	

POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 4050

- 4050.1** Directors will attend all Board meetings and functions, such as special events.
- 4050.2** Directors shall be informed about the organization's mission, services, policies, and program.
- 4050.3** Directors shall review agenda and supporting materials prior to Board and committee meetings.
- 4050.4** Directors will inform others about the organization.
- 4050.5** Directors shall suggest possible committee nominees who can make significant contributions to the work of the Board and the organization.
- 4050.6** Directors will keep up-to-date on developments in the organization's field.
- 4050.7** Directors shall follow Board conflict of interest and confidentiality policies.
- 4050.8** Directors will assist the Board in carrying out its fiduciary responsibilities, such as participating in the budget process each month and reviewing the organization's annual financial statements.
- 4050.9** Directors will be prepared to conduct the Board meeting in the case of multiple Director absences.
- 4050.10** All Directors shall be required to partake in Board Member Training provided by California Special Districts Association or similar industry or government organization (i.e. California Water Environment Association, California Rural Water Association, Rural Community Assistance Corporation, Special Districts Leadership Foundation, Association of Bay Area Governments, etc)
 - 4050.10.1** All Directors shall complete the two-hour California Local Agency Ethics Training (per CA AB 1234) within six months of taking office and every two years after that.
 - 4050.10.2** All Directors shall complete the two-hour Sexual Harassment Awareness for Supervisors Training (per CA AB 1825) within six months of taking office and every two years after that.

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category:	Board of Directors	Policy 4060
Title:	Committees of the Board of Directors	

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4060

4060.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4060.2 The following standing committees can be appointed at the discretion of the Board:

4060.2.1 Financial Advisory Committee;

4060.2.2 Park Advisory Committee;

4060.3 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January. Committee Members need not be board members, but serve at the pleasure of the board. Any person wishing to be a committee member, shall notify the District Administrator each year, and if new, will complete the application for the committee they choose.

4060.3.1 Standing Committee members will satisfactorily complete mandatory two hour ethics training at the District's expense within one month of being appointed to the Committee.

4060.3.2 Standing Committee members who are assigned or reassigned to any District Committee will only be required to repeat the ethics training if two years have elapsed since their last completion of the course.

4060.4 The Board's standing committees may be assigned to review CSD functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4060.4.1 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

4060.5 The Board's standing Financial Advisory Committee shall be utilized to provide financial oversight on behalf of the Board of Directors. The Financial Advisory Committee shall:

4060.5.1 Review Monthly Financial Statements and Expenditure Details with Staff and make recommendations to the Board.

4060.5.2 Review other financial reports and issues with the District Staff as directed by the Board.

4060.5.3 Review the Annual Budget with Staff and make recommendations to the Board.

4060.5.4 Work with Staff on financial issues, revenue and expenditure issues as directed by the Board.

4060.5.5 Review and advise the Board on all expenditures over \$5,000.

4060.6 The Board's standing Park Advisory Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District and community goals regarding the Park.

4060.7 The full Board of Directors shall be responsible for approving and carrying out these duties for the Tomales Village Community Services District

TOMALES VILLAGE COMMUNITY SERVICES DISTRICT

Category:	Board of Directors	Policy 4075
Title:	Media Communications	

POLICY TITLE: Media Communications

POLICY NUMBER: 4075

4075.1 The Tomales Community Services District provides certain services to the community of Tomales, as authorized by the Government Code, District Ordinances and the Resolutions and Other Actions of the Board of Directors of the District. District policy is established by the Board.

Because of the variety and complexity of the District's functions, communications by the District to its customers and residents concerning the business of the District, must be clear, correct and consistent, and must accurately reflect the actions and policies of the Board of Directors.

The need for clear and correct communications extends to all matters of District business that have, or could have, an effect on residents and customers; including, but not limited to, the status of services and construction, notices of hearings and matters to be considered by the Board, upcoming events, and long-range plans affecting the District.

For the foregoing reasons, it is the policy of the Board of Directors that all communications to the media, including communications to newspapers, television, radio, etc., which are, or could be, perceived of as statements by the District on matters of District Business, shall be reviewed in advance by the President of the Board of Directors. Requests for comments on behalf of the District, or inquiries which could be construed as requests for comments on behalf of the District shall be referred to the President, or to appropriate counsel.

Statements by management for articles and interviews for newspapers or newsletters which express policies or positions of the District, or which could be construed as being made on behalf of the District, shall be reviewed prior to their communication by the President of the Board, or if the President is unavailable, the Vice President.