

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Finance/Policy Committee Meeting

Chair: *Gary Sipperley*
Co-Chair: *Eileen Mannix*

VIDEO TELECONFERENCE
January 5, 2022 1:30 p.m.

IMPORTANT NOTICE:

To help slow the spread of COVID-19, the District offices are closed to the public. Under the Governor's Executive Order N-25-20, this meeting will be held remotely by teleconference using Zoom:

- Videoconference Link: <https://us02web.zoom.us/j/89841264998>
- Meeting ID: 898 4126 4998
- Telephone: (669) 900-6833

ANYONE CAN PARTICIPATE IN THIS MEETING: see details at the end of this agenda.

AGENDA

1. **Discuss COVID-19 Special District Relief Fund allocation.**
2. **Discuss Administration Office Roof Replacement Project.**
3. **Review draft Fiscal Year 2021-22 mid-year budget adjustment.**
4. **Annual review of Policy #3015 – Investment Policy.**
5. **Review Policy #4090 - Policy 4090 – Training, Education and Conferences.**
6. **Review Policy #5010 – Board Meetings.**
7. **Adjourn.**

HOW TO OBSERVE THIS MEETING:

The public can observe and participate in a meeting as follows:

- **Computer:** Join the videoconference by clicking the videoconference link located at the top of this agenda or on our website. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.

- **Smart Phone/Tablet:** Join the videoconference by clicking the videoconference link located at the top of this agenda OR log in through the Zoom mobile app and enter the Meeting ID# and Password found at the top of this agenda. You may be prompted to enter your name and email. Your email will remain private and you may enter “anonymous” for your name.
- **Telephone:** Listen to the meeting by calling Zoom at (4669) 900-6833. Enter the Meeting ID# listed at the top of this agenda, followed by the pound (#) key.

* NOTE: your personal video will be disabled and your microphone will be automatically muted.

FOR MORE DETAILED INSTRUCTIONS, CLICK [HERE](#)

HOW TO SUBMIT PUBLIC COMMENTS:

The public will have an opportunity to comment before and after the meeting as follows:

- **Before the Meeting:** If you cannot attend the meeting, you may:
 - Email comments to ksilva@twainhartecsd.com, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments.
 - Mail comments to THCS Board Secretary: P.O. Box 649, Twain Harte, CA 95383
- **During the Meeting:** The public will have opportunity to provide comment before and after the meeting as follows:
 - Computer/Tablet/Smartphone: Click the “Raise Hand” icon and the host will unmute your audio when it is time to receive public comment. If you would rather make a comment in writing, you may click on the “Q&A” icon and type your comment. You may need to tap your screen or click on “View Participants” to make icons visible.



- Telephone: The host will provide a time during each public comment period where telephone participants will be unmuted and enabled to share comments.

* NOTE: If you wish to speak on an item on the agenda, you are welcome to do so during consideration of the agenda item itself. If you wish to speak on a matter that does not appear on the agenda, you may do so during the Public Comment period. Persons speaking during the Public Comment will be limited to five minutes, or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. Except as otherwise provided by law, no action or discussion shall be taken/conducted on any item not appearing on the agenda. Public comments must be addressed to the board as a whole through the President. Comments to individuals or staff are not permitted.

ACCESSIBILITY:

Board meetings are accessible to people with disabilities. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (209) 586-3172.

WRITTEN MEETING MATERIALS:

If written materials relating to items on this Agenda are distributed to Board members prior to the meeting, such materials will be made available for public inspection on the District's website:
www.twainhartecsd.com

Tom Trott

From: Dane Wadle <danew@csga.net>
Sent: Friday, December 17, 2021 7:03 AM
To: Dane Wadle
Subject: FW: Congratulations! You Were Funded: Awardees Announced for \$100 M Special District COVID-19 Relief Fund

Good morning:

I want to make sure you saw this email from CSGA's CEO Neil McCormick.

Your district was awarded funding from the Special District COVID-19 Relief Fund!

This list of awardees and amounts are available at: [Final Auditor Controller Allocation Schedule - COVID-19 Fiscal Relief for SDs.pdf \(higherlogicdownload.s3.amazonaws.com\)](#)

Congratulations and thank you again for your advocacy efforts. These funds would not have been possible without the legislative engagement of districts across the state.

Please do not hesitate to contact me with any questions.

Sincerely,

Dane

Dane Wadlé, CPFO

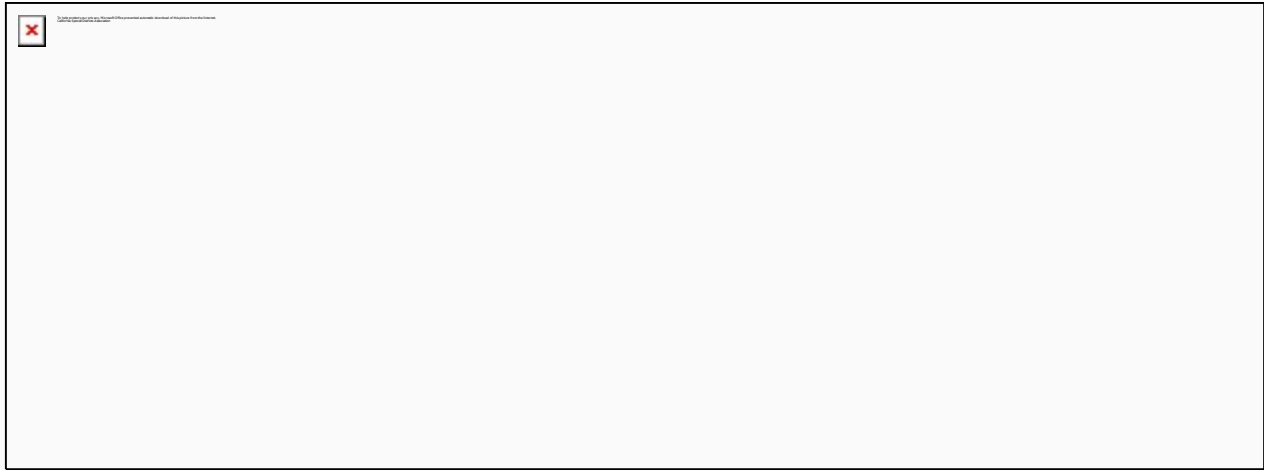
Senior Public Affairs Field Coordinator – Sierra Network

California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
877.924.2732 office
916.442.7889 fax
www.csga.net

A Proud California Special Districts Alliance Partner.
California Special Districts Association
Special District Risk Management Authority
CSGA Finance Corporation



From: Neil McCormick <neilm@csga.net>
Sent: Thursday, December 16, 2021 5:26 PM
To: Dane Wadle <danew@csga.net>
Subject: Congratulations! You Were Funded: Awardees Announced for \$100 M Special District COVID-19 Relief Fund



\$100 Million Special District Relief Fund Dispersments

You are receiving this email because your application for the \$100 million COVID-19 Independent Special District Relief Fund was funded. Congratulations!

- **List of Awardees:** A list of awardees is available on the [CSDA COVID-19 Take Action page](#).
- **Timing:** The State Controllers Office made allocations to County-Auditor Controllers December 15, 2021. Counties have 30 days to disperse funds to the special district recipients.
- **Questions:** For questions regarding allocations, email SDrelief@dof.ca.gov

Thank Your Legislator – Toolkit

California Special Districts Association (CSDA) has compiled a [toolkit of templates](#) and guidelines for you to use to thank your Legislators. Following a year of hard work and requests on the Legislature and Administration to support special districts by providing funding relief, this is a great way to give thanks and continue to bolster your relationships with your elected representatives.

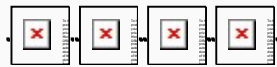
The toolkit includes the following downloadable resources:

- [3 Sample Social Media Posts](#)
- [Template Thank You Letter \(can also be used as an email\)](#)
- [Template District Press Release](#)
- [Guidelines for Submitting Letters to the Editor](#)
- Click here to [Find Your State Legislators](#)

As you may know, the CSDA secured these funds statewide for independent districts like yours. Our advocacy efforts included:

- Building a statewide coalition of over 750 signatories.
- Conducting over 100 meetings with State Legislators and their staff.
- Holding more than 60 meetings with Administration officials, State Department of Finance (DoF), committee staff, and Legislative leadership.
- Bringing forward over 200 special district officials to tell their stories following a prep session with CSDA.

This would not be possible without the support of districts like yours through membership and your willingness to engage in our advocacy efforts on your behalf. We thank you for your efforts on this most important funding campaign and are thrilled that your district has now not been left without access to relief.



California Special Districts Association
1112 I Street, Suite 200, Sacramento CA, 95814
877.924.2732 | www.csda.net

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**COVID-19 Fiscal Relief for Special Districts
Allocations by Special District and County**

Alameda	\$ 9,085,375.00
Alameda County Mosquito Abatement District	\$ 50,241.00
Alameda County Resource Conservation District	\$ 548,642.00
Dublin San Ramon Services District	\$ 2,847,966.00
East Bay Regional Park District	\$ 564,092.00
Eden Township Healthcare District	\$ 1,250,663.00
Hayward Area Recreation and Park District	\$ 1,007,307.00
Livermore Area Recreation and Park District	\$ 1,223,460.00
Oro Loma Sanitary District (Alameda)	\$ 23,821.00
Union Sanitary District (Alameda)	\$ 1,569,183.00
Alpine	\$ 95,675.00
Bear Valley Water District	\$ 95,675.00
Amador	\$ 175,034.00
Jackson Valley Irrigation District	\$ 167,246.00
Volcano Community Services District	\$ 7,788.00
Butte	\$ 1,435,595.00
Durham Recreation and Park District	\$ 93,798.00
Feather River Recreation and Park District	\$ 278,252.00
Paradise Irrigation District	\$ 1,024,700.00
Paradise Recreation and Park District	\$ 38,845.00
Calaveras	\$ 696,638.00
Mark Twain Health Care District	\$ 347,687.00
San Andreas Recreation and Park District	\$ 6,532.00
Valley Springs Public Utility District	\$ 342,419.00
Colusa	\$ 42,059.00
Arbuckle Park and Recreation District	\$ 42,059.00
Contra Costa	\$ 3,329,425.00
Alamo-Lafayette Cemetery District	\$ 67,587.00
Central Contra Costa Sanitary District (Contra Costa)	\$ 996,177.00
Contra Costa Resource Conservation District	\$ 5,868.00
East Contra Costa Fire Protection District	\$ 24,296.00
Ironhouse Sanitary District (Contra Costa)	\$ 4,066.00
Kensington Police Protection and Community Services District	\$ 387,210.00
Mountain View Sanitary District (Contra Costa)	\$ 44,309.00
Pleasant Hill Recreation and Park District	\$ 1,314,137.00
Rodeo-Hercules Fire Protection District	\$ 276,087.00
West County Wastewater District (Contra Costa)	\$ 209,688.00
Del Norte	\$ 608,262.00
Crescent City Harbor District	\$ 486,658.00
Smith River Community Services District	\$ 121,604.00
El Dorado	\$ 1,387,027.00
Cameron Park Community Services District	\$ 193,788.00
El Dorado County Fire Protection District	\$ 114,115.00
El Dorado Hills Community Services District	\$ 212,314.00
El Dorado Irrigation District	\$ 550,390.00
Fallen Leaf Lake Community Services District	\$ 308,607.00
Tahoe Resource Conservation District	\$ 7,813.00

**COVID-19 Fiscal Relief for Special Districts
Allocations by Special District and County**

Fresno	\$ 11,140,649.00
Bluffs Community Services District	\$ 61,213.00
Calwa Recreation and Park District	\$ 252,148.00
Central Valley Pest Control District	\$ 39,344.00
Clovis Veterans Memorial District	\$ 203,526.00
Coalinga-Huron Recreation and Park District	\$ 476,702.00
Fresno County Fire Protection District	\$ 865,207.00
Fresno Metropolitan Flood Control District	\$ 199,342.00
Fresno Mosquito and Vector Control District	\$ 98,032.00
Fresno-Westside Mosquito Abatement District	\$ 122,362.00
James Irrigation District	\$ 131,738.00
North Central Fire Protection District	\$ 74,832.00
Panoche Water District	\$ 631,567.00
Sierra Resource Conservation District	\$ 2,314,180.00
Westlands Water District	\$ 5,670,456.00
Humboldt	\$ 1,150,721.00
Fruitland Ridge Fire Protection District	\$ 6,611.00
Humboldt County Resource Conservation District	\$ 853,252.00
North Humboldt Recreation and Park District	\$ 290,858.00
Imperial	\$ 543,191.00
Bombay Beach Community Service District	\$ 15,305.00
Heber Public Utility District	\$ 447,385.00
Seeley County Water District	\$ 80,501.00
Inyo	\$ 120,303.00
Big Pine Cemetery District	\$ 35,846.00
Eastern Sierra Community Services District	\$ 57,214.00
Southern Inyo Fire Protection District	\$ 27,243.00
Kern	\$ 4,281,321.00
Arvin Community Services District	\$ 14,087.00
Bear Mountain Recreation and Park District	\$ 8,990.00
Bear Valley Community Services District	\$ 4,493.00
Cemetery District No. 1	\$ 45,373.00
East Kern Health Care District	\$ 17,875.00
Lamont Public Utility District	\$ 455,606.00
McFarland Recreation and Park District	\$ 211,712.00
North of the River Recreation and Park District	\$ 486,471.00
Semitropic Water Storage District	\$ 2,304,095.00
Stallion Springs Community Services District	\$ 4,522.00
Tehachapi Valley Recreation and Park District	\$ 203,329.00
West Side Cemetery District	\$ 80,254.00
West Side Recreation and Park District	\$ 436,331.00
Wheeler Ridge-Maricopa Water Storage District	\$ 8,183.00
Lake	\$ 192,968.00
Hidden Valley Lake Community Services District	\$ 116,992.00
Lake County Vector Control District	\$ 75,976.00
Lassen	\$ 164,475.00
Herlong Public Utility District	\$ 76,891.00
Lassen Library District	\$ 87,584.00

**COVID-19 Fiscal Relief for Special Districts
Allocations by Special District and County**

Los Angeles	\$ 4,028,537.00
Antelope Valley Resource Conservation District	\$ 86,608.00
Beach Cities Health District	\$ 1,130,937.00
Metropolitan Water District of Southern California	\$ 183,675.00
Palm Ranch Irrigation District	\$ 116,763.00
Palos Verdes Library District	\$ 134,109.00
West Basin Municipal Water District	\$ 2,376,445.00
Madera	\$ 1,665,635.00
Chowchilla Memorial Healthcare District	\$ 444,626.00
Madera Irrigation District	\$ 1,221,009.00
Marin	\$ 2,407,993.00
Inverness Public Utility District	\$ 966.00
Marin County Resource Conservation District	\$ 212,270.00
Marinwood Community Services District	\$ 337,424.00
Novato Fire Protection District	\$ 33,154.00
Ross Valley Sanitary District	\$ 15,717.00
Sanitary District No. 5 (Marin)	\$ 167,484.00
Sausalito-Marín City Sanitary (Marin)	\$ 1,106,828.00
Southern Marin Fire Protection District	\$ 54,666.00
Strawberry Recreation District	\$ 285,759.00
Tamalpais Community Services District	\$ 182,971.00
Tiburon Fire Protection District	\$ 10,754.00
Mendocino	\$ 2,132,696.00
Albion-Little River Fire Protection	\$ 88,124.00
Coast Life Support District	\$ 59,291.00
Gualala Community Services District	\$ 150,683.00
Mendocino Coast Recreation and Park District	\$ 602,160.00
Noyo Harbor District	\$ 1,232,438.00
Mono	\$ 15,994.00
Antelope Fire Protection District	\$ 15,994.00
Monterey	\$ 1,936,009.00
Greenfield Recreation and Park District	\$ 36,406.00
Monterey County Regional Fire Protection District	\$ 70,622.00
Monterey Peninsula Regional Park District	\$ 1,059,975.00
Moss Landing Harbor District	\$ 329,207.00
North County Public Recreation District	\$ 168,717.00
Pajaro/Sunny Mesa Community Services District	\$ 55,009.00
Soledad-Mission Recreation and Park District	\$ 182,258.00
Spreckels Memorial District	\$ 33,815.00
Napa	\$ 372,660.00
Napa County Regional Park and Open Space District	\$ 372,660.00
Nevada	\$ 1,228,827.00
Nevada-Sierra Connecting Point Public Authority	\$ 628,068.00
Rough and Ready Fire Protection District	\$ 187,163.00
Truckee Fire Protection District	\$ 17,562.00
Truckee-Donner Recreation and Park District	\$ 396,034.00
Orange	\$ 1,384,739.00
Buena Park Library District	\$ 315,979.00

**COVID-19 Fiscal Relief for Special Districts
Allocations by Special District and County**

Costa Mesa Sanitary District (Orange)	\$ 485,395.00
Midway City Sanitary District (Orange)	\$ 258,866.00
Orange County Cemetery District	\$ 40,155.00
Orange County Mosquito and Vector Control District	\$ 17,034.00
Placentia Library District	\$ 56,317.00
Rossmoor Community Services District	\$ 48,578.00
Silverado - Modjeska Recreation and Park District	\$ 108,681.00
South Coast Water District	\$ 53,734.00
Placer	\$ 1,057,189.00
Auburn Cemetery District	\$ 3,000.00
Auburn Recreation and Park District	\$ 334,974.00
Olympic Valley Public Service District	\$ 36,581.00
Placer Mosquito and Vector Control District	\$ 52,954.00
South Placer Fire Protection District	\$ 133,337.00
South Placer Municipal Utility District	\$ 241,932.00
Tahoe City Public Utility District	\$ 254,411.00
Plumas	\$ 330,947.00
Almanor Recreation and Park District	\$ 45,375.00
Central Plumas Recreation District	\$ 65,466.00
Gold Mountain Community Services District	\$ 84,264.00
Hamilton Branch Community Services District	\$ 24,834.00
Indian Valley Recreation and Park District	\$ 33,766.00
Meadow Valley Fire Protection District	\$ 35,966.00
Quincy Fire Protection District	\$ 41,276.00
Riverside	\$ 1,296,349.00
Beaumont Cherry Valley Recreation and Park District	\$ 310,206.00
Beaumont Library District	\$ 22,318.00
Coachella Valley Cemetery District	\$ 57,512.00
Coachella Valley Mosquito and Vector Control District	\$ 14,503.00
Desert Recreation District	\$ 847,768.00
Idyllwild Water District	\$ 30,158.00
Palm Springs Cemetery District	\$ 4,122.00
Valley-Wide Recreation and Park District	\$ 9,762.00
Sacramento	\$ 7,215,824.00
Arden Manor Recreation and Park District	\$ 83,092.00
Arden Park Recreation and Park District	\$ 162,026.00
Cordova Recreation and Park District	\$ 15,881.00
Cosumnes Community Services District	\$ 3,981,404.00
Fair Oaks Recreation and Park District	\$ 219,459.00
Fulton-El Camino Recreation and Park District	\$ 537,418.00
Herald Fire Protection District	\$ 415,139.00
North Highlands Recreation and Park District	\$ 742,013.00
Orangevale Recreation and Park District	\$ 250,009.00
Rio Linda-Elverta Parks and Recreation Area (Sacramento)	\$ 104,805.00
Sacramento Metropolitan Fire District	\$ 409,972.00
Sacramento-Yolo Mosquito and Vector Control District	\$ 39,897.00
Sloughhouse Resource Conservation District	\$ 17,360.00
Southgate Recreation and Park District	\$ 237,349.00

**COVID-19 Fiscal Relief for Special Districts
Allocations by Special District and County**

San Benito	\$ 284,538.00
Pacheco Pass Water District	\$ 230,354.00
San Benito Resource Conservation District	\$ 54,184.00
San Bernardino	\$ 5,577,878.00
Apple Valley Fire Protection District	\$ 1,109,761.00
Apple Valley Foothill County Water District	\$ 4,336.00
Chino Valley Independent Fire District	\$ 3,320,209.00
Helendale Community Services District	\$ 126,934.00
Hesperia Recreation and Park District	\$ 514,127.00
Inland Empire Utilities Agency	\$ 12,303.00
Mojave Water Agency	\$ 6,123.00
Rim of the World Recreation and Park District	\$ 323,583.00
San Bernardino Valley Water Conservation District	\$ 37,549.00
West Valley Mosquito and Vector Control District	\$ 122,953.00
San Diego	\$ 6,268,072.00
Grossmont Healthcare District	\$ 47,117.00
Lakeside Fire Protection District	\$ 1,365,612.00
North County Fire Protection District (San Diego)	\$ 1,459,698.00
Olivenhain Municipal Water District	\$ 43,561.00
Rancho Santa Fe Fire Protection District	\$ 1,154,981.00
San Miguel Consolidated Fire Protection District	\$ 2,129,691.00
Valley Center Fire Protection District	\$ 67,412.00
San Joaquin	\$ 2,957,033.00
Escalon Consolidated Fire Protection District	\$ 651,404.00
Linden-Peters Fire Protection District	\$ 45,478.00
Mokelumne Rural Fire Protection District	\$ 121,013.00
Port of Stockton	\$ 772,817.00
San Joaquin County Mosquito and Vector Control	\$ 98,519.00
South San Joaquin Irrigation District	\$ 1,134,711.00
Tracy Fire Protection District	\$ 26,965.00
Waterloo-Morada Fire Protection District	\$ 18,578.00
Woodbridge Fire Protection District	\$ 87,548.00
San Luis Obispo	\$ 364,832.00
Cambria Community Healthcare District	\$ 165,533.00
Cambria Community Services District	\$ 25,643.00
Port San Luis Harbor District	\$ 16,890.00
San Simeon Community Services District	\$ 135,231.00
Templeton Community Services District	\$ 9,535.00
Upper Salinas/Las Tablas Resource Conservation District	\$ 12,000.00
San Mateo	\$ 2,206,980.00
Highlands Recreation Community Services District	\$ 454,025.00
Menlo Park Fire Protection District	\$ 43,225.00
Peninsula Health Care District	\$ 817,512.00
San Mateo County Harbor District	\$ 122,718.00
San Mateo County Mosquito and Vector Control District	\$ 91,298.00
Sequoia Healthcare District	\$ 678,202.00
Santa Barbara	\$ 1,449,622.00
Goleta Sanitary District (Santa Barbara)	\$ 279,115.00

**COVID-19 Fiscal Relief for Special Districts
Allocations by Special District and County**

Isla Vista Community Services District	\$ 53,063.00
Isla Vista Recreation and Park District	\$ 697,940.00
Mission Hills Community Services District	\$ 16,676.00
Montecito Sanitary District (Santa Barbara)	\$ 362,374.00
Santa Ynez River Water Conservation District	\$ 40,454.00
Santa Clara	\$ 1,107,373.00
Midpeninsula Regional Open Space District	\$ 12,496.00
Santa Clara Valley Water District	\$ 1,019,735.00
South Santa Clara Valley Memorial District	\$ 75,142.00
Santa Cruz	\$ 386,684.00
Aptos-La Selva Fire Protection Services	\$ 23,450.00
Boulder Creek Recreation and Park District	\$ 230,654.00
Central Fire Protection District (Santa Cruz)	\$ 5,892.00
La Selva Beach Recreation District	\$ 31,840.00
Resource Conservation District of Santa Cruz County	\$ 23,484.00
Santa Cruz Port District	\$ 71,364.00
Shasta	\$ 1,237,669.00
Anderson-Cottonwood Irrigation District	\$ 94,404.00
Western Shasta Resource Conservation District	\$ 1,143,265.00
Siskiyou	\$ 345,240.00
Dunsmuir Recreation and Park District	\$ 4,858.00
Shasta Valley Resource Conservation District	\$ 339,827.00
Weed Recreation and Park District	\$ 555.00
Solano	\$ 996,408.00
Greater Vallejo Recreation District	\$ 594,359.00
Silveyville Cemetery District	\$ 2,000.00
Solano Resource Conservation District	\$ 38,492.00
Suisun Resource Conservation District	\$ 361,557.00
Sonoma	\$ 1,672,762.00
Cazadero Community Services District	\$ 5,267.00
Gold Ridge Resource Conservation District	\$ 320,306.00
Marin/Sonoma Mosquito and Vector Control District	\$ 173,632.00
Monte Rio Recreation and Park District	\$ 57,641.00
Petaluma Health Care District	\$ 395,905.00
Russian River Recreation and Park District	\$ 503,531.00
Sonoma County Fire District	\$ 216,480.00
Stanislaus	\$ 1,317,536.00
Del Puerto Health Care District	\$ 128,747.00
Salida Sanitary District (Stanislaus)	\$ 15,610.00
Stanislaus Consolidated Fire Protection District	\$ 949,778.00
Turlock Fire Protection District	\$ 223,401.00
Sutter	\$ 34,100.00
Sutter County Resource Conservation District	\$ 34,100.00
Tehama	\$ 21,243.00
Resource Conservation District of Tehama County	\$ 21,243.00
Toulumne	\$ 292,915.00
Groveland Community Services District	\$ 16,104.00
Jamestown Sanitary District (Tuolumne)	\$ 8,118.00

**COVID-19 Fiscal Relief for Special Districts
Allocations by Special District and County**

Tuolumne City Sanitary District	\$ 229,859.00
Twain Harte Community Services District	\$ 38,834.00
Trinity	\$ 203,505.00
Trinity County Resource and Water Conservation District	\$ 161,556.00
Trinity Public Utilities District	\$ 25,479.00
Weaverville / Douglas City Parks and Recreation District	\$ 16,470.00
Tulare	\$ 6,630,626.00
Delta Vector Control District	\$ 188,365.00
Exeter District Ambulance	\$ 64,528.00
Lower Tule River Irrigation District	\$ 37,746.00
Southern Tulare County Citrus Pest Control District	\$ 77,851.00
Tulare Local Healthcare District	\$ 6,019,980.00
Tulare Mosquito Abatement District	\$ 137,531.00
Visalia Memorial District	\$ 104,625.00
Ventura	\$ 3,832,603.00
Casitas Municipal Water District	\$ 112,459.00
Channel Islands Beach Community Services District	\$ 42,487.00
Conejo Recreation and Park District	\$ 178,195.00
Pleasant Valley Recreation and Park District	\$ 230,484.00
Rancho Simi Recreation and Park District	\$ 3,259,166.00
Ventura Port District	\$ 9,812.00
Yolo	\$ 790,264.00
Knights Landing Cemetery District	\$ 22,684.00
Yolo County Flood Control and Water Conservation District	\$ 542,374.00
Yolo County Resource Conservation District	\$ 14,332.00
Yolo Fire Protection District	\$ 210,874.00

Twain Harte Community Services District
2021/2022 MID-YEAR BUDGET

	WATER			SEWER			FIRE			PARK			ADMIN			TOTAL
	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	Approved	Requested	% Diff	PROJECTED
Revenue																
Service Charges	\$ 1,480,003	\$ 1,487,008	0%	\$ 1,138,433	\$ 1,139,135	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ -	\$ -	0%	\$ 2,626,144
Fees	18,520	18,180	-2%	14,820	14,820	0%	-	-	0%	3,500	5,000	43%	-	-	0%	38,000
Taxes & Assessments	113,703	114,813	1%	-	-	0%	1,190,422	1,220,450	3%	139,366	141,017	1%	-	-	0%	1,476,280
Grants & Donations	225,000	225,371	0%	135,000	200,771	49%	251,900	292,489	16%	384,000	570,301	49%	-	23,998	23998%	1,312,930
Other Revenue	8,000	7,425	-7%	5,500	5,075	-8%	35,600	210,990	493%	4,700	4,100	-13%	1,000	1,000	0%	228,590
Total Program Revenue	\$ 1,845,226	\$ 1,852,797	0%	\$ 1,293,753	\$ 1,359,801	5%	\$ 1,477,922	\$ 1,723,929	17%	\$ 531,566	\$ 720,418	36%	\$ 1,000	\$ 24,998	2400%	\$ 5,681,943
Admin Revenue Allocation	470	11,749	2400%	250	6,250	2400%	180	4,500	2400%	100	2,500	2400%	(1,000)	(24,998)	2400%	1
GRAND TOTAL REVENUE	\$ 1,845,696	\$ 1,864,546	1%	\$ 1,294,003	\$ 1,366,051	6%	\$ 1,478,102	\$ 1,728,429	17%	\$ 531,666	\$ 722,918	36%	\$ -	\$ -	0%	\$ 5,681,944
Operating Expenses																
Salaries	\$ 317,932	\$ 319,593	1%	\$ 180,287	\$ 177,120	-2%	\$ 522,013	\$ 609,557	17%	\$ 5,157	\$ 5,062	-2%	\$ 362,571	\$ 364,866	1%	\$ 1,476,198
Benefits	156,235	173,312	11%	86,493	95,617	11%	248,349	244,824	-1%	2,736	2,862	5%	168,996	168,525	0%	685,140
Equip, Auto, Maint, & Repairs	140,000	141,500	1%	72,500	76,300	5%	107,700	123,700	15%	48,450	47,250	-2%	18,600	16,600	-11%	405,350
Materials & Supplies	46,000	45,800	0%	5,800	5,900	2%	12,350	9,700	-21%	1,600	1,600	0%	4,750	4,750	0%	67,750
Outside Services	253,800	254,400	0%	153,200	215,900	41%	45,300	45,300	0%	4,400	4,400	0%	25,900	25,900	0%	545,900
Other (Utilities, Prop/Liab Ins, TUD)	161,625	168,384	4%	517,605	515,400	0%	92,650	95,100	3%	23,900	27,600	15%	66,700	68,650	3%	875,134
Debt Service	188,769	188,769	0%	16,994	16,994	0%	84,586	84,586	0%	-	-	0%	-	-	0%	290,349
Total Program Expenses	\$ 1,264,361	\$ 1,291,758	2%	\$ 1,032,879	\$ 1,103,230	7%	\$ 1,112,948	\$ 1,212,767	9%	\$ 86,243	\$ 88,774	3%	\$ 647,516	\$ 649,290	0%	\$ 4,345,820
Administrative Cost Allocation	304,333	305,166	0%	161,879	162,323	0%	116,553	116,872	0%	64,752	64,929	0%	(647,516)	(649,290)	0%	-
GRAND TOTAL OPERATING EXPENSES	\$ 1,568,694	\$ 1,596,924	2%	\$ 1,194,758	\$ 1,265,553	6%	\$ 1,229,501	\$ 1,329,639	8%	\$ 150,995	\$ 153,703	2%	\$ -	\$ -	0%	\$ 4,345,820
TOTAL OPERATING BALANCE	\$ 277,002	\$ 267,622		\$ 99,246	\$ 100,498		\$ 248,601	\$ 398,790		\$ 380,671	\$ 569,214		\$ -	\$ -		
Capital Expenses																
Capital Outlay	808,850	782,550	-3%	447,150	454,100	2%	469,500	504,100	7%	368,000	604,791	64%	-	-	0%	2,345,541
Adminstrative Capital Allocation	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%	-
Total Capital Expenses	\$ 808,850	\$ 782,550	-3%	\$ 447,150	\$ 454,100	2%	\$ 469,500	\$ 504,100	7%	\$ 368,000	\$ 604,791	64%	\$ -	\$ -		\$ 2,345,541
GRAND TOTAL EXPENSES	\$ 2,377,544	\$ 2,379,474	0%	\$ 1,641,908	\$ 1,719,653	5%	\$ 1,699,001	\$ 1,833,739	8%	\$ 518,995	\$ 758,494	46%	\$ -	\$ -	0%	\$ 6,691,361
Transfer To/(From) Reserve	\$ (531,848)	\$ (514,928)		\$ (347,904)	\$ (353,602)		\$ (220,899)	\$ (105,310)		\$ 12,671	\$ (35,577)		\$ -	\$ -		\$ (1,009,416)

Twain Harte Community Services District

2021-2022 MID-YEAR BUDGET

ADMIN - REVENUE

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	

Other Revenue					
Grant Revenue		\$ 23,998	\$ 23,998	23998%	Covid Relief Grant
Miscellaneous Revenue	1,000	1,000	-	0%	
Interest Revenue			-	0%	
Lease Revenue			-	0%	
Sale of Assets			-	0%	
Other			-	0%	
TOTAL OTHER REVENUE	\$ 1,000	\$ 24,998	\$ 23,998	2400%	

GRAND TOTAL REVENUE	\$ 1,000	\$ 24,998	\$ 23,998	2400%	
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Twain Harte Community Services District

2021-2022 MID-YEAR BUDGET

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	

Salaries - 51XXX					
Regular Time	\$ 344,771	\$ 346,949	2,178	1%	
Sick Leave/Vacation Pay	8,800	8,800	0	0%	
Director Stipends	9,000	9,117	117	1%	
TOTAL SALARIES	\$ 362,571	\$ 364,866	\$ 2,295	1%	

Benefits - 52XXX					
Health & Vision Insurance	\$ 50,750	\$ 50,493	\$ (257)	-1%	
HRA Reimbursement	18,988	18,988	0	0%	
Retirement	67,501	67,010	(491)	-1%	
FICA	23,139	23,279	140	1%	
Medicare	5,510	5,543	33	1%	
Workers Comp	1,600	1,700	100	6%	
Unemployment Ins/ETT	1,508	1,512	4	0%	
TOTAL BENEFITS	\$ 168,996	\$ 168,525	\$ (471)	0%	

Equipment, Automotive, Maintenance & Repairs					
Equipment Maintenance & Repair	\$ 1,500	\$ 1,500	\$ -	0%	
Facilities Maintenance & Repair	8,000	6,500	(1,500)	-19%	Less repairs needed
Vehicle Maintenance & Repair	0		0	0%	
Janitorial/Cleaning Services	4,300	4,300	0	0%	
Fuel	1,300	1,300	0	0%	
Equipment Under \$5,000	3,500	3,000	(500)	-14%	
TOTAL EQUIP, AUTO, MAINT & REPAIRS	\$ 18,600	\$ 16,600	\$ (2,000)	-11%	

Materials & Supplies - 54XXX					
Office Supplies	\$ 2,800	\$ 2,800	\$ -	0%	
Postage	1,700	1,700	0	0%	
Janitorial Supplies	250	250	0	0%	
TOTAL MATERIALS & SUPPLIES	\$ 4,750	\$ 4,750	\$ -	0%	

Twain Harte Community Services District

2021-2022 MID-YEAR BUDGET

ADMIN - EXPENSES

BUDGET ITEM	BUDGET		CHANGE		REASON FOR CHANGE
	20/21 Approved	21/22 Requested	\$	%	
Outside Services - 55XXX					
Auditing/Accounting Services	\$ 10,900	\$ 10,900	\$ -	0%	
Legal Fees	8,000	8,000	0	0%	
IT Services	4,600	4,600	0	0%	
Other Professional Services	\$ 2,400	\$ 2,400	0	0%	
TOTAL OUTSIDE SERVICES	\$ 25,900	\$ 25,900	\$ -	0%	
Other - 56XXX					
Utilities	\$ 7,100	\$ 7,400	\$ 300	4%	
Phone/Communications	5,700	6,900	1,200	21%	New VOIP phone system
Software Licenses & Maintenance	11,600	11,000	(600)	-5%	
Property/Liability Insurance	8,000	10,000	2,000	25%	Higher costs than anticipated
Dues & Memberships	5,100	5,100	0	0%	
Licenses & Certifications	600	650	50	8%	
Training, Conferences & Travel	21,500	20,800	(700)	-3%	
Advertising & Public Education	2,100	1,800	(300)	-14%	
Bank/Investment Fees	5,000	5,000	-	0%	
TOTAL OTHER	\$ 66,700	\$ 68,650	\$ 1,950	3%	
Debt Service - 58XXX					
Interest on Long Term Debt	\$ -	\$ -	\$ -	0%	
TOTAL DEBT SERVICE	\$ -	\$ -	\$ -	0%	
GRAND TOTAL EXPENSES	\$ 647,516	\$ 649,290	\$ 1,774	0%	
Admin Transfer Out	\$ (647,516)	\$ (649,290)	\$ 1,774		
GRAND TOTAL WITH TRANSFER	\$ -	\$ -			

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Investment Policy
POLICY NUMBER: 3015
ADOPTED: October 10, 2013
AMENDED: 1/9/14, 12/10/15
LAST AMENDED: November 13, 2019

3015.10 INTRODUCTION

The purpose of this written Investment Policy is to establish the guidelines for the prudent investment of Twain Harte Community Services District funds. The objectives of this Policy are safety, liquidity, yield, and compliance with state and federal laws and policies.

District funds are to be managed with a high degree of care and prudence. Though all investments contain a degree of risk, the proper concern for prudence, maintenance of high level of ethical standards, and proper delegation of authority reduces the potential for any realized loss.

3015.20 AUTHORITY

The investment program shall be operated in conformance with federal, state, and other legal requirements including, but not limited to, California Government Code sections 16429.1, 53600, 53601, 53607, 53635, 53638, and 53646. As provided for by Government code, the Board of Directors delegates the authority to manage the investment program to the District Treasurer. All investment portfolio decisions made by the Treasurer shall require the endorsement of the Finance Committee & General Manager. In the event of an emergency only the General Manager's endorsement shall be required. Under no circumstances is the Treasurer permitted to make an investment that is not specifically authorized by law (see Figure 1) and this policy. The treasurer may invest up to 10% of funds in securities that have a term remaining maturity in excess of five years and up to 20% of funds with Board approval.

The Treasurer may retain the services of a qualified independent investment consultant, with a fee-only arrangement (e.g. percentage of assets under management, hourly fee, or fee per service), to perform the roles and responsibilities set forth in Attachment A.

3015.30 SCOPE

The District investment portfolio shall consist of surplus money in the District's treasury not required for the immediate necessities of the District.

3015.40 OBJECTIVES

This policy is a conservative policy guided by three principles of public fund management. In specific order of importance the three principles are:

3015.41 Safety of Principal - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

3015.42 Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements. This shall be accomplished by structuring the investment portfolio so that investments mature concurrent with cash needs.

3015.43 Yield - Investments shall be undertaken to produce an acceptable rate of return after first consideration for principal and liquidity.

3015.50 STANDARDS OF CARE

3015.51 Prudence - Investments will be made with the same standard of care that persons of prudence, discretion and intelligence exercise when managing their own affairs, not for speculation, but for investment with particular consideration for safety of capital as well as probable income derived.

3015.52 Conflicts of Interest - Officers and employees involved in the investment process shall perform his/her duties under this Investment Policy in accordance with the provisions of Section 1126 of the Government Code as well as any other state law referred to in this policy.

3015.60 SAFEKEEPING

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited prior to the release of funds. Securities will be held in accordance with the provisions of Section 53601 of the Government Code.

3015.70 DIVERSIFICATION

Investments will be diversified to avoid losses that may be associated with any one investment.

3015.80 REPORTING REQUIREMENTS

Each quarter that an investment program is in place, the Treasurer shall prepare and submit a report of investment transactions to the Board of Directors. This report will be sufficiently detailed to provide information for investment evaluation.

3015.90 PERFORMANCE REVIEW

An annual appraisal of the investment portfolio shall be conducted ~~in the month of November~~ to evaluate the effectiveness of the District's investment program once the program is implemented. The purpose of this review, in addition to evaluation of performance, is to provide the platform for changes and improvements to the portfolio.

3015.100 APPROVAL OF INVESTMENT POLICY

The investment policy shall be formally approved and adopted by the Board and reviewed annually in January coinciding with the annual performance review and the start of new law passed through the previous State Legislative Cycle. Consideration should be given to any changes in statute or investment strategies that may impact this policy. If the District is not engaged in an investment program, the Board may choose to review this policy once prior to program implementation instead of performing an annual review.

.ATTACHMENT A

Investment Consultant/Advisor Role & Responsibilities

I. AUTHORIZED INVESTMENT CONSULTANT

The Investment Consultant must be registered with either State or Federal securities regulators pursuant to the Investment Advisers Act of 1940. The Investment Consultant will provide a copy of the ADV Form Part II for the Investment Consultant and his or her company to the District during the annual investment performance review, and will disclose whether the Investment Consultant has an ownership or other interest in any of the investment options being reviewed or recommended by the Investment Consultant. The Investment Consultant will immediately notify the District of any Securities and Exchange Commission or other regulatory investigations into its actions related to the type of services provided to the District or of any felony conviction.

II. INVESTMENT CONSULTANT RESPONSIBILITIES

The primary responsibility of the Investment Consultant is to inform and advise the District on various investment related issues with respect to the oversight of and potential enhancements to the portfolio. Such services include:

- A. Assisting the District with determining an appropriate process for constructing the structure of the investment menu.
- B. Providing timely, accurate, and unbiased quarterly reports evaluating return, risk and characteristics (where available) of each of the funds compared to appropriate indexes and/or peer group universes.
- C. Apprising the District of changes with regard to its funds in an appropriate time frame given the significance of the information.
- D. Conducting a fund review at the request of the District when, for example, noteworthy changes or significant under-performance occurs.
- E. Assisting the District in the search and replacement of existing funds when a review so merits this change.
- F. Ensuring the District's investments do not violate State or Federal law or anything set forth in Figure 1.

The Investment consultant has no discretionary control or authority over the Plan and its assets. However, in its role as an advisor to the District, the Investment Consultant acknowledges a limited fiduciary role with respect to the investment advice provided to the District.

NEED TO CHANGE ONCE NEW ONE IS RELEASED IN JANUARY 2022

FIGURE 1

**ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE
(AS OF JANUARY 1, 2019)^A APPLICABLE TO ALL LOCAL AGENCIES^B**

See "Table of Notes for Figure 1" on the next page for footnotes related to this figure.

INVESTMENT TYPE	MAXIMUM REMAINING MATURITY ^C	MAXIMUM SPECIFIED % OF PORTFOLIO ^D	MINIMUM QUALITY REQUIREMENTS	GOVERNMENT CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations: CA and Others	5 years	None	None	53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S. Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% ^E	None	53601(g)
Commercial Paper: Non-pooled Funds ^F	270 days or less	25% of the agency's money ^G	Highest letter and number rating by an NRSRO ^H	53601(h)(2)(C)
Commercial Paper: Pooled Funds ^I	270 days or less	40% of the agency's money ^G	Highest letter and number rating by an NRSRO ^H	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% ^J	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	30% ^K	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	30% ^K	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^L	20% of the base value of the portfolio	None ^M	53601(j)
Medium-term Notes ^N	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds and Money Market Mutual Funds	N/A	20% ^O	Multiple ^{P,Q}	53601(l) and 53601.6(b)
Collateralized Bank Deposits ^R	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-through and Asset Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple ^S	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund ^T	N/A	None	None	16340
Supranational Obligations ^U	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)

FROM CA LOCAL AGENCY INVESTMENT GUIDELINES

TABLE OF NOTES FOR FIGURE 1

<p>A Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, and 53635.8.</p>	
<p>B Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.</p>	
<p>C Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.</p>	<p>M Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.</p>
<p>D Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.</p>	<p>N "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."</p>
<p>E No more than 30 percent of the agency's money may be in bankers' acceptances of any one commercial bank.</p>	<p>O No more than 10 percent invested in any one mutual fund. This limitation does not apply to money market mutual funds.</p>
<p>F Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.</p>	<p>P A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.</p>
<p>G Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper of any single issuer.</p>	<p>Q A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.</p>
<p>H Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating agency.</p>	<p>R Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.</p>
<p>I Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).</p>	<p>S A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).</p>
<p>J No more than 30 percent of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).</p>	<p>T Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.</p>
<p>K No more than 30 percent of the agency's money may be invested in deposits, including certificates of deposit, through a placement service (excludes negotiable certificates of deposit authorized under Section 53601(i)).</p>	<p>U Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less.</p>
<p>L Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or</p>	

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Training, Education and Conferences
POLICY NUMBER: 4090
ADOPTED: February 21, 2006
AMENDED: 3/10/2011
LAST AMENDED: September 10, 2015

4090.10 PURPOSE

It is the policy of the District to encourage Board development and excellence by providing educational opportunities to Board members through training, educational seminars and workshops, professional organization meeting attendance, conference attendance, and other educational activities aligned with the interests of the District. The purpose of this policy is to prescribe the manner in which Board members may participate in such educational opportunities.

4090.20 REQUESTED TRAINING

4090.21 Approval. Board member attendance of educational activities shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs. All requests and approvals shall be documented with the attached Board Training Request Form.

4090.22 Reimbursement. Directors attending approved educational events shall be eligible to be reimbursed for travel, meals, lodging and other reasonable and necessary expenses for attending, in accordance with Policy #2083, Travel Expense Reimbursement. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Finance Officer, together with validated receipts.

4090.23 Registration and Reservations. The District Board Secretary will be available to assist Board members with registration and reservations related to all approved training activities.

4090.24 Requirements and Restrictions. The following requirements and restrictions apply to Board attendance of training, education and conference activities:

1. Attendance of educational activities must bring value to the operations of the Board or District to be eligible for reimbursement.

2. There is no limit to the number of training activities a Board member may attend; however, all estimated costs for attending training activities must be included in the approved budget.
3. Junkets (a tour or journey for pleasure at public expense) are not permitted.
4. A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board.
5. Directors receiving reimbursement for attending educational activities must submit a written report to the Board of Directors at their next meeting, describing their attendance at the function.

4090.30 REQUIRED TRAINING

4090.31 Training Required by Law. In addition to any other training requirements of the law, Board members and Board-designated staff members shall complete at least two hours of training, once every two years (and within 6 months of election or appointment) in the following courses provided by a qualified, authorized instructor:

1. Ethics Training (CA Government Code Sections 53234 - 53235.2)
2. Sexual Harassment Training (CA Government Code Section 12950.1)

4090.32 Documentation. Directors shall obtain proof of participation after completing the ethics training and provide proof to District Board Secretary. District staff shall maintain records indicating both the dates that directors completed required training and the name of the entity that provided the training. These records shall be maintained in accordance with Policy #3100, Records Retention, and are public records subject to disclosure under the California Public Records Act.

4090.33 Notice. The Board Secretary shall inform the Board of available, approved training opportunities with enough advance notice that enables the Board to stay in compliance with the requirements of the law.

BOARD TRAINING REQUEST FORM

Board Member Name: _____

Requested Activity: _____

Dates/Times of Activity: _____

Purpose/Benefit of Activity: _____

Estimated Activity Cost:

Event	\$_____
Travel	\$_____
Lodging	\$_____
Food	\$_____
Other: _____	\$_____
=====	
TOTAL	\$_____

Is the estimated cost budgeted? Yes No

APPROVAL:

Board President

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Training, Education and Conferences

POLICY NUMBER: 4090

ADOPTED: February 21, 2006

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2. There is no limit to the number of training activities a Board member may attend; however, all estimated costs for attending training activities must be included in the approved budget.
3. Junkets (a tour or journey for pleasure at public expense) are not permitted.
4. A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board.
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4090.33 Notice. The Board Secretary shall inform the Board of available, approved training opportunities with enough advance notice that enables the Board to stay in compliance with the requirements of the law.

~~**4090.10** Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operations. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.~~

~~**4090.11** "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.~~

~~**4090.20** It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a~~

~~[THCSD 4090 Training, Education and Conferences REV 2021-11-10](#)
[THCSD 4090 Training, Education and Conferences 2015-09-10](#)~~

~~result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. All reimbursement of actual and necessary expenses shall be pursuant to District Policy 4025.~~

~~**4090.21** The District Finance Officer is responsible for making arrangements for Directors for conference and registration expenses, and for compensation and reimbursement pursuant to District Policy 4025. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Finance Officer, together with validated receipts.~~

~~**4090.22** Attendance by Directors of seminars, workshops, courses, professional organization meetings, conferences and District events shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs. All requests and approvals shall be documented with the attached Board Training Request Form.~~

~~**4090.30** All District directors shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors, and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.~~

~~**4090.31** This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.~~

~~**4090.32** All ethics training shall be provided by entities who have consulted with the California Attorney General and the Fair Political Practices Commission.~~

~~**4090.33** Directors shall obtain proof of participation after completing the ethics training and provide proof to District Board Secretary.~~

~~**4090.33.1** District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.~~

~~**4090.34** District staff shall provide the board of directors with information on available training that meets the ethics training requirements of this policy at least once every year.~~

~~**4090.35** Ethics training may consist of either a training course or a set of self study materials with tests, and may be taken at home, in person or online.~~

~~**4090.36** Any District director that serves on the board of another agency is only required to take the training once every two years.~~

~~4090.40~~ A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

~~4090.50~~ Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

BOARD TRAINING REQUEST FORM

Board Member Name: _____

Requested Activity: _____

Dates/Times of Activity: _____

Purpose/Benefit of Activity: _____

Estimated Activity Cost:

Event	\$ _____
Travel	\$ _____
Lodging	\$ _____
Food	\$ _____
Other: _____	\$ _____
=====	
TOTAL	\$ _____

Is the estimated cost budgeted? Yes No

APPROVAL:

Board President

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Training, Education and Conferences

POLICY NUMBER: 4090

ADOPTED: February 21, 2006

AMENDED: March 10, 2011

AMENDED: September 10, 2015

4090.10 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operations. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

4090.11 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4090.20 It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. All reimbursement of actual and necessary expenses shall be pursuant to District Policy 4025.

4090.21 The District Finance Officer is responsible for making arrangements for Directors for conference and registration expenses, and for compensation and reimbursement pursuant to District Policy 4025. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Finance Officer, together with validated receipts.

4090.22 Attendance by Directors of seminars, workshops, courses, professional organization meetings, conferences and District events shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs. All requests and approvals shall be documented with the attached Board Training Request Form.

4090.30 All District directors shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors, and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

4090.31 This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

4090.32 All ethics training shall be provided by entities who have consulted with the California Attorney General and the Fair Political Practices Commission.

4090.33 Directors shall obtain proof of participation after completing the ethics training and provide proof to District Board Secretary.

4090.33.1 District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

4090.34 District staff shall provide the board of directors with information on available training that meets the ethics training requirements of this policy at least once every year.

4090.35 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

4090.36 Any District director that serves on the board of another agency is only required to take the training once every two years.

4090.40 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.50 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

BOARD TRAINING REQUEST FORM

Board Member Name: _____

Requested Activity: _____

Dates/Times of Activity: _____

Purpose/Benefit of Activity: _____

Estimated Activity Cost:

Event	\$ _____
Travel	\$ _____
Lodging	\$ _____
Food	\$ _____
Other: _____	\$ _____
=====	
TOTAL	\$ _____

Is the estimated cost budgeted? Yes No

APPROVAL:

Board President

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010
ADOPTED: September 20, 2005
AMENDED: 7/14/2007, 2/10/2011, 3/14/2013, 7/9/2015
AMENDED: December 14, 2017

5010.10 PURPOSE

The District Board of Directors must hold its meetings in a manner that is in full compliance with the Ralph M. Brown Act (Brown Act). Additionally, the Board desires to conduct its meetings in a way that reasonably maximizes transparency and access to the public.

This policy sets forth general requirements for Board meetings – any congregation of a majority of the District’s Board members at the same time and location, including teleconference, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the District. Unless otherwise provided by law, all Board meetings shall be open and public and all persons shall be permitted to attend.

5010.20 REGULAR MEETINGS

5010.21 Normal Schedule and Location. Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 9:00 a.m. in the District conference room, 22912 Vantage Pointe Dr, Twain Harte, California. The date, time and place of regular Board meetings and standing committee meetings shall be reconsidered annually in December when the Board calendar is adopted.

5010.22 Schedule Changes. All regular meetings shall be held according to the regular schedule unless the Board finds that there is significant reason to revise the schedule for one or more regular meetings. Changes to the regular meeting schedule shall be made as follows:

1. In the event that a regular meeting of the Board of Directors falls on a District holiday, such regular meeting shall be held at the same time and location on the day following the holiday.
2. The Board may change the date/time of a Regular Meeting by adopting the change in the District’s Board calendar at least two weeks in advance.

3. In the event of an emergency that would make it difficult to hold an effective meeting or for the public to attend, the Board President may authorize the General Manager to change the date to the next reasonable and safe date that the meeting can be held. In such a case, the Board President and General Manager shall make every effort to notify the Board and public 24 hours in advance of the meeting.

5010.23 Agendas and Notifications. An agenda shall be prepared for all regular meetings in accordance with Policy #5020, Board Meeting Agendas. The agenda shall be posted a minimum of 72 hours in advance of the meeting in the manner and locations set forth in the Brown Act.

5010.30 SPECIAL MEETINGS – NON-EMERGENCY

5010.31 Authority. The Board President and General Manager may call special meetings for any reason by delivering written notice at least 24 hours in advance of the special meeting.

5010.32 Agendas and Notifications. The special meeting notification shall include an agenda prepared in accordance with Policy #5020, Board Meeting Agendas. The agenda notification shall clearly specify the date, time, location and business to be discussed. Posting of the notification shall be in accordance with the Brown Act. At a minimum, the written agenda notification shall be provided to the following at least 24 hours in advance of the special meeting:

1. All Board members.
2. Any local newspapers, radio stations, television stations, and other parties who have requested to receive notice of special meetings.

5010.33 Restrictions. Special meetings may not be called to discuss the salary, benefits and/or compensation of the General Manager.

5010.40 SPECIAL MEETINGS – EMERGENCY

5010.41 Authority. In the event of an emergency situation, as defined in the Brown Act, the Board President, the Board Vice President or the General Manager may call an emergency special meeting without complying with 24-hour notice requirements for special meetings.

5010.42 Agendas and Notifications. An agenda is not required for an emergency special meeting. Verbal notification by telephone or other means shall be made in accordance with the Brown Act, at least one hour in advance of the meeting to the below parties, notifying them of the meeting and the purpose of the meeting. If the event is considered a dire emergency, as defined in the Brown Act, notification shall be made as soon as is practicable.

1. All Board members.
2. Any local newspapers, radio stations, and television stations who have requested to receive notice of special meetings.

5010.43 Restrictions. The Board may only meet in closed session during an emergency special meeting if agreed to by a two-thirds vote of the Board members present at the meeting.

5010.50 ADJOURNED MEETINGS

The Board may vote to adjourn any meeting at any place in the agenda to any time and place specified in an order of adjournment. Less than a quorum may also take such action and, if no Board members are present, the General Manager or Board Secretary may declare the meeting adjourned to a stated time and place and cause a written notice of the adjournment to be posted in the same manner as required for Special Meetings notices and posted near the door of the meeting location within 24 hours.

5010.60 MEETING PREPARATIONS

The Board Secretary and General Manager shall ensure that appropriate materials and information are prepared and made available for the Board and public at Board meetings. They will also ensure that physical meeting facilities are functional and appropriate.

TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010
ADOPTED: September 20, 2005
AMENDED: 7/14/2007, 2/10/2011, 3/14/2013, 7/9/2015
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1. ~~5010.11~~—In the event that a regular meeting of the Board of Directors falls on a District holiday, such regular meeting shall be held at the same time and location on the day following the holiday.

2. The Board may change the date/time of a Regular Meeting by adopting the change in the District's Board calendar at least two weeks in advance.
3. In the event of an emergency that would make it difficult to hold an effective meeting or for the public to attend, the Board President may authorize the General Manager to change the date to the next reasonable and safe date that the meeting can be held. In such a case, the Board President and General Manager shall make every effort to notify the Board and public 24 hours in advance of the meeting.

5010.23 Agendas and Notifications. An agenda shall be prepared for all regular meetings in accordance with Policy #5020, Board Meeting Agendas. The agenda shall be posted a minimum of 72 hours in advance of the meeting in the manner and locations set forth in the Brown Act.

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1. All Board members.
2. Any local newspapers, radio stations, television stations, and other parties who have requested to receive notice of special meetings.

5010.33 Restrictions. Special meetings may not be called to discuss the salary, benefits and/or compensation of the General Manager.

5010.40 SPECIAL MEETINGS – EMERGENCY

~~**5010.24** Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.~~

5010.41 Authority. In the event of an emergency situation, as defined in the Brown Act, the Board President, the Board Vice President or the General Manager may call an emergency special meeting without complying with 24-hour notice requirements for special meetings.

5010.42 Agendas and Notifications. An agenda is not required for an emergency special meeting. Verbal notification by telephone or other means shall be made in accordance with the Brown Act, at least one hour in advance of the meeting to the below parties, notifying them of the meeting and the purpose of the meeting. If the event is considered a dire emergency, as defined in the Brown Act, notification shall be made as soon as is practicable.

1. All Board members.
2. Any local newspapers, radio stations, and television stations who have requested to receive notice of special meetings.

5010.43 Restrictions. The Board may only meet in closed session during an emergency special meeting if agreed to by a two-thirds vote of the Board members present at the meeting.

~~**5010.30 Special Meetings (emergency).** In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board President or Vice President in the President's absence.~~

~~**5010.31** Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified at least one hour prior to the emergency special meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the General Manager, or his/her designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.~~

~~**5010.32** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.~~

5010.50 ADJOURNED MEETINGS

~~**5010.40 Adjourned Meetings.** A majority vote by the Board of Directors may terminate any meeting at any place in the agenda to any time and place specified in an order of adjournment. Less than a quorum may also take such action and, if no Board members are present, the General Manager or Board Secretary may declare the meeting adjourned to a stated time and place and cause a written notice of the~~

~~adjournment to be posted in the same manner as required for Special Meetings notices and posted near the door of the meeting location within 24 hours, specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.22 above.~~

5010.60 MEETING PREPARATIONS

~~5010.50~~ The Board of Directors shall, at its regular meeting in December, elect a President and Vice President from among its members to serve during the coming calendar year. The newly elected President will appoint committee members prior to the first committee meetings of the new calendar year.

~~5010.60~~ The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board. Agenda items shall normally be considered in the order in which they appear on the agenda unless special circumstances exist.

~~5010.70~~ The Chairperson and the Board Secretary and General Manager shall ensure that appropriate materials and information ~~is~~ are prepared and made available for the Board and public the audience at Board meetings. They will also ensure of the Board of Directors and that physical meeting facilities ~~for said meetings~~ are functional and appropriate.

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TWAIN HARTE COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Board Meetings
POLICY NUMBER: 5010
ADOPTED: September 20, 2005
AMENDED: June 14, 2007
AMENDED: February 10, 2011
AMENDED: March 14, 2013
AMENDED: July 9, 2015
AMENDED: December 14, 2017

5010.10 Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 9:00 a.m. in the District conference room,. 22912 Vantage Pointe Dr, Twain Harte, California. The date, time and place of regular Board meetings and standing committee meetings shall be reconsidered annually at the annual organizational meeting of the Board.

5010.11 In the event that a regular meeting of the Board of Directors falls on a District holiday, such regular meeting shall be held at the same time and location on the day following the holiday.

5010.20 Special meetings (non-emergency) of the Board of Directors may be called by the Board President and/or the General Manager.

5010.21 All Directors and the General Manager shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting.

5010.22 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

5010.23 An agenda shall be prepared as specified for regular Board meetings in Policy 5020 and shall be delivered with the notice of the special meeting to those specified above.

5010.24 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.30 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board President or Vice President in the President's absence.

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5010.32 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the General Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

5010.40 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.22 above.

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5010.70 The Chairperson and the General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors and that physical facilities for said meetings are functional and appropriate.