

**RESOLUTION NO. 2012-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, ADOPTING AND REVISING THE DISTRICT'S BOARD POLICIES MANUAL SECTION 3.0**

**WHEREAS**, the District has established Board Policies which serve as a resource for Directors, staff and members of the public in determining the manner in which matters of district general business are to be conducted; and

**WHEREAS**, Resolution No. 2009-05 adopted by the Board of Directors on January 27, 2009 adopted and amended the District's Board Policies; and

**WHEREAS**, the Board of Directors at the February 14, 2012 regular board meeting established standing committees for Engineering, Finance, and Personnel. The Board by unanimous consent agreed that the Board President shall appoint each committee chairman. It was further agreed by Board consensus that the chairmen of the committee along with staff would develop the standing committee schedule. The District now desires to revise Board Policy Section 3.4 Board Committees.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Lake Arrowhead Community Services District does hereby:

1. Adopt and approve the revisions to the District "Board Policies Manual Section 3.0" set forth in Exhibit "A" attached hereto, which Exhibit is by this reference incorporated herein; and
2. If the policies adopted pursuant to this Resolution are in conflict with any other adopted policies, the policies herein shall govern.

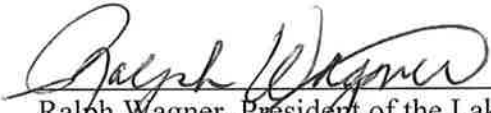
**APPROVED, SIGNED, AND ADOPTED** by the Board of Directors of the Lake Arrowhead Community Services District at a regular meeting held on the 28<sup>th</sup> day of February 2012 by the following vote:

**AYES:** Butler, Goodwin, Goss, Wagner, and Wurm

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** None

  
\_\_\_\_\_  
Ralph Wagner, President of the Lake Arrowhead Community Services District and of the Board of Directors

**ATTEST**

  
\_\_\_\_\_  
Kathleen Field, Secretary of the Lake Arrowhead Community Services District and to the Board of Directors

(SEAL)

## CERTIFICATION

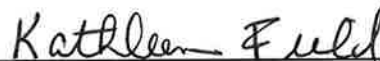
I, Kathleen Field, Secretary to the Board of Directors of the Lake Arrowhead Community Services District, hereby certify that the foregoing **Resolution No. 2012-03** was duly and regularly adopted at a regular meeting of the Board of Directors of the Lake Arrowhead Community Services District on **February 28, 2012**.

**AYES: Butler, Goodwin, Goss, Wagner, and Wurm**

**NOES: None**


**ABSTAIN: None**

**ABSENT: None**



**Kathleen Field, Secretary of the  
Lake Arrowhead Community Services  
District and to the Board of Directors**

EXHIBIT "A"

	<b>LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT BOARD POLICIES MANUAL</b>	Section <b>3.0</b>
		Revision Date <b>02/28/2012</b>
<b>BOARD MEETING POLICIES BOARD COMMITTEE, WORKSHOP AND REGULAR MEETINGS, MEETING AGENDAS AND MINUTES</b>		

**3.1 Board Meeting Place**

**3.1.1** All Board meetings will be held at the Board Meeting Room located at 840 Willow Creek Road, Lake Arrowhead, California, unless otherwise noticed.

**3.2 Regular Board Meetings**

**3.2.1** Regular Board meetings will be held on the second and fourth Tuesday of each calendar month, with open session beginning at 6:30 p.m. If a closed session is to be held at the meeting, it will be held at the end of the regular meeting, as noticed pursuant to the Ralph M. Brown Act.

**3.2.2** Regular Board meetings will be held to conduct regular Board business. Items requiring Board action will be considered at these meetings. The General Manager and Department Heads may present monthly reports as needed and/or as requested by the Board of Directors.

**3.3 Board Workshops**

**3.3.1** Board workshops will be held on an as needed basis.

## **3.4 Board Committees**

- 3.4.1** Standing committees may be created by the Board for a specifically defined purpose. Agenda topics for Committee consideration are to be established by the Board, and additional topics are to be authorized by the Board before being considered.

### **Standing Committees:**

#### **3.4.1.1 Executive Committee**

**3.4.1.1.1** The Executive Committee consists of the President and Vice President of the Board.

**3.4.1.1.2** The Executive Committee sets its own meeting schedule.

**3.4.1.1.3** The Executive Committee sets the Agenda for Board meetings.

#### **3.4.1.2 Engineering Committee**

**3.4.1.2.1** The Engineering Committee consists of two Board Members appointed by the Board of Directors. The Chairperson is appointed from the Committee members by the President of the Board of Directors.

**3.4.1.2.2** The Engineering Committee Chairperson, in consultation with staff, establishes the Engineering Committee meeting schedule.

**3.4.1.2.3** The Engineering Committee reviews facility projects and studies conducted by the District.

#### **3.4.1.3 Finance Committee**

**3.4.1.3.1** The Finance Committee consists of two Board Members appointed by the Board of Directors. The Chairperson is appointed from the Committee members by the President of the Board of Directors.

**3.4.1.3.2** The Finance Committee Chairperson, in consultation with staff, establishes the Finance Committee meeting schedule.

3.4.1.3.3 The Finance Committee reviews financial issues and policies of the District.

3.4.1.4 Personnel Committee

3.4.1.4.1 The Personnel Committee consists of two Board Members appointed by the Board of Directors. The Chairperson is appointed from the Committee members by the President of the Board of Directors.

3.4.1.4.2 The Personnel Committee Chairperson, in consultation with staff, establishes the Personnel Committee meeting schedule.

3.4.1.4.3 The Personnel Committee reviews personnel and risk issues, including insurance, of the District.

**3.4.2** Committees are to perform pre-Board work, not sub-Board work. Committees consider matters before the Board does, but only in the capacity as Directors on a Committee and shall not perform work within the authority of staff.

**3.4.3** No action may be taken by a Committee.

**3.4.4** Committees may report to the Board at a regular Board meeting.

**3.4.5** Ad-hoc Committees must have a focused agenda and limited life span.

**3.4.6** Standing Committees must conduct business in open session, post agendas, take minutes and otherwise comply with the Ralph M. Brown Act.

**3.5 Non-Emergency Special Board Meetings**

**3.5.1** Non-emergency Special Board meetings may be called by the Board President or by a majority of the Board in accordance with the Ralph M. Brown Act.

**3.5.2** All Directors, the General Manager, District Counsel, pertinent Department Heads and the Board Secretary will be notified of the Special Board Meeting and the purpose for which it is called.

Notification shall be in writing, at least twenty-four (24) hours prior to the meeting and shall be noticed and conducted in accordance with the Ralph M. Brown Act.

- 3.5.3** Newspapers of general circulation in the District, 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 receive written notice in accordance with the Ralph M. Brown Act. The Board Secretary will attempt to provide electronic notification to entities requesting such notification but such notification is not guaranteed nor will it replace written notification.
- 3.5.4** An agenda shall be prepared as specified for regular Board meetings in Section 3.10 herein, and shall be delivered with the notice of the special meeting to those specified above.
- 3.5.5** Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

### **3.6 Emergency Special Meetings**

- 3.6.1** In the event of an emergency 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 twenty-four (24) hour notice required in Section 3.5.2, above. An emergency means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the members of the Board or work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the Board.
- 3.6.2** Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one (1) 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.

**3.6.3** 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 twenty-four (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 (10) days in a public place at the District office as soon after the meeting as possible.

### **3.7 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 and less than a quorum may so adjourn from time to time, 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 Section 3.5.3 above.

### **3.8 Public Notification of Meetings**

**3.8.1** Agendas for upcoming Board Meetings shall be posted in accordance with the provisions of Section 3.10.4, 3.10.5, and 3.10.6 below.

**3.8.2** Notice of upcoming meetings may appear in such other places as the local paper, in newsletters sent out with bills and in other places available to the District.

### **3.9 Annual Board Meeting Schedule**

**3.9.1** In December of each year, an annual Board Meeting schedule for the next year will be adopted. The annual Board Meeting schedule will identify dates for the regular Board Meetings for the year, which will usually be the second Tuesday and fourth Tuesday of the month for regular Board Meetings, but may vary due to conflicts, holidays, conferences or other meetings.

### **3.10 Board Meeting Agendas**



- 3.10.1** The General Manager, in cooperation with the Executive Committee, shall prepare an agenda for each regular meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the regular meeting agenda at a regular Board meeting or workshop.
- 3.10.2** Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
- 3.10.2.1** The request must be in writing and be submitted to the General Manager together with supporting documents and information;
  - 3.10.2.2** The General Manager shall bring the request to a regular meeting of the Executive Committee. The Executive Committee shall consider the request, and may schedule the matter for a future regular meeting, or refer the matter to the whole Board for consideration as to whether to include the matter on the agenda for a future meeting of the Board;
  - 3.10.2.3** The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting.
- 3.10.3** This policy does not prevent the Board from taking testimony at regular and special meetings of the Board, during the public comment portion of the Board meeting, on matters that are not on the agenda, which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting. However, Directors may briefly respond to statements made or questions posed during public comment portions of a meeting. In addition, on their own initiative, or in response to questions raised by the public, Directors may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Directors may also provide a reference to District staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

- 3.10.4** At least (5) five days prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted on the District Website and conspicuously for public review at the District office and at the Board Meeting room.
- 3.10.5** The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same locations noted in Section 3.10.4.
- 3.10.6** In addition to the District Website, District Office and the Board Meeting Room, Board meeting agendas or, if requested, the entire agenda packet shall be provided to any person who has filed a written request for such materials per the Ralph M. Brown Act.

### **3.11 Board Meeting Minutes**

- 3.11.1** Board Meeting Minutes must be recorded for all Standing Board Committee meetings, Workshops and Board meetings. Such minutes should be concise, identifying the items considered, and any action taken.
- 3.11.2** If a written report is submitted for the item, then reference should be made to the written report rather than restating the report contents. General reference should be made to discussion of an item, rather than a detailed description. Action taken should be clearly identified in terms of motions made, who made the motion and second, and the results of the voting.
- 3.11.3** Copies of minutes shall be made for distribution to and for approval by Directors with the agenda at regular Board meetings.
- 3.11.4** The official minutes of the regular and special meetings of the Board shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.
- 3.11.5** An audio tape recording of regular and workshop meetings of the Board of Directors, shall generally be made.
- 3.11.6** Motions, resolutions or ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action was unanimous.

**3.11.7** All resolutions adopted by the Board shall be numbered consecutively starting new at the beginning of each chronological year.

**3.11.8** The minutes of Board meetings shall be maintained as hereinafter outlined.

**3.11.9** Procedure:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Call to order;
- Arrival of tardy Directors by name;
- Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;
- Adjournment of the meeting;
- Record of written notice of special meetings;  
and,
- Record of items to be considered at special meetings.

**3.11.10** Board Actions:

- Approval or amended approval of the minutes of preceding meetings;
- Complete information as to each subject of the Board's deliberation;
- Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;
- All Board resolutions and ordinances in complete context, numbered serially for each chronological year;
- A record of all contracts entered into;
- A record of all bid procedures, including calls for bids authorized, bids received, and other action taken;
- Adoption of the annual budget;
- A record of the General Manager's report to the Board;
- Approval of all policies and Board-adopted regulations; and, a record of all visitors and delegations appearing before the Board. However, in accordance with the Ralph M. Brown Act, a member of the public shall not be required, as a condition to attendance, to register his or her name or to provide any other information.

## **3.12 Board Meeting Conduct**

- 3.12.1** Meetings of the Board of Directors shall be conducted by the President (or Vice President in the President's absence, or in the absence of the Vice President, by the Director selected to be the presiding officer by the remaining Directors) in a manner consistent with the policies set forth herein.
- 3.12.2** In accordance with the Ralph M. Brown Act, all Board meetings should commence at the time stated on the agenda and should be guided by the same. The purpose of Board meetings is to enable the Board to conduct the business of the District. As such, the following guidelines should be substantially followed, to the extent practicable, depending on the circumstances surrounding each meeting:
- 3.12.2.1** After the "Call to Order, Pledge of Allegiance, Roll Call, and Approval of Agenda", the Board will act on the "Consent Agenda"; approving these items with one motion unless any are requested to be pulled from Consent by a Board member. In this case, each item pulled will be discussed and voted upon separately.
- 3.12.2.2** Each regular agenda item shall then be taken in agenda order unless the order is altered by the Board President. A brief report from the General Manager or other designated staff will be given.
- 3.12.2.3** After hearing the staff report, the Board may ask questions of staff, discuss the issues involved, and comment on the issues. These deliberations shall be guided by the President.
- 3.12.2.4** After Board deliberations are concluded or prior to Board deliberations, the President shall ask the audience for public comment prior to calling for a vote.
- 3.12.2.5** After public comment, the Board shall vote on the matter before them and proceed to the next agenda item.
- 3.12.3** The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- 3.12.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
    - 3.12.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.
  - 3.12.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting, or to otherwise address the Board on any subject that lies within the jurisdiction of the Board of Directors, shall be as follows:
    - 3.12.4.1 A “public served for the public to discuss matters of interest, whether on the agenda or not. Speakers are requested to give their name and address. The Board may take no action on any item brought up at a public comment time except to refer the matter to staff and/or place it on a future agenda.
    - 3.12.4.2 Five (5) minutes may be allotted to each speaker to each subject matter;
    - 3.12.4.3 No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous or disruptive conduct shall be grounds for summary termination, by the President, of that person’s privilege of address to the Board and the President may take such action in accordance with the Ralph M. Brown Act.
  - 3.12.5 The District is required to follow certain legal requirements in connection with disclosure of information regarding District employees and personnel matters. Therefore, the Board will conduct any discussion of personnel matters in compliance with such laws. As a result, it will be the policy of the Board that no oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference, which tends to identify. All charges or complaints against employees shall be submitted to the General Manager for investigation
  - 3.12.6 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. In accordance with the Ralph M. Brown Act, if the Board of Directors finds that there is in fact willful

disruption of any meeting of the Board, they may order the room cleared and subsequently conduct the Board's business without the audience present.

- 3.12.7** In such an event, only matters appearing on the agenda may be considered in such a session.
- 3.12.8** After clearing the room, the Board of Directors may permit those persons who were not responsible for the willful disruption to reenter the meeting room.
- 3.12.9** Duly accredited representatives of the news media, whom the Board of Directors finds not to have participated in the disruption, shall be allowed to attend the remainder of the meeting.