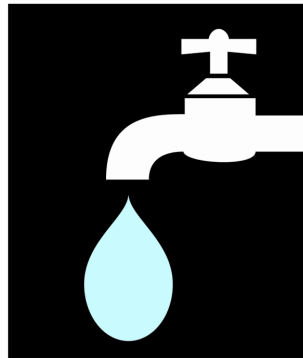


McKINLEYVILLE



COMMUNITY SERVICES DISTRICT



MCKINLEYVILLE COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS POLICY MANUAL

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PART 1 -- GENERAL RULES

Rule 1-1: PURPOSE - The purpose of this Policy Manual is to provide guidelines for the conduct of the Board of Directors of the McKinleyville Community Services District (MCS D, District) to help maintain the highest standard of ethics for its Board members. The objectives of this policy are to (1) provide guidance for dealing with ethical issues, (2) heighten awareness of ethics and values as critical elements in Board members' conduct, and (3) improve ethical decision-making and values-based management.

Rule 1-2: SUSPENSION OF RULES - Any of the within rules not required by law may be suspended by a majority of the Board.

Rule 1-3: ALTERATION, AMENDMENT OR REPEAL - Any rule may be altered, amended or repealed at a duly noticed meeting by a majority vote of the Board.

Rule 1-4: NON-DISCRIMINATION STATEMENT - The District shall not unlawfully discriminate against anyone, (public, qualified employees or job applicants, etc.) on the basis of race, color, creed, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, medical leave status, veteran status, or any other basis protected by federal, state, or local laws.

PART 2 -- BASIS OF AUTHORITY

Rule 2-1: AUTHORITY OF THE BOARD - The Board of Directors is the unit of authority within the District. Apart from their normal function as a part of this unit, individual Directors may not commit the District to any policy, act, or expenditure.

Rule 2-2: REPRESENTATION - The Board of Directors as a whole should not represent any factional segment of the community, but rather represent and act for the community as a whole. The proper operation of the District requires decisions and policy to be made within the proper channels of governmental structure, that public office not be used for personal gain, and that all individuals associated with the District remain objective, impartial and responsive to the needs of the public they serve.

Rule 2-3: GOVERNING LAWS - Board Members are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Board Members will comply with applicable laws regulating their conduct, including conflict of interest, financial disclosure, and open government meeting laws. Board Members will strive to work in cooperation with other public officials unless prohibited from so doing by law or officially recognized confidentiality of their work.

PART 3 -- BOARD STRUCTURE

Rule 3-1: OFFICERS - Annually, at the regular January Board Meeting, the Board shall update the rotation schedule for the coming years. Appointment of officers shall be subject

to the affirmative vote of the Board with a strong preference for a rotation schedule. The Finance Director shall perform the duties of Treasurer and the General Manager shall select a staff member to serve as Board Secretary.

Rule 3-2: PRESIDENT - The President shall perform the duties of presiding officer at all meetings of the Board of Directors and shall carry out the resolutions and orders of the Board of Directors and perform such other duties as the Board of Directors prescribes including appointment of members to serve on committees of the Board and designation of committee chairs, except for the Parks and Recreation Committee. The Board President is responsible for leadership at public meetings and for exerting every effort to unite the Board into a working, cohesive group by preserving order and decorum. The Board President shall decide questions of order subject to appeal to the Board. This requires the assistance and cooperation of all of the Board Members.

Rule 3-3: VICE-PRESIDENT - In the absence of the President, the Vice-President shall perform the President's duties. When the President disqualifies themselves from participating in an agenda item or declares themselves partisan in the debate on any such item, the Vice-President shall perform the duties of the presiding officer.

Rule 3-4: COMMITTEES - Committees of the Board, whether standing or ad hoc, may, from time to time, be established by the President of the Board, subject to confirmation by the Board. Unless authority to perform a duty is expressly delegated by the Board to a committee, committee motions and recommendations shall be advisory to the Board. Committees shall not commit the District to any policy, act or expenditure nor may any committee direct staff to perform specific duties unless authorized by the Board. The Committee Chair is authorized to schedule committee meetings as deemed necessary and to preside at any such meeting.

Where the Board has agreed to designate a Director or Directors to serve on a non-District Committee, the President shall appoint said Directors for Board ratification.

For a detailed description of current committees along with specific Board direction, please see Appendix A.

PART 4 -- CODE OF ETHICS

Rule 4-1: OBJECTIVES - The Board of Directors of MCSD are committed to providing excellence in legislative leadership that result in the provision of the highest quality services and representation to the District's constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following guidelines are recommended:

4-1A Respect: The dignity, style, values and opinions of each director shall be respected.

4-1B Listening: Responsive and attentive listening during communications is encouraged.

4-1C Representation: The needs and desires of the District's constituents shall be a priority of the Board of Directors.

4-1D Responsibility: The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to the General Manager of the District.

4-1E Attitude: Directors should always commit themselves to emphasis of a positive and professional attitude.

4-1F Issue Orientation: Directors should commit themselves to focusing on issues and not personal attacks. The presentation of the opinions of others should be encouraged. The formation of voting blocs based on personal relationships rather than the merit of issues must be avoided.

4-1G Openness: Different viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions. Once the Board of Directors takes action, Directors should support that action regardless of differing opinions.

4-1H Code of Ethics: Directors are required by law (AB1234, California Government Code § 53234, et seq.) to receive a minimum of two hours of training every two years in general ethics principals and law. Proof of completion must be provided to the District. If any one Board member is not in compliance the meeting compensation fee will be withheld for all Directors until compliance is met.

4-1I Conflict of Interest: Each Director is responsible for completion and submittal of an annual Conflict of Interest (Form 700) to the District Filing Officer. This form is then forwarded to the County Elections Office and is kept on file for public review.

Rule 4-1J Virtual Meeting Etiquette

In the event that Board meetings are held on a virtual platform, or a Board member attends a meeting remotely or by teleconference, the Board member is expected to express the same decorum as they would in person. For any virtual meeting participation, Board members should attend dressed appropriately and provide full attention to the proceedings of the Board meeting.

Rule 4-2: INFORMATION - Directors should practice the following procedures:

4-2A Clarification: In seeking clarification on informational and policy items, Directors should directly approach the General Manager only to obtain

information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision making.

4-2B Complaints: In handling complaints from residents and property owners of the District, said complaints should be referred to the General Manager.

4-2C Safety: In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District Office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

4-2D Policy: In seeking clarification for administrative policy related concerns, especially those involving personnel, legal action, land acquisition, finances, and programming, said concerns should be directed to the General Manager.

Rule 4-2E Virtual Meeting Board Member Participation

When attending a meeting remotely or virtually, Board members should keep microphones muted unless speaking. In order to be called upon for discussion, motions, or voting, Board members should use the “Raise Hand” feature of the virtual platform. If this is not accessible, the Board member may physically raise their hand and wait to be called upon by the Chair.

Rule 4-3: INTERACTION WITH STAFF - When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager.

Rule 4-4: TEAM EFFORT - The smooth working of the District is a team effort. All individuals should try to work together in the collaborative process, assisting each other in conducting the affairs of the District.

Rule 4-5: CONSTITUENT REQUESTS - When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through the General Manager. The General Manager will then date stamp, log in the request, delegate to staff for the appropriate response as needed and upon resolution follow up with the Board within fourteen days.

Rule 4-6: INTERACTION WITH GENERAL MANAGER - The District’s General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly convened Board and Committee meetings. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4-6A General Manager Evaluations: The Board shall conduct performance evaluations for the General Manager. As noted in the Supervisor’s Policy Manual, 360 evaluations from Department Heads may also be requested by the Board. These

evaluations should be conducted annually on the anniversary of the General Manager's hire date. Please see "Attachment A" for a written procedure.

Rule 4-7: BOARD AS A WHOLE - Directors should function as a part of the whole. Issues should be brought by individual Board members to the attention of the Board as a whole, rather than to individual members selectively. The Board of Directors functions collectively, not as individuals and all members should be tolerant of each other's views. Unless the Board, by formal action, delegates responsibility to one or more individual Board members and such delegation is authorized by law, no Director has the legal capacity to act on behalf of the District.

Rule 4-8: MONITORING PROGRESS - Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

Rule 4-9: PREPARATION - Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from the General Manager but contact among Board members concerning District affairs outside of the meeting context is to be avoided, as such activity may constitute a violation of the State of California open meeting laws.

Rule 4-10: STAFF NOTES - Information that is exchanged before the meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

Rule 4-11: COURTESY - Directors shall always conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

Rule 4-12: QUESTIONS - Directors shall defer to the President for conduct of meetings of the Board but shall be free to question and discuss items on the agenda. All comments should be confined to the matter being discussed by the Board.

Rule 4-13: MINUTES-RECORDING OF INFORMATION

4-13A Audio Recording: Unless directed otherwise by the Board President, all open sessions of the Board meetings shall be audio recorded in their entirety. The recordings will be retained in accordance with the current MCSD records retention policy.

4-13B Minutes: Copies of meeting minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in the District vault.

4-13C Action Minutes: Action minutes shall be taken by the Board Secretary which summarize (a) Action taken, with a recordation of motion noting name of each person making and seconding the motion (b) Action taken, with a recordation of voting by

name on each motion where a roll call vote is required (c) Specific information requested by the Board to be entered in the minutes.

Rule 4-14: CONFLICT OF INTEREST - Directors shall abstain from participating in consideration on any item involving a legally prohibited conflict of interest and shall declare the nature of that conflict to the Board.

Rule 4-15: CORRESPONDENCE - Staff shall date-stamp the original of all correspondence from constituents, responsible agencies, and trustee agencies upon receipt and distribute a copy to each director within one week. Where a response is requested or where the General Manager believes a response is needed, the General Manager will cause a response to be transmitted to the author with copies to the Board as soon as workloads allow but no later than ten working days following receipt.

Rule 4-16: DIRECTOR REACTION TO CORRESPONDENCE - A Director that believes the Board should address an issue raised by the author of correspondence, or by staff's response to correspondence, reserves the right to request Board review on a subsequent agenda by submitting a written request to the General Manager at least fourteen days prior to that meeting. When a Director submits such a request staff will prepare a draft response for Board edit at the Board Meeting. Where a concern arises within seventeen days of a Board Meeting, the Director with the concern should express his or her concern at the Board meeting and request the inclusion of the issue as an agenda item at a subsequent Board meeting.

PART 5 -- BOARD MEETING PROCEDURES

Rule 5-1: REGULAR MEETINGS - Regular meetings of the Board of Directors shall be held on the first Wednesday of each calendar month at 6:00 PM at either Azalea Hall 1620 Pickett Road or the District Office 1656 Sutter Road as specified by the agenda. The date, time, and place of regular meetings shall be reconsidered annually at the annual organizational meeting of the Board.

5-1A: Virtual Meetings – Beginning February 1, 2023, the Board of Directors Meetings comply with Assembly Bill 2449 regulating the use of virtual and hybrid meetings. Hybrid Meetings will continue via in person and through zoom webinar. AB 2449 requires the following:

1. A quorum of the legislative body must be physically present at a single location within the District boundaries.
2. A Board Director wishing to attend a meeting remotely may do so for just cause and must notify the General Manager at the earliest opportunity possible, including at the start of a regular meeting.
 - a. “Just Cause” includes (1) caregiving need of a child, parent, grandparent, grandchild, sibling, spouse or domestic partner that requires them to participate remotely, (2) a contagious illness, (3) a

need related to a physical or mental disability, (4) travel while on official business of the legislative body.

3. Any Board Director can not participate in remote meetings for more than two (2) or 20% of regular meetings.
4. The member who is meeting remotely must disclose at the meeting before any action is taken if there are any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with such individuals.
5. In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the virtual meeting platform, or in the event of a disruption within the District's control that prevents the public from offering public comments using the virtual meeting platform, the Board will take no further action until this can be restored. Actions taken during such a disruption may be challenged pursuant to Government Code 54960.1.
6. All votes will be by roll call.

Rule 5-2: SPECIAL MEETINGS (NON-EMERGENCY) - Special meetings (non-emergency) of the Board of Directors may be called by the President.

5-2A Notice: All Directors, the Manager and District Counsel 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 twenty-four (24) hours prior to the meeting.

5-2B Notification: 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 54960) shall be notified by a mailing unless the Special Meeting is called less than one week in advance, in which case, notice, including a description of the business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as is practical.

5-2C Agenda: An agenda shall be prepared as specified for the Regular Board Meetings and shall be delivered with the notice of the Special Meeting to those specified above.

5-2D New Business: Only those items of business listed in the call for the Special Meeting shall be considered at any Special Meeting.

Rule 5-3: SPECIAL MEETINGS (EMERGENCY) - In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened immediate disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required above. An emergency situation means a substantial emergency which severely

impairs or threatens public health, safety or both, as determined by the General Manager and Board President or Vice President in the Presidents absence.

5-3A Notification: 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 shall be notified by at least one (1) hour prior to the emergency meeting. In the event that telephone services are not working, the notice requirement of one hour is waived, but the General Manager, or their designee, shall notify such newspapers, radio stations or television stations of the fact of holding the Emergency Special Meeting and of any action taken by the Board, as soon after the meeting as possible.

5-3B New Business: 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 the District office as soon after the meeting as possible.

Rule 5-4: 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 when a quorum is lacking at any Regular or Adjourned Meeting, the members present may declare the meeting adjourned to a stated time and place, and they shall cause a written notice of adjournment to be given to those specified above.

Rule 5-5: ANNUAL ORGANIZATIONAL MEETING - The Board of Directors shall hold an annual meeting at its Regular Meeting in December. At this meeting the Board will elect a President and Vice-President from among its members to serve during the coming calendar year, and will appoint the Finance Director as the Board's Treasurer and the General Manager shall select a staff member to serve as the Board's Secretary.

Rule 5-6: ORDER OF AGENDA - The Presiding Officer of the meeting described herein shall determine the order in which the agenda items shall be considered for discussion and/or action by the Board. Any Director may place an item on a Board Meeting agenda by submitting a letter describing the item to be discussed at least fourteen days prior to the Board Meeting.

Rule 5-7: MEETING ROOM PREPARATION - The Board President and the General Manager shall insure 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.

PART 6 -- BOARD MEETING CONDUCT

Rule 6-1: CONDUCT GUIDELINES - Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. The latest edition of Rosenberg's Rules of Order, Revised shall also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Rosenberg's Rules of Order, Revised. Members of the Board of Directors will fully comply with the provisions of the state's open meeting law for public agencies, the Brown Act.

Rule 6-2: CONDUCT OBJECTIVE - The conduct of meetings shall to the fullest extent possible, enable Directors to consider problems to be solved; weigh evidence related thereto, and make wise decisions intended to solve the problems; receive, consider and take any needed action with respect to reports of accomplishments of District operations.

Rule 6-3: PUBLIC INPUT - Provisions for permitting any individual or group to address the Board concerning items on the agenda of a Special Meeting, or to address the Board at a Regular Meeting on any subject that lies primarily within the jurisdiction of the Board President and as follows:

6-3A Time Limits: The President, unless a majority of the Board objects, may allot a maximum amount of time for each speaker and a maximum amount of time to each subject matter.

6-3B Disruptive Conduct: No disruptive, insulting, offensive, threatening, intimidating, demeaning, physically threatening, hostile or violent conduct, actions or speech shall be permitted at any Board meeting. Engaging in such conduct or speech shall be grounds for summary termination, by the President, of the speaker's privilege to address the Board and/or removal of the individual from the meeting.

6-3C: Public Input for Virtual Meetings – the public will be permitted to participate live at each virtual meeting in accordance with the same regulations as attending and speaking at a live board meeting. For members who are unable to attend the meeting live, the public may send letters and/or emails to the Board Secretary no later than 4:30 p.m. the day prior to the meeting. A supplemental packet of all received letters will be presented to the board the day of the meeting and posted online for public viewing. Any letters received after the deadline will be held until the next meeting. The Board secretary will record a summary of the letters/emails received during the meeting for public record.

Rule 6-4: WILLFUL DISRUPTION - Willful disruption of any meeting of the Board of Directors shall not be permitted. If the President with the concurrence of the 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.

6-4A New Business: In such an event, only matters appearing on the agenda may be considered in such a session.

6-4B Re-admittance: After clearing the room, the President should permit those persons who, in their opinion, were not responsible for the willful disruption to re-enter the meeting room before any further business is conducted.

6-4C Media: Representatives of the news media, whom the President finds not to have participated in the disruption, shall be admitted to the remainder of the meeting.

Rule 6-5: QUORUM AND MAJORITY - Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a minimum quorum is present, therefore, require all three (3) votes to be effective.

Rule 6-6: ABSTENTIONS - Where a Director abstains in a vote with respect to a potential Conflict of Interest the Director shall be considered absent. Where a Director abstains in a vote for any reason other than a potential Conflict of Interest (see Rule 4-14, above), the abstention will be recorded as an abstention which has the same effect as a "NO" vote. Thus, if only three directors are present and one abstains, no action can be taken on the item because a "Majority of the Board" did not vote "YES".

Rule 6-7: DIRECTIONS - The Board may give directions which are not formal action. Such directions include the Board's directives and instructions to the General Manager. The President shall determine by consensus a Board directive and shall state it for clarification. Should any two directors challenge the statement of the President, a voice vote may be requested. A formal motion may be made to resolve a disputed directive, or to take some other action (such as to refer the matter to the General Manager for review and recommendation, etc.). Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board Meeting during which said informal action is taken.

PART 7 -- PARLIAMENTARY PROCEDURE

Rule 7-1: PARLIAMENTARY DETERMINATIONS - The Presiding Officer shall preserve order and decorum and shall decide questions of order subject to appeal to the Board.

Rule 7-2: AUTHORITY OF PRESIDING OFFICER - The Presiding Officer shall not make a motion or second a motion, but they may debate and vote on any matter under consideration. Where the President wishes to make or second a motion, they should vacate the role of Presiding Officer until that item is resolved. Where the President has vacated the role of Presiding Officer for a particular agenda item, the Vice-President (or another director) shall become the Presiding Officer until all action on that agenda item is completed.

Rule 7-3: CALL FOR QUESTION - A "call for question" shall be deemed a non-binding request that the Presiding Officer close debate and bring a motion to an immediate vote. The Presiding Officer may choose to continue discussion of the issue.

Rule 7-4: MOTION TO CLOSE DEBATE - The "motion to close debate", if seconded, shall be a non-debatable motion, and shall have precedence over any other motion except for a parliamentary inquiry, or a motion to adjourn. Should the "motion to close debate" pass by a majority vote, the Presiding Officer shall thereafter immediately call the question on the pending motion.

Rule 7-5: AMENDMENTS TO MOTIONS - A main motion may only be amended with the consent of the maker and seconder. Without this approval, no amendment to a motion shall be in order without a vote on the principal motion. A "substitute motion" shall be construed as an amendment to the main motion and shall follow the process described in this rule.

Rule 7-6: RECONSIDERATION - Any Director that voted for an approved motion on an agenda item may move to reconsider that item at a subsequent meeting. If seconded by any other Director and passed by a majority vote, the effect of the motion is to nullify the earlier motion so that a new motion may be debated at the subsequent meeting. Normally under no circumstances can such an item be reconsidered at the same meeting. An exception may be made if action is a legal requirement at the meeting in question. If the matter is to be reconsidered at a subsequent meeting, notice of that fact must be stated in the agenda for the subsequent meeting.

Rule 7-7: RECONSIDERATION (Subsequent to Meeting) - Any two Directors may request that an item resolved at an earlier meeting be added to the agenda of a subsequent meeting. The Presiding Officer may reject this request if no new information is presented in their opinion to warrant further debate. At the meeting where the item rejected by the President could have been considered a majority of the Board may place an item on a subsequent meeting's agenda.

Rule 7-8: MOTION TO CONTINUE - Any Director may move that an item be continued to a specific future Board Meeting even if a main motion is pending consideration. If a motion to continue is seconded and passed all consideration on that item is halted and continued until the subsequent meeting.

Rule 7-9: MOTION TO TABLE - Any Director may move that an item be tabled for an indefinite time, even if a main motion is pending consideration. If such a motion is seconded and passed all consideration on that item is halted until a Director requests consideration on a subsequent agenda.

Rule 7-10: ORDER OF DEBATE (Legislative Matter, Action Items) - The Presiding Officer shall follow the following order of debate in the consideration of Legislative (Action/Decision) matters:

7-10A Presentation: Staff shall present the issue with any recommendations.

7-10B Questions of Staff by Board: Through the General Manager, the Board may ask questions of staff to clarify the issue or the recommendation.

7-10C Audience Input: Members of the audience may make statements or ask questions regarding the matter. Any person wishing to address the Board shall, when recognized by the President, step to the rostrum, and give their name to the Board Secretary. All questions of staff from the public shall be addressed to the President. The President may impose reasonable limitations upon the amount of time each person can speak or the number of times any speaker can speak. After affording public comment, he or she may close the public comment period when necessary to allow the Board to complete its business.

7-10D Board Discussion and Resolution: Following closure of public input, the Board shall discuss the item and take the action it deems desirable by motion. Individual Directors may ask questions of members of the audience through the President, but such questions and answers should not become a debate. All other audience input shall be deemed "out of order" by the Presiding Officer unless the Board determines that additional input is desirable.

Rule 7-11: ORDER OF DEBATE (Quasi-Judicial) - The Presiding Officer shall follow the following order of debate in the consideration of quasi-judicial/adjudicative matters:

7-11A Presentation: Staff shall present the issue with any recommendations.

7-11B Questions of Staff by Board: The Board may ask questions of staff to clarify the issue or the recommendation.

7-11C Public Hearing: The Presiding Officer shall open the Public Hearing, call upon the Applicant to make a statement, and then receive any and all input from the public. Any person wishing to address the Board, shall, when recognized by the President, step to the rostrum, and give their name to the Board Secretary. All questions of staff from the public shall be addressed through the President. Following receipt of public comment, the applicant shall be given the opportunity to respond to comments received. The President may limit the amount of time each person can speak or the number of times a speaker can speak and may close public comment restricting further discussion to the Board level unless a majority of the Board wishes to hear other testimony. The President shall then close the Public Hearing.

7-11D Board Discussion and Resolution: Following closure of public input, the Board shall debate the item and take the action it deems desirable by motion. Individual Directors may ask questions of members of the audience through the President, but such questions and answers should not become a debate. All other audience input shall be deemed "out of order" by the Presiding Officer unless the Board determines that additional input is desirable.

Rule 7-12: ORDER OF DEBATE (Non-Legislative Matter, Informational Items)

7-12A Presentation: Staff shall present the issue with any recommendations.

7-12B Questions of Staff by Board: The Board may ask questions of staff to clarify the issue or the recommendation.

7-12C Audience Input: The Board President may choose to accept input from the audience regarding the matter, however such input is optional and at the Board President's discretion.

Rule 7-13: EX PARTE CONTACT AND DISCLOSURE - If a Director talks to or is otherwise contacted by a party in a quasi-judicial/adjudicative matter pending before the Board, that Director must disclose to the Board of Directors that he or she was contacted and disclose the name of the person who contacted them.

PART 8 -- REMUNERATION

Rule 8-1: BOARD MEETING COMPENSATION - Directors will be compensated one hundred twenty-five dollars (\$125) per noticed meeting attended up to a maximum of \$750 per month (6 meetings) per Director, with no compensation for Committee Meetings or Ceremonial Meetings, with future meeting fees to be adjusted only upon future Board action in compliance with California Government Code section 61047 and applicable law. For the purposes of this section, a "day of service" means any of the following:

- (1) A meeting conducted pursuant to the Ralph M. Brown Act, Chapter 9 (commencing with [Section 54950](#)) of Part 1 of Division 2 of Title 5 of the Government Code.
- (2) Representation of the District at a public event, provided that the Board of Directors has previously approved the member's representation at a Board of Directors' meeting and that the member delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the public event.
- (3) Representation of the District at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the member's representation at a Board of Directors' meeting and that the member delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the public meeting or public hearing.
- (4) Representation of the District at a meeting of a public benefit nonprofit corporation on whose board the District has membership, provided that the Board

of Directors has previously approved the member's representation at a Board of Directors' meeting and the member delivers a written report to the Board of Directors regarding the member's representation at the next Board of Directors' meeting following the corporation's meeting.

(5) Participation in a training program on a topic that is directly related to the District, provided that the Board of Directors has previously approved the member's participation at a Board of Directors' meeting, and that the member delivers a written report to the Board of Directors regarding the member's participation at the next Board of Directors' meeting following the training program.

Rule 8-2: BOARD MEMBER EXPENSES - Board Members that incur expenses for service rendered at the request of the Board shall be reimbursed on the basis established under the District's Expenditure Control Guidelines.

Rule 8-3: INSURANCE - Board Members serving continuously prior to December 31, 1995 shall be eligible for the same insurance benefits as afforded regular employees while serving on the Board. These Board Members shall not be eligible for insurance benefits after they stop serving on the Board unless they participate on a self-pay basis. Board Members starting terms on or after January 1, 1996 shall not be eligible for insurance benefits unless the recipient participates on a self-pay basis.

PART 9 -- PERSONNEL POLICIES

Rule 9-1: SEXUAL HARASSMENT - The District will not tolerate sexual harassment (which includes harassment based on verbal, physical and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with an employee's work performance) by a Board Member, consultants, clients, customers, members of the public, or visitors. The Board considers sexual harassment to be a major offense which may result in disciplinary action of the offending Director. The District is committed to providing a workplace free of sexual harassment (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), as well as harassment based on such factors as race, color, creed, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, medical leave status, veteran status, or any other basis protected by federal, state or local laws.

AB 1661 (Chapter 816, Statutes of 2016) requires local agency officials to receive two hours of sexual harassment prevention training and education within the first six months of taking office and every two years thereafter.

An employee who feels that they have been harassed is encouraged to immediately report such incident to the immediate supervisor of the accused individual without fear of reprisal. The General Manager shall be informed of all such complaints and will assist in the investigation and resolution of complaints.

Rule 9-2: WORKPLACE VIOLENCE - In recognition of the fact that workplace violence is a concern among Boards, employers and employees across the country the District has committed itself to providing a safe, violence-free workplace. In this regard, the District strictly prohibits employees, consultants, clients, customers, members of the public, visitors, or anyone else on MCSD premises or engaging in a District-related activity from behaving in a violent, threatening, intimidating, or hostile manner.

Moreover, the District seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

The District believes that prevention of workplace violence begins with recognition and awareness of potentially early warning signs and the Board shall respond to any situation that may present the possibility of violence.

Workplace violence includes, but is not limited to, the following:

- Threats of any kind;
- Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
- Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, threats to Board or staff members, sabotage, or threats of sabotage of District property, or a demonstrated pattern of refusal to follow District policies and procedures;
- Defacing District property or causing physical damage to the facilities.

Rule 9-3: NON-DISCRIMINATION - The District shall not unlawfully discriminate against qualified employees or job applicants on the basis of race, color, creed, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, medical leave status, veteran status, or any other basis protected by federal, state, or local laws.

Equal opportunity shall be provided to all qualified employees and applicants in every aspect of personnel policy and practice. The District shall not discriminate against physically or mentally disabled person who, with reasonable accommodation, can perform the essential function of the job in question.

All Directors are expected to carry out their duties in a manner that is free from discriminatory statements or conduct.

Rule 9-4: REASONABLE ACCOMMODATION - Pursuant to the Americans with Disabilities Act, MCSD has a duty to reasonably accommodate Directors with known disabilities. This accommodation is not generally required until the person with the disability requests it.

PART 10 -- DIRECTORS LEGAL LIABILITY

Rule 10-1: DEFENSE - The District shall defend and indemnify Board Members from any claim, liability or demand that arises out of a Director's performance of his or her duties as a Board Member or Officer of the District.

Rule 10-2: LEGAL COUNSEL - The District Counsel reports to the Board as a whole but is available to each director for consultation regarding legal matters particular to that Board Member's participation in District matters. No Board Member may request a legal opinion of legal counsel without concurrence by the Board except as such requests relate to questions regarding that Member's participation. The determination of legal counsel that the member's legal issue is personal and that they must seek outside legal counsel is final. The Board President may privately consult with legal counsel based upon credible information of an on-going criminal investigation or criminal wrongdoing or fraud of District management or the Board, provided the allegation is not against the Board chair.

PART 11 -- ANNUAL BOARD SELF-EVALUATION

Rule 11-1: POLICY - The Board is committed to assessing its own performance as a board in order to identify the Board's strengths and areas in which it may improve the Board's functioning. The goals of the self-evaluation are to clarify roles, to enhance harmony and understanding among Board members, and to improve the efficiency and effectiveness of the Board meetings. The ultimate goal is to improve MCSD policies for the benefit of the McKinleyville community and employees of the District.

Rule 11-2: PROCEDURE - The Board has established the following procedure for self-evaluation:

- Annually, the Board shall conduct a self-evaluation utilizing the approved assessment form.
- The Board Secretary will distribute the assessment form to all Board members at the first meeting in July each year.
- The completed assessment forms shall be returned to the Secretary of the Board at or before the August meeting.
- The Secretary of the Board shall compile a summary of the results of the assessment which will be distributed at the September meeting and included as an agenda item for review, discussion and appropriate action.

Rule 11-3: EVALUATIONS - The evaluation instrument shall incorporate criteria contained in this Board Policy Manual regarding structure, ethics, policies and procedures. The Self-Evaluation Worksheet can be found as Attachment B in this document.

PART 12 – VIRTUAL MEETING POLICY AND PROCEDURES

Rule 12-1: POLICY – On March 12, California State Governor Newsom signed Executive Order N-25-20 with clarifying regulations through Executive Order N-29-20 on March 20, 2020, relaxing specific location meeting requirements of the Brown Act. On April 1, 2020 MCSD approved Resolution 2020-05 aligning with executive orders to allow for Regular board meetings to meet virtually via zoom webinar or at the following Toll Free: 1-888-788-0099. This regulation will remain in effect until rescinded by the Governor. If similar circumstances in the future require virtual meetings, a new Resolution will be drafted and voted on by the Board.

12-1A: Public Input - the public will be permitted to participate live at each virtual meeting in accordance with the same regulations as attending and speaking at a live board meeting. For members who are unable to attend the meeting live, the public may send letters and/or emails to the Board Secretary no later than 4:30 p.m. the day prior to the meeting. A supplemental packet of all received letters will be presented to the board the day of the meeting and posted online for public viewing. Any letters received after the deadline will be held until the next meeting. The Board secretary will record a summary of the letters/emails received during the meeting for public record.

12-1B: Virtual Meeting Etiquette - In the event that Board meetings are held on a virtual platform, or a Board member attends a meeting remotely or by teleconference, the Board member is expected to express the same decorum as they would in person. For any virtual meeting participation, Board members should attend dressed appropriately and provide full attention to the proceedings of the Board meeting.

12-1C: Board Member Participation - When attending a meeting remotely or virtually, Board members should keep microphones muted unless speaking. In order to be called upon for discussion, motions, or voting, Board members should use the “Raise Hand” feature of the virtual platform. If this is not accessible, the Board member may physically raise their hand and wait to be called upon by the Chair.

PART 13 – DIRECTORS’ EXPENSE REIMBURSEMENT

Rule 13-1: General Principles – Each member of the Board of Directors is encouraged to participate in those outside activities and organizations that in the judgement of the Board, further the interests of the District. Expenses incurred by Board Directors in connections with such activities are reimbursable, in accordance with the limits set forth herein. The following rules apply:

- a. All expenses must be actually incurred and necessary for the performance of the Director’s duties.
- b. Directors shall exercise prudence in all expenditures.
- c. This policy is intended to result in no personal gain or loss to a Director.

d. Guidelines for reimbursements are as follows, unless the Board, at a public meeting in advance of the expense being incurred, authorizes a different approach that could result in higher expenses.

Rule 13-2: Travel/Transportation Expenses – The most economical and efficient mode and class of transportation reasonably consistent with scheduling must be used.

13-2A: Air Travel – Air Travel is authorized whenever, due to distance or time constraints, it is more economical than use of the District vehicle for transportation to and from the authorized meeting, conference, or event. Reimbursement for airfare shall not exceed the most economical coach fare available for the required travel dates to the airport nearest the destination, consistent with the Director’s specific scheduling needs.

Directors shall use the most economical means of transportation to and from the airport and the location of the meeting, conference, or event, whether by rental car, airport shuttle, or taxi. Provided the most economical transportation is used, Directors may be reimbursed the full cost actually incurred for car rental and fuel, cab fare with tips, or airport shuttle with tips. Reimbursement for tips shall not exceed 20%.

13-2B: Use of Director’s Own Vehicle – In the event that the District car is unavailable, Directors may use their personally owned vehicles for travel. Mileage reimbursement for use of the Director’s own vehicle for travel to meetings, conferences, or authorized events outside the boundaries of the District shall be reimbursed at the current Federal standard mileage reimbursement rate specified by the IRS for business travel.

13-3C: Lodging Expenses – Expenses for Lodging actually and reasonably incurred by Directors in connection with attending meetings, conferences, or other authorized events at least 50 miles outside the District’s service area will be reimbursed.

Lodging for the night prior to or after the meeting, conference, or authorized event will be reimbursable only when the starting or ending time for the meeting or event makes it impractical to travel to or from the Director’s residence on the same day as the meeting or activity.

It is the District’s policy to seek and reimburse the cost of moderately priced accommodations (based on prevailing rates in the community where the lodging is located) that are within reasonable walking or public transportation distance of the location of the meeting, conference, or other event that is the reason for the travel.

Directors are required to use government or group rates offered by lodging providers whenever available.

If lodging expense is in connection with an organized conference (e.g. ACWA or CSDA), the reimbursement may not exceed the maximum group rate published by the conference sponsor, provided that such lodging is still available at the time of booking. If a Director elects to arrange alternative lodging while attending this organized conference, the maximum reimbursement rate shall be the group rate offered by the conference organizer/sponsor. If the group rate for lodging is not available at the time of booking, the

Director is limited to reimbursement for comparable lodging consistent with the reimbursement policy of the District.

13-3D: Meal Expenses – Reimbursement for all meals will be done at the Federal per diem rate approved by the IRS (<http://www.gsa.gov/portal/category/100120>). Per diem advances may be made no less than three days prior to the intended activity.

Meals that are offered as part of a meeting, conference, or event that are not a part of the event registration will be reimbursed at the actual cost charged by the sponsor/host of such meeting, conference, or event and not subject to the per diem schedule. No reimbursement will be allowed for alcoholic beverages.

13-3E: Incidental Expenses – Directors will be given a daily Incidental Expense per diem at the Federal per diem rate approved by the IRS. This advance will accompany their meal per diem advance.

Incidental Expense refers to those items related to District business during any meeting, conference, or event, such as parking, telephone, or fax charges. Long term parking, if necessary, must be used for parking in excess of 24 hours.

13-3F: Other Requirements or Limitations – No reimbursement shall be allowed for transportation, lodging, meals, or incidental expenses of family members or guests of a Director traveling with the Director to an authorized meeting or event. No reimbursement shall be allowed for the following items: parking or traffic violations, any extra in-room expense (e.g. movies, laundry service), recreational expenses, or loss of personal belongings.

Board Directors must complete a MCSD Travel Approval form within four (4) days before travel to the approved travel and a MCSD Travel Expense Report within five (5) days following approved travel (see **Appendix B**). The MCSD Travel Approval form will specify the date, location, purpose of meeting, and the estimate of travel expenses. This form is also used to request per diem. The MCSD Travel Expense report will specify the date, location, purpose of the meeting/conference and include all receipts for travel, minus meals and incidentals for which per diem is requested, in order to receive full reimbursement as related to this policy. These forms must be signed by the Board Director and counter signed by the General Manager prior to being received for reimbursement. At the regular Board meeting following any meeting, conference, educational activity, or other authorized event, for which per diem compensation or reimbursement is requested, the Director attending such meeting or event shall give a brief report of the meeting or event. If more than one Director attends the same meeting or event, a joint report may be made. Reports may be written or oral.

Changes in the maximum rates for reimbursement of expenses shall be made at a public meeting of the Board of Directors.

To implement the reporting requirements of Government Code section 53065.5, the District will prepare a list of the amount and purpose of each expense reimbursement made to each Director for the preceding fiscal year, which will be available to the public.

13-3G: Penalties for Violation of Reimbursement Policies – A Director who falsifies an expense report or claims reimbursement in violation of this expense reimbursement policy, will be subject to a loss of reimbursement privileges, restitution to the district, civil penalties for misuse of public resources pursuant to Government Code section 8314, and/or prosecution for missuses of public resources pursuant to Penal Code section 424.

Appendix A

Board Direction for Committee Assignments

The Board of Directors of the McKinleyville Community Services District (MCSD; District) currently (2020) has eleven (11) committees, nine of which are standing committees and two ad-hoc committees. A standing committee is a permanent committee established for the purpose of specializing in the consideration of a particular subject area. MCSD's standing committees include Parks and Recreation Committee, Area Fund, Redwood Region Economic Development Committee, Audit Committee, Employee Negotiations Committee, McKinleyville Municipal Advisory Committee, and Environmental Matters committee. An Ad-Hoc Committee is a committee formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective. The McKinleyville Senior Center Advisory Committee dissolved in March 2019, however the continued collaboration and agreement with the McKinleyville Senior Center still requires an MCSD Board Liaison.

Parks and Recreation Committee: The primary purpose of the Parks and Recreation Committee (PARC) is to make recommendations to the McKinleyville Community Services District (MCSD) Board of Directors regarding plans, policies, programs, and projects relating to McKinleyville's parks, facilities, open space maintenance zones, and recreation activities.

The PARC is appointed by the Board and should include one Director who will be appointed by the Board President. An alternate Director will be selected in the event the primary Director is unable to attend a PARC meeting. Members should represent, to the extent possible, various recreational interests of the community including but not limited to business, environmental, equestrian, sports, seniors, trails and youth. The Parks and Recreation Committee meet once a month on the 3rd Thursday at District's Conference Room, 1656 Sutter Road, McKinleyville. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings.

Area Fund: The primary purpose of the McKinleyville Area Fund is to help in the decision-making process to grant funds to deserving organizations and projects in the McKinleyville area.

The MCSD Board President will appoint a Director to serve as a member for the McKinleyville Area Fund annually. The committee meets on an "as needed" basis. The designated Board Member should report to the Board during the regular monthly Board of Directors meetings as applicable.

Redwood Region Economic Development Commission: The Redwood Region Economic Development Commission (RREDC) is a collaboration of Humboldt County communities dedicated to expanding economic opportunity in Humboldt County. The primary purpose of RREDC is to create opportunity and to support the growth of local businesses by leading

projects of regional significance, making loans, and offering technical assistance through partnership with the North Coast Small Business Development Center.

RREDC has nineteen members and is governed by a Board of Directors of elected officials appointed by member agencies. The MCSD Board President will appoint a Director to serve as a member for RREDC annually. An alternate Director will be selected in the event the primary Director is unable to attend a RREDC meeting. The RREDC Board of Directors meet once a month on the 4th Monday at 6:30pm at the Prosperity Center, 520 E Street, Eureka. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings.

McKinleyville Senior Center Board Liaison: The primary purpose of the McKinleyville Senior Center Board Liaison is to provide a line of communication to the McKinleyville Senior Center (MSC) regarding Azalea Hall and any other topics pertinent to active agreements.

The MCSD Board President will appoint a Director to serve as the Board Liaison for the McKinleyville Senior Center annually. The appointed member should attend all MSC executive and regular board meetings. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings to facilitate communications between MCSD and MSC. The MSC Board of Directors meet once a month on the third Wednesday at the Senior Center.

Audit & Finance Committee: The primary purpose of the Audit & Finance Committee is to provide oversight of the financial reporting process, the audit process, the system of internal controls, review of loans or bonds or other financing mechanisms and their terms, compliance with financial and audit related laws and regulations, and other financial matters as assigned by the Board or the Board President. The Audit & Finance Committee will consider internal controls and review their effectiveness. The Committee assists the Board of Directors to fulfill public governance and oversight.

The Audit & Finance Committee will be appointed by the Board President and include two Directors. The Committee should have one “financial expert” member who is knowledgeable and experienced in government accounting and auditing; Generally Accepted Accounting Principles for estimates, accruals, and reserves; and internal controls. If no member is qualified, the committee is permitted to engage an outside party for this purpose. To maintain the Committee’s independence and effectiveness, those with managerial responsibilities that fall within the scope of the audit should NOT serve as a member of the Audit & Finance Committee.

Specific Responsibilities of the Audit & Finance Committee include, but are not limited to:

- Submit Request for Proposals (RFP) to qualified audit firms every three years – soliciting bids, interviewing firms and making the recommendation to the Board of Directors when selecting the firm to be awarded the audit contract
- Review all significant GAAP or FASB rule changes and have a clear understanding of the effect of such changes on the financial condition of the District and needed changes in financial procedures

- Review annual audit in detail – presented to the Board by the auditors and accepted by the Board of Directors based upon the recommendation of the Committee. Such review shall encompass the overall condition of the MCSD finances, all audit recommendations for changes. and management letters
- Discuss financial statements directly with management, with independent auditors in private and privately among Committee members while maintaining an appropriate degree of professional skepticism
- Identify future financial challenges with auditors and management
- Monitor controls designed to prevent and detect senior management override of other controls
- Review annual true cost set asides to ensure that all cost centers of the District have a completed plan to amortize future costs, to recommend set asides for the Board of Directors, compliance with set asides and ensure management has developed a schedule of repayment for borrowings of these funds that is consistent with District financial integrity
- Establish procedures for complaints regarding accounting, internal controls or auditing matters – such procedures should specifically provide for the confidential, anonymous reporting by employees of concerns regarding questionable accounting or auditing matters
- Review financing decision to fund Capital Improvement Projects undertaken by the District
- Review the terms and conditions of substantive finance mechanisms, including loans and bonds/certificates of participation, to be undertaken by the District
- Other financial matters as assigned by the Board President and/or the Board
- Report annually to the full Board and the public on how it satisfied its duties and met its responsibilities

The Audit & Finance Committee should meet on a regular basis and report to the Board during the regular monthly Board of Directors meetings. The report should address or include at a minimum, the activities of the Committee, significant findings brought to the attention of the Committee, any indications of suspected fraud, waste or abuse, significant internal control findings and activities of the internal audit function.

Employee Negotiations Committee: The primary purpose of the Employee Negotiations Committee is to allow open communication between staff and the Board of Directors regarding staff's benefit package.

The committee is comprised of two Directors and a staff nominated representative from each department. The MCSD Board President will appoint the Directors to serve for the Employee Negotiations Committee annually. The designated Board Members should report back to the Board during the regular monthly Board of Directors meetings as necessary. The committee meets on an "as needed" basis when the term of the previous negotiation is close to expiration. The committee members will be called upon to meet with the General Manager to review wage studies and other proposed policy changes to MCSD benefit and compensation package. Committee members should as background be familiar with wage

comparisons of other similar entities, retirement benefit amortizations and medical benefit programs.

McKinleyville Municipal Advisory Committee: The primary purpose of the McKinleyville Municipal Advisory Committee (MMAC) is to provide a consistent forum for the public to hear about and advise the Humboldt County Board of Supervisors on local community issues.

The MMAC is tasked with gathering input from the community and providing advice on matters which relate to county services which are or may be provided to the greater McKinleyville area by the County or other local government agencies. The advice to be provided by the MMAC includes but is not limited to advice on matters of public health, safety, welfare, public works, public financing, and proposed annexations that may affect the local area covered by the MMAC.

An additional responsibility of the MMAC is to review, comment and provide advisory recommendations to the Planning Commission and the Board of Supervisors on proposed zoning amendments, and General Plan petitions and amendments located within the McKinleyville planning area related to conformance with the McKinleyville community plan. The MMAC will also discuss and provide input on long-range planning issues.

As outlined above, these community issues impact the District. The MMAC conducts business without any budget and with a limited staff support from the County of Humboldt. In an effort to increase support and collaboration, MCSD may provide a small stipend of \$3,000 of in-kind services to MMAC for community meetings and other MMAC meeting related expenses. This stipend may be budgeted for during each fiscal year budget process and provides for in-kind contributions of supplies and District staff/office support. Additionally, MCSD provides meeting space support at the McKinleyville Middle School and letters of support for grants as appropriate and approved by the Board. This support is conditional upon MCSD reserving any and all existing and future legal rights conferred upon the District by local, state, and federal law, and in no way defers or apports those rights to the MMAC.

The MMAC is comprised of eight voting members who reside, own property, or conduct a business in the greater McKinleyville area. Six of the MMAC committee members are appointed by the County Board of Supervisors and one is a representative of MCSD appointed by the MCSD Board President annually to a term of one year. General Manager also serves as a voting member of the MMAC. An alternate Director will be selected in the event the primary Director is unable to attend a meeting. The designated Board Member should report back to the Board during the regular monthly Board of Directors meetings matters of relevance to the District. The MMAC meet once a month on the last Wednesday at 6:00pm at the McKinleyville Middle School, located at 2275 Central Ave, McKinleyville.

Additionally, the Board President, District General Manager, MMAC Chair, and the Humboldt County Fifth District Supervisor meets monthly. A joint meeting between the MMAC and MCSD Boards will take place annually.

McKinleyville Community Forest Committee: The committee's purpose is to assist the District in the development, operation and management of the Community Forest. This is a working committee. Members are expected to not only attend regular meetings of the committee, but to also dedicate time and expertise to matters pertaining to the development, operation and maintenance of the Community Forest in service to the McKinleyville community. The MCSD Directors will serve as Chairperson and Vice-Chairperson of the Committee. The MCSD Directors for this committee will be appointed by the MCSD Board President annually.

HBMWD (Humboldt Bay Municipal Water District) Municipal Water Task Force: The Board President shall appoint a primary and alternate to the HBWMD Water Task Force. The purpose of the Task Force is to work with HBMWD to consider and/or evaluate matters of a regional and significant nature within HBMWD's jurisdiction. The committee meets on an as needed basis.

Attachments

Attachment A

This written procedure is provided to the Board of Directors as guidance in completing a 360 Degree Annual Performance Evaluation for the General Manager.

These evaluations should be conducted annually on the anniversary of the General Manager's hire date and use the standard MCSD GENERAL MANAGER EVALUATION Form attached as EXHIBIT 1, unless the Board of Directors determine it insufficient. At that time determine a more appropriate interval.

Simultaneously, the Board should request District Department Heads participate in an advisory evaluation by utilizing the GENERAL MANAGER 360 PERFORMANCE EVALUATION Form attached as EXHIBIT 2.

The process will begin with the Board requesting an item be placed on the agenda approximately one month prior to the anniversary date. This item should be titled "Initiate process for General Manager Performance Evaluation" and can be accomplished in opened session.

During an open public meeting, the selection of one board member to consolidate all five Board Member and three Department Head evaluations will be determined by the Board President. Once a member of the Board has been selected a schedule should be established and should include:

- Date to complete and return sealed evaluations to Board Secretary,
- Date the appointed consolidator will retrieve the evaluations, and
- A date for the closed session for the General Manager's performance evaluation.

All five Board Members will receive the evaluation forms from the Board Secretary at that meeting with an envelope to seal and return with the completed forms. The Board will fill out the evaluations and provide them to the Board Secretary at the District Office in the sealed envelope in accordance with the schedule.

After the meeting the Board Secretary will distribute the DEPT. HEAD/SUPERVISOR 360 EVALUATION SURVEY form to Finance Director, Operations Director and Recreations Director and coordinate the completion in accordance with the Board's schedule, so that the evaluations are all completed and ready simultaneously.

The Board Member selected to consolidate the evaluations will be notified by the Board Secretary that the evaluations by department heads and other Board Members are completed and ready to pick up. The evaluations will be consolidated by averaging each section and combining any written comments so there is one evaluation from the Board and one evaluation from the Department Heads.

During a properly noticed public meeting the board will convene a closed session to review the consolidated evaluation with the General Manager for the purpose of discussing the General Manager's performance. See the example below for noticing.

"PUBLIC EMPLOYEE PERFORMANCE EVALUATION
(California Government Code § 54954.5 and 54957): Title:
General Manager— *(Name Inserted Here)*"



MCKINLEYVILLE COMMUNITY SERVICES DISTRICT
Board of Directors' Evaluation Form - General Manager
Performance Review Period (_____ through _____)

Date _____

Board Member: _____

A. BOARD/MANAGER RELATIONSHIP

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Provides sufficient staff reports and related agenda materials to allow for effective Board discussion/decision-making. Provides information to Board Members in a timely manner. Obtains and evaluates relevant information and implements or recommends appropriate solutions to problems.					
Displays a professional attitude/image that assures public confidence. Makes effort to be accessible and provides consistent and equal treatment to Board Members.					

B. COMMUNITY RELATIONS

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Represents the District well in presentations to civic groups, media and the public and provides a positive, professional image. Sought to develop cooperative working relationships with various outside governmental agencies and other outside groups.					
Promotes community involvement in the District as opportunity allows.					
Enhances community understanding of District's goals and objectives. Deals openly with conflict and District problems.					

C. LEADERSHIP

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Assumes leadership in establishing the immediate and long-range goals & objectives for the District.					
Demonstrates original thinking, ingenuity, and creativity by introducing new strategies or courses of action.					
Plans effectively and supports innovative problem-solving by involving others.					

D. COMMUNICATION

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Promotes and engages in two-way communication with Board Members.					
Is accessible to Board Members. Communicates new ideas, suggestions, and concerns to the Board.					

E. MANAGING FINANCIAL AND MATERIAL RESOURCES

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Identifies District revenue enhancements and cost saving to ensure the District accomplishes important short-term and long-term goals.					
Demonstrates original thinking, ingenuity, and creativity by introducing new financial strategies or courses of action.					
Plans, implements, and directs a comprehensive financial program for the District's long-range economic development.					
Has a general understanding of technical issues affecting the District.					

F. ORGANIZATION

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1
Develops procedures in response to needs. Implements practices and monitoring results in support of Board policy. Anticipates changes in various situations and the ability to achieve goals despite these changes. Meets schedules (whether set by the General Manager or by others). Sets priorities, understands systems, practices time management, planning, and is committed to quality work.					

G. OVERALL EVALUATION

5 - Outstanding 4 - Excellent 3 - Satisfactory 2 - Needs Improvement 1 - Unsatisfactory

	5	4	3	2	1

Remarks/Comments:

EXHIBIT 2

McKinleyville Community Services District
 Dept. Head/Supervisor 360 Evaluation Survey

Please use the following rating system to respond to the statements below.

- 1=100% False / Absolutely Disagree
- 2=Somewhat False / Somewhat Disagree
- 3= Neutral (Neither True nor False / Do Not Agree or Disagree)
- 4= Somewhat True / Somewhat Agree
- 5=100% True / Absolutely Agree
- N/E=No Experience / I don't have enough knowledge/experience to rate this statement.

	1	2	3	4	5	N/E
1. I can rely on (trust) my supervisor to do what he/she says he/she will do.						
2. My Supervisor is organized and efficient; I can rely on them to provide direction in a timely manner.						
3. My Supervisor is a valuable resource to me; he/she makes himself/herself available to me whenever I need guidance or support.						
4. I am confident that my supervisor acts (i.e. makes decisions, prioritizes and assigns tasks) in a manner that is in service to the greatest good of the District. (Good for rate payers, community, and employees)						
5. My Supervisor recognizes and acknowledges my contributions to the District and team in a manner that is meaningful to me.						
6. My Supervisor treats employees equitably without showing favoritism.						
7. My Supervisor trusts me to make decisions about how assigned tasks get accomplished. I do not frequently have to ask for permission or approval.						
8. My Supervisor looks at all sides of an issue or problem and weighs the options and impacts of those options before <u>making a decision</u> .						
9. My Supervisor inspires, supports, and advocates for my professional and personal growth and development.						
10. My Supervisor encourages me and others to contribute ideas and perspectives. I feel confident that he/she wants to know what I think.						
11. My Supervisor regularly provides constructive and helpful feedback on my performance						
12. My Supervisor does not criticize people who are not present.						
13. My Supervisor recognizes and supports the work of other departments.						
14. My Supervisor is transparent in his/her fiscal decisions that impact how I and my co-workers <u>are able to</u> complete work assignments.						
15. My Supervisor provides timely and clear communication regarding the workings of the dept. to staff.						
16. My Supervisor provides a clear sense of purpose and direction for work assignments as well as for the roles and responsibilities of each work assignment for me individually and for the whole team.						
17. My Supervisor is open to alternate perspectives and embraces change by challenging the status quo when presented with compelling information.						
18. I am comfortable delivering critical feedback to my Supervisor.						

McKinleyville Community Services District
Dept. Head/Supervisor 360 Evaluation Survey

	1	2	3	4	5	N/E
19. My Supervisor is skillful in effectively resolving conflict.						
20. My Supervisor ensures that staff is aware of all policies and regulations pertaining to individual employment and work assignments.						
21. It is clear and evident that my Supervisor cares about the people of the District, both the rate payers/customers and employees.						
22. I trust my Supervisor to keep confidential any conversations or information I share that I request remain confidential.						
23. My Supervisor takes seriously and addresses promptly any safety concerns that I bring to his/her attention.						
24. I enjoy working for and with my Supervisor						

You may provide additional comments regarding the performance of your Supervisor in the space provided. Additional comments are not required but are welcome.

Name of Supervisor _____ Supervisor's Title _____

Date of Evaluation _____ Total Score _____

Attachment B.

McKinleyville Community Services District
Board of Directors Self-Evaluation Worksheet

In order to truly understand how the Board is doing as elected officials for the McKinleyville Community Services District, please answer each question while specifically thinking about you and your opinion on your own effectiveness as a Board member.

1. Please briefly describe your understanding the vision and mission of the McKinleyville Community Services District?
2. Over the last year, in what ways have you supported the vision and mission of MCSD?
3. In what ways do you think the Board or Staff could better supported the vision and mission of MCSD?
4. Do you feel you have a good working relationship with the other Board members? Explain.
5. Do you have any suggestions for improving the working relationship with the other Board members?
6. Do feel you have a good working relationship with the General Manager? Explain.
7. Do have any suggestions for improving the working relationship between the General Manager and the Board?
8. What are MCSD's major programs and services that you would like to know more about?
9. Do you follow trends and important developments in industries and services that MCSD provides? If yes, please give examples. If no, what would help you to do more in this area?
10. Do you understand MCSD's financial statements? What would help you with this?
11. Do you feel that the District and Board act knowledgeably and prudently when making recommendations about MCSD finances and financial policies in consideration of the District as a whole?
12. In what ways do you prepare for and participate at Board/Committee meetings as well as other MCSD events?

13. What skills do you possess that you would be willing to volunteer to further the MCSD vision and mission?
14. Do you complete assignments and responsibilities assigned to you in a responsible and timely manner? If no, what can assist you in this?
15. How often do you take advantage of opportunities to enhance the MCSD public image by periodically speaking to others about the work of the District?
16. Do you have additional ideas for programs or outreach to enhance MCSD's public image?
17. What are the potential challenges you see impacting the Board and/or District in the next 1-3 years? What can be done to limit or overcome these challenges?