

SANTA YNEZ COMMUNITY SERVICES DISTRICT
MEMORANDUM

TO: Board of Directors
FROM: Loch Dreizler, General Manager
DATE: December 21, 2022
SUBJECT: Appoint General Manager as District Treasurer and Secretary

Recommendation / Proposed Motion:

Appoint the General Manager as district treasurer and secretary until a new administrative assistant is hired.

Policy Implications:

According to Government Code §61050(c), The Board of directors may appoint the same person as the general manager and the district treasurer.

It would also be efficient to appoint the general manager as the interim district secretary.

Fiscal Implications:

None

Alternatives Considered:

None

Discussion

The district treasurer shall make quarterly reports, or as the Board of directors determines, regarding the receipts, disbursements, and balances in the accounts controlled by the district treasurer and sign all other items that require the Treasurer's signature.

The district secretary shall have the following duties: Certify or attest to actions taken by the Board when required. Sign the minutes of the Board meeting following their approval. Sign the documents as directed by the Board on behalf of the district and sign all other items that require the Secretary's signature.