

SANTA YNEZ COMMUNITY SERVICES DISTRICT

MEMORANDUM

To: Board of Directors
From: Loch Dreizler, General Manager
Alicia Marin, Office Manager
Date: April 17, 2023
Subject: Discuss and Approve the formation of an Ad-hoc Committee

Recommendation: Discuss and Approve the formation of an ad hoc Committee to review and revise a portion or portions of the existing Board Policy Manual.

Proposed Motion(s): I move that the District form an ad hoc committee comprised of director _____ and director _____ to work with Staff and Legal Counsel to review Section(s) _____ of the Board Policy Manual.

Policy Implications: A Board Policy Manual was adopted by resolution 19-11 on November 20, 2019.

Board Policy Manual Section 16. *Committees of the Board of Directors* - The Board of Directors shall appoint ad hoc committees as deemed necessary or advisable by the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

Alternatives Considered: None

Discussion: At the previous Board meeting, Director Beard requested that an Ad Hoc committee be formed to review the District's Board Policy Manual, specifically Section 9, Attendance at Meetings, now Section 10. *Attendance at Board Meetings*. However, other sections could also be considered.

The Brown Act does not apply to ad hoc or temporary advisory committees composed of less than a majority of the Board. In establishing an ad hoc or temporary advisory committee, the Board should define the committee's purpose and set a time frame to accomplish that purpose. An ad hoc or temporary advisory committee is advisory only; the Board has not delegated any decision-making power, and the committee will return to the full Board to make a public recommendation.

Attachment:
Board Policy Manual Sections

Board Policy Manual Sections

(Renumbered with new Section 5 – Public Comment Policy):

1. SYCSD Mission Statement
2. Purpose of Board Policies
3. Adoption/Amendment of Policies
4. Conflict of Interest
5. Public Comment Policy
6. Public Complaints
7. Claims Against the District
8. Code of Ethics
9. Board Meetings
10. Attendance at Meetings
11. Board President
12. Members of the Board of Directors
13. Board Meeting Conduct
14. Board Actions and Decisions
15. Rules of Order for Board and Committee Meetings
16. Committees of the Board of Directors
17. Board Meeting Agenda
18. Minutes of Board Meetings
19. Basis of Authority
20. Membership in Associations
21. Board Compensation, Travel Expenses, Ethics Training, and Sexual Harassment Training
22. Copying Public Documents
23. Community Outreach