

**SANTA YNEZ COMMUNITY SERVICES DISTRICT**  
**MEMORANDUM**

**TO:** Board of Directors  
**FROM:** Loch Dreizler, General Manager  
**DATE:** June 21, 2023  
**SUBJECT:** Appoint Office Manager, Alicia Marin, Board Secretary

**Recommendation / Proposed Motion:**

Additionally appoint Office Manager, Alicia Marin, as Board Secretary

**Policy Implications:**

The job description for recruitment for this position was for an Office Manager/Board Secretary. A portion of the job description was described as “Serves as Secretary to the Board, prepares agendas and Board packets, schedules Board meetings and public hearings, and assures distribution and posting requirements are met.”

**Fiscal Implications:**

None

**Alternatives Considered:**

None

**Discussion**

In December 2022, the General Manager was appointed board secretary until a new office manager/board secretary could be hired.

A portion of the Board Secretary’s duties includes certifying and attesting to actions taken by the Board when required. Signing the minutes of the Board meeting following their approval and signing other documents as directed by the Board on behalf of the district, and signing all additional items that require the Board Secretary’s signature.