



Pliocene Ridge CSD <plioceneridge@gmail.com>

Correction to draft policy handout provided at 2/20/19 meeting

1 message

Pliocene Ridge CSD <plioceneridge@gmail.com>

Fri, Feb 22, 2019 at 9:26 AM

To: info@undergroundgold.com

Re: ~~chiefs@plioceneridge.org~~

Based on some of the feedback provided at Wednesday's meeting I realized that for the Positions/Duties Policy I failed to document the fact that the job descriptions for both the Secretary and the Treasurer highlighted in yellow as "new" actually used to be located in the bylaws. They were updated for the draft policy but for the most part they are not new.

I have attached a copy of the preexisting job descriptions, which includes what is spelled out in my current contract for services.

Also, under this same policy I wanted to clarify that my statement about the chiefs not being "paper pushers" was not intended to imply that they are not CAPABLE of doing the district level administrative work, but was meant to point out that they already have enough on their plates running their departments. Keeping it flexible as far as who handles what seems like the best approach.

Lastly, I have also attached two pages from the Calif. Special District Ass. Board handbook to help us all understand the difference between board and staff for Special Districts. It took me a VERY long time to finally get a clear understanding of this myself....and of course some of it does not apply to very small districts, but the basic premise does and is mandated by State Law. This is the reason that I ended up giving up my Alleghany Water District Board seat in early 2017 to remain as the General Manager, this was a SEPARATION of duties (not a consolidation).

Thanks to everybody who works to make our communities a better place!

Sincerely,

Rae Bell Arbogast
Secretary/Treasurer
Pliocene Ridge CSD
plioceneridge.org

hard copy
to Wayne B.
Vicky T.

I can be reached most weekdays at 530-287-3223

2 attachments

JOB DESCRIPTIONS SECRETARY TREASURER.pdf
111K

ROLE OF BOARD VS STAFF PER CSDA HANDBOOK.pdf
1236K

This is a copy of the job descriptions that used to be included with the bylaws. In March of 2018 it was decided to remove detailed job descriptions from the bylaws with the plan to update them and move them to Policy. 2/21/19



DUTIES OF OFFICERS

1. **PRESIDENT** shall:
 - a. be the chief executive officer of the Board;
 - b. preside at all meetings;
 - c. sign all contracts and other papers authorized by the Board;
 - d. ensure all orders and policies of the Board are executed;
 - e. have the right to vote on all matters coming before the Board; and
 - f. be responsible for other such duties as may be directed by the Board.

2. **VICE PRESIDENT** shall:
 - a. assume the duties of the president as may be required; and
 - b. be responsible for other such duties as may be directed by the Board.

3. **SECRETARY** shall:
 - a. keep a complete record of all proceedings;
 - b. serve as official custodian of minutes and all records of the District;
 - c. maintain a current and accurate list of Safe Deposit contents;
 - d. sign official documents as directed;
 - e. be empowered to administer oaths and affirmations;
 - f. prepare and distribute meeting agendas and materials as directed under the "Brown Act;"
 - g. be responsible for other such duties as may be directed by the Board; and
 - h. maintain a file with a copy of valid California driver's license for each certified operator of equipment/vehicles.

4. **TREASURER** shall:
 - a. receive and deposit all monies to the District's checking or savings accounts and keep an accurate and balanced report of account activity;
 - b. receive and pay all invoices presented (noting check number, date of payment, amount of payment on the invoice, fund account) and verify expenditure is within available budgeted funds; Secretary to perform this duty in the absence of the Treasurer.
 - c. Process payroll up to four (4) times per year and pay quarterly payroll taxes
 - d. serve as chairperson of the standing Budget Committee;

- e. establish adequate controls through a Budget Manual to insure all expenditures are consistent with the budget and policies and procedures of the District, state and federal statutes.
- f. prepare a monthly written report to the Board to become a part of the minutes with support documents showing beginning bank balance, itemized list of expenditures for previous month, deposits and ending bank balance for previous month, a list of current month expenditures, and a list of non monetary donations, to be approved by the Board; book revenues/expenses monthly; prepare, in writing, any budget transfers for Board approval and notify the Secretary 10 days in advance for agendaing the item(s);
- g. maintain current bank account signature cards for all accounts;
- h. require two Board member signatures on all checks excluding the Treasurer;
- i. confirm department purchases are within the approved budget;
- j. strive to make purchases on 30 day accounts billable to the District;
- k. verify all accounts opened are authorized by the Board;
- l. maintain a \$200 petty cash fund to each Fire Chief for authorized and budgeted expenditures for which written receipts and written invoices shall be submitted to the Treasurer monthly;
- m. provide emergency funds up to \$1000 as requested by the Fire Chiefs upon due diligence to contact the President for review and submit to the Board at its next regularly scheduled meeting;
- n. with input from Fire Chiefs and Budget Committee, prepare annual Preliminary Budget in June;
- o. prepare the Chart of Accounts for distribution with the Final budget;
- p. submit Final Budget in September to the Board for final approval;
- q. Annually book yearend accruals, donations, fixed assets, process year end payroll taxes, prepare State controller report, prepare report of expenses by category, EOY recap, facilitate the Audit and prepare and submit annual Special Districts Financial Transactions Report and other reports as may be required by government code.
- r. be responsible for other such duties as may be directed by the Board.
- s. Annually, in July, prepare a list of all donations/gifts monetary and non monetary for the prior fiscal year to the Board for acceptance.
- t. Submit quarterly electronic backup of all files for offsite storage and hard copy of all records for District storage to Board Secretary.
- u. Record and monitor Streetlight funds, per policy 6000, as separate account.

C.

From Rze Bell's current contract for
Services Performed

Services - job descriptions approved

Contractor is under the general direction of the District Board of Directors.
Contractor shall provide, including but not limited to the following services:

several
years

290.

1. Act as Accounts Receivable Clerk for District.
2. Act as Accounts Payable Clerk for District.
3. Verify that the district Purchasing Policy is adhered to.
4. Process Payroll as needed (no more than quarterly)
5. Serve as Chairperson of the standing Budget Committee.
6. Prepare a monthly written report to the Board to become a part of the minutes with support documents showing: beginning bank balance, itemized list of expenditures for previous month, deposits and ending bank balance for previous month.
7. Prepare, in writing, budget transfers for Board approval.
8. Strive to make purchases on 30 day accounts billable to the District.
9. Verify all accounts opened are authorized by the Board.
10. Prepare annual Budgets per district calendar (preliminary and final)
11. Annually: book year-end accruals, donations, fixed assets, process year end payroll taxes, prepare report of budget versus actual end-of-year recap ,
12. Facilitate the Audit and the annual State Controller Special Districts Financial Transactions Report by the Auditor and other reports as may be required by government code and monitor deadlines.
13. Annually, in July, prepare a list of all donations/monetary and non-monetary gifts for the fiscal year to the Board for acceptance.
14. Submit a quarterly electronic backup of all files for offsite storage and hard copy of all records for District storage.
15. Record and monitor reserve fund balances per district policy.
16. Act as Secretary and Clerk-of-the-Board which duties include recording minutes for all meetings and maintaining district files.
17. Ensure that all meetings are posted and carried out in compliance with the Brown act and other applicable laws.
18. Maintain and update the districts website: ie post all agendas and notices, update board positions etc.
19. Be responsible for other such duties as may be directed by the Board.



Primary Roles and Responsibilities

One of the first and most important distinctions to make in your work as a board member is the difference between your responsibilities and those of the general manager and staff. Clearly understanding and respecting these roles, and how they interact, is critical to the long-term success and sustainability of your special district.

Role of a Board Member

One of the most significant responsibilities as a board member is to understand that the board is a team and you need to work together as such. Understanding the dynamics of the group, as well as the individual perspectives and opinions of your fellow board members, is crucial to the success of the team, the district, and community you represent. This united approach will help to strengthen the district and provide the grounds for maintaining a clear vision of the future, a unity of purpose, and a cohesive board.

The specific responsibilities of the board are clustered into five areas:

1. Setting the direction for the district;
2. Establishing and supporting the policies and structure of the district;
3. Overseeing the financial resources necessary to fund the district;
4. Guiding employee relations policy, including the hiring and supervising of the general manager who, in turn, operates the district and hires/manages its staff; and
5. Serving as community leaders who communicate effectively on behalf of the district.

Setting Direction

The board establishes the special district's mission and vision. In building a mission statement, the board must clearly understand the purpose of the district and answer the question of "why?" Why does the district exist? It will also be helpful for the board to identify core values that guide the district in its mission.

When developing a vision statement, the board must answer the question of "what?" What would the district look like should it accomplish its mission to the fullest extent? Doing so requires agreement on the board as to what the future of the district should look like.

important to distinguish when you are speaking on behalf of the board and when you are speaking as an individual. However, as a public official, you should recognize that people will often construe your speech and actions as representative of your district, its staff, and your fellow board members regardless of the manner, time, and place in which they occur. This reality should lead board members to be thoughtful, intentional, and unified, not to be silent or absent.

It is a mistake for a special district to attempt to “fly under the radar.” Transparency is essential to democracy, and scrutiny is inevitable in government. This will be covered more in the next chapter, *Accountability and Transparency*, but here it is important to note that board members play a key role in a special district’s public outreach and engagement efforts. If a special district and its leaders are not telling the story of the district, somebody else will.

Role of the General Manager and Staff

The general manager is the executive staff officer of the district and for the board. This individual administers the district, providing day-to-day leadership, and maintains exclusive management and control of the operations and works of the district within State law and the policies of the board. In some districts, this position may be referred to as the district administrator, chief executive officer, executive director, district director, or another title. For the purposes of this handbook, it will be referred to as general manager.

Overarching best practices for a general manager include:

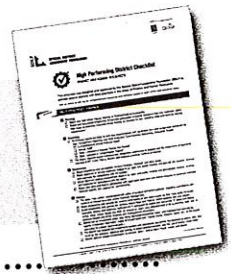
1. Developing and delivering reports to keep the board of directors and public well-informed of district operations and the status of district goals;
2. Providing recommendations on actions requiring board approval, including policies, resolutions, ordinances, and other matters;
3. Maintaining and advancing the operations of the district and implementing those policies, strategies, and directives approved by the board; and
4. Playing an active role in moving the district forward in serving its mission, carrying out its strategic plan, and attaining its vision.

As noted previously, the general manager has authority over and directs all employees, including hiring, supervision, evaluations, promotions, disciplinary actions, and terminations. All directives for staff should be given by the general manager or designated supervisor within the district. Authority may be delegated to other staff or consultants at the general manager’s discretion.

The general manager should dutifully and faithfully carry into effect the lawfully expressed policies of the board, including planning the short, medium, and long-term work program for the district, facilitating constructive and harmonious board relations, preparing and managing the district budget, conducting studies, and delivering written and oral presentations.



Visit sdlf.org to download the **SDLF High Performing District Checklist** to provide special districts with best practices related to the areas of finance and human resources.



Best practices that make the best board members:

- Do your homework: Read all board packets and materials in advance of meetings.
- Don’t play “gotcha”: Share questions with the general manager in advance of the board meeting.
- Listen first, speak second: Prioritize understanding the perspectives of others.
- Build an expertise: Find an important issue that other board members are not already invested in and become a leader, such as on LAFCO, environmental sustainability, etc.
- Stick to principles, not positions: Develop strong and well-considered principles, rather than digging heels into one position of a false dichotomy.
- Oppose the action, not the implementation: When necessary, vote “No” on a board agenda item, but don’t undermine or obstruct the successful implementation of board-approved decisions. Support and respect the actions of the board as a whole.