

EXHIBIT A

Los Osos Community Services District Board Orientation Policy

PURPOSE

The purpose of this policy is to establish a standard for the Board and direction to management on the preparation, update and delivery of a comprehensive Board Orientation Program, intended for all new and existing Los Osos Community Services District Board members.

POLICY

Intent of Program Manual - The General Manager is directed to prepare and keep updated a Board Orientation Program Manual containing LOCSD specific information, legal and special district industry materials and resources. The intent of the Manual is to serve as the central informational and resource document for District Directors; to provide an organized forum for rapid information gain and a broad understanding regarding the District, special district industry, related laws and standards.

Manual Content and Availability - The information in the manual is to be maintained up to date with at minimum the information listed in the Manual Table of Contents, attached hereto as Exhibit A. A copy of the Manual shall be provided to each Board member upon their election or appointment to the Board. An electronic copy of the Manual shall be maintained on the District website and a hard copy available for public viewing in the District office. Public copies of the Manual will be made available at the cost of reproduction, or production on CD.

Board Orientation – The General Manager shall arrange for an orientation session with each newly elected or appointed Board member within 30 days of their taking office. The orientation shall include review of the Program Manual, questions and answers, viewing of resource websites such as California Special Districts Association and other educational venues. The General Manager may have District administrative staff, department heads, legal counsel and District Engineer in attendance at the orientation to answer questions and provide additional information. If newly elected or appointed Board members comprise a majority of the Board, in compliance with the Brown Act, the Orientation will be given as an agenda item during a regular or special meeting of the full Board.

Ongoing Board Education – The District promotes ongoing learning and education for its Board members on matters related to District business. The General Manager shall annually budget for Board member attendance at special district industry association sponsored training and conferences. It is the stated goal of this Board for all members to attend the California Special Districts Association Leadership Academy program or similar educational venue to gain significant knowledge about special district governance. The Program Manual contains a current listing of all Board educational opportunities upcoming in the current year.