



May 5, 2016

TO: LOCSO Board of Directors

FROM: Peter J. Kampa, Interim General Manager

SUBJECT: **Agenda Item 12A – 5/5/2016 Board Meeting**
Adopt Resolution Approving a Board Member Orientation Program and Policy

STAFF RECOMMENDATION

Staff recommends that the Board approve the following action:

Motion: I move that the Board adopt Resolution 2016-15 approving a Policy on Board Member Orientation and Directing the Update of the Board Orientation Program Manual.

DISCUSSION

District legal counsel has prepared a Board Orientation binder that contains important information to assist new and existing Board members in becoming familiar with special district governance, existing policies, procedures and ordinances, legal matters and other items facing the District. The manual has not been updated in several years and there are a number of new and emerging items for consideration of inclusion in the manual.

The Board Orientation Program Manual can serve as one of the most important documents in the District records that can be used by management, legal counsel and existing Board members to bring new board members up to “decision making” speed quickly. As you know, there is not a single location where a new Board member to go and find everything they need to know about being an effective Board member and conducting their activities in compliance with laws.

Management has developed board orientation manuals and programs on many occasions, and has found many very effective resources to be added to the District’s existing program. Also included is a policy that requires that each Board member receive formal orientation from the District General Manager, legal counsel, District Engineer and Department Heads as appropriate within 30 days of their election or appointment. The policy also promotes Board member attendance at the Special District Leadership Foundation sponsored education programs and CSDA Leadership Academy, Annual Conference and Legislative Days.

Presented with this agenda is the table of contents for the new manual only. Following Board approval and direction, the manual will be completed during the month of May 2016.

FINANCIAL IMPACT

There is no additional cost for the 20 hours of General Manager's time on update of the program and update of the legal and project related sections of the manual will cost less than \$1000.

Attachments

President

Marshall E. Ochylski

Vice President

Jon-Erik G. Storm

Directors

Charles L. Cesena
Louis G. Tornatzky
R. Michael Wright

Interim General Manager

Peter J. Kampa

Temporary District Accountant

Dale G. Flynn

Unit Chief

Scott M. Jalbert

Battalion Chief

Tom McEwen

Mailing Address:

P.O. Box 6064
Los Osos, CA 93412

Offices:

2122 9th Street, Suite 102
Los Osos, CA 93402

Phone: 805/528-9370

FAX: 805/528-9377

www.losososcso.org

LOS OSOS

COMMUNITY SERVICES DISTRICT

BOARD ORIENTATION PROGRAM



May 5, 2016

Developing Board Leadership by Increasing Competencies in Special District Governance



With the goal of rapid knowledge transfer, this Program has been developed to include in a single location the documentation, resources, laws and standards needed by new and existing Board members. Through initial orientation, continuing education and ongoing updates delivered by management, Board members are provided the tools to ensure a solid knowledge base in special district governance as well as Los Osos CSD specific plans, issues, needs and opportunities.

Table of Contents

INTRODUCTION	3
General Manager’s Message.....	3
Board Orientation Policy	3
POWER & PURPOSES OF LOS OSOS COMMUNITY SERVICES DISTRICT (LOCSD)	3
Community Services District Law - Government Code §61000	3
District Maps, Zones, Formation Resolution and Active Powers.....	3
Municipal Service Reviews and Latent Powers	3
Publication – “Whats so Special About Special Districts?”	3
Publication – “Community Needs, Community Services”	3
GOVERNANCE FOUNDATIONS	3
Local Agency Formation Commission (LAFCO).....	3
Directing by Policy (California Government Code §61045)	3
Responsibility of the Board and Board Members.....	3
Board Actions	3
Publication – “Special District Board Member/Trustee Handbook”	3
Publication – “Open & Public IV: A Guide to the Ralph M. Brown Act”	3
Publication – “Parliamentary Procedure Quick Reference Guide”	4
SETTING DIRECTION - PLANNING FOR THE FUTURE	4
District Strategic Plan.....	4
General Manager’s Management Objectives, Current and Past Years.....	4
Facility and Capital Improvement Plans	4
Regional Plans and Programs	4
Board Policies	4
BOARD’S ROLE IN HUMAN RESOURCES	4
District Red-flags	4
General Manager’s Performance Evaluation Process	4
BOARD’S ROLE IN DISTRICT FINANCES	4
District Revenues and Expenses	4
Current Fiscal Year Budget	4
Annual Audit, Most Recent two years.....	4
Proposition 218 Implementation Guide	5
Resources Related to Public Finance	5
Grants, Loans, Bond Financing, Assessments, Special Taxes and Property Related Fees.	5

PROJECTS 5
 Current and Recent Projects and Initiatives5
 Identified Community Needs.....5
CURRENT ISSUES AND LITIGATION 5
REFERENCE GUIDE TO DISTRICT TERMINOLOGY AND ACRONYMS 5

RESOLUTION NO. 2016-15

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE LOS OSOS COMMUNITY SERVICES DISTRICT
APPROVING A POLICY ON BOARD MEMBER ORIENTATION**

WHEREAS, the Los Osos Community Services District provides important public services that are critical to the health and safety of the community; and

WHEREAS, the role of Board member is very diverse and many laws, regulations and standards apply to all deliberations and actions of the Board; and

WHEREAS, initial orientation of Board members in their roles and responsibilities and attending ongoing education are critical to the success of the District's services and sound decisions of the Board; and

WHEREAS, an orientation policy has been developed to direct staff in delivering the orientation program to Board members now and in the future.

NOW, THEREFORE, BE IT RESOLVED that the Los Osos Community Services District Board of Directors does hereby approve the Board Orientation Policy attached as EXHIBIT A herein.

On the motion of Director _____, seconded by Director _____, and on the following roll call vote, to wit:

Ayes: _____
Nays: _____
Absent: _____
Conflicts: _____

The foregoing resolution is hereby passed, approved, and adopted by the Board of Directors of the Los Osos Community Services District this 5th day of May 2016.

Marshall E. Ochylski
President, Board of Directors
Los Osos Community Services District

ATTEST:

APPROVED AS TO FORM:

Peter J. Kampa
Interim General Manager and Secretary to the Board

Michael W. Seitz
District Legal Counsel

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 LOCSO 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.