

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 (LOCS D)	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 Initiatives.....5
 Identified Community Needs.....5

CURRENT ISSUES AND LITIGATION 5

REFERENCE GUIDE TO DISTRICT TERMINOLOGY AND ACRONYMS 5