



**TO: GCSB Board of Directors**

**FROM: Peter Kampa, General Manager**

**DATE: February 8, 2022**

**SUBJECT: Agenda Item 6C: Adoption of a Resolution Amending the Board of Directors Policy Related to the Formation and Use of Board Committees**

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**RECOMMENDED ACTION:**

*I move to approve Resolution 08-2022 amending the Board of Directors Policy related to the formation and use of Board Committees.*

**BACKGROUND:**

During the last few board meetings, it has been recommended that the board of directors clarify its policy related to the formation and use of district committees. One of the stated reasons for evaluation of the policy was the opportunity to include language allowing the committee to reach out to members of the public and other interests to participate in committee meetings to provide additional input on important matters and to identify stakeholders who may want to attend meetings to provide strategic input based on their area of interests or experiences.

In amending the policy, additional areas of clarification were drafted based on Board and public input over the past few years. The policy now clarifies that ad hoc committees are limited to two Board members being assigned, and can designate whether open committee meetings will be held. As an example, the recently appointed ad hoc committees appointed to review human resources consulting proposals with staff and review an initial draft of the water/sewer master plan, would not necessarily post an agenda and take meeting minutes. An ad hoc committee formed to review and recommend a tax or other funding mechanism for fire services, due to the very public nature of its work, would absolutely invite maximum public participation, post agendas and invite stakeholders. The policy was further amended to clarify that standing committees will create a standing meeting schedule and will operate on a more ongoing basis.

**ATTACHMENTS:**

1. Resolution 08-2022
2. Draft Redline Committee Policy

**FISCAL IMPACT:**

None

**RESOLUTION 08-2022**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AMENDING THE BOARD OF DIRECTORS POLICY RELATED TO THE FORMATION AND USE OF BOARD COMMITTEES**

**WHEREAS**, the Board of Directors (Board) of the Groveland Community Services District (District) is authorized and required to adopt and amend policies related to the services it provides and typically does so by Resolution of the Board; and

**WHEREAS**, the Board desires to amend and update the above policy to meet the current needs of the District.

**NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES** hereby adopt Resolution 08-2022 amending the District's Board of Directors Policy Related to the Formation and Use of Board Committees.

**WHEREFORE**, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 8, 2022 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

APPROVE:

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Spencer Edwards, President - Board of Directors

ATTEST:

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Rachel Pearlman, Board Secretary

**CERTIFICATE OF SECRETARY**

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on February 8, 2022  
DATED: \_\_\_\_\_

### 3.1 Committees

The Board may create standing or *ad hoc* committees at its discretion. Once created and at its first meeting of each new year, the committee shall self-select a Committee Chair to preside over its meetings. The use of committees is intended to assist the Board in keeping its regular business meetings focused on action items and to provide a less formal venue to achieve a deeper understanding of specific aspects of the District, assist in long range policy planning and to receive additional public input on major District planning activities, initiatives and actions.

#### 3.1.1 Committee Authorities

Unless authority to perform a duty is expressly delegated by the Board to a Committee, committee motions and recommendations shall be advisory to the Board.

Committees shall not commit the District to any policy, act or expenditure nor may any committee direct staff to perform specific duties unless authorized by the Board. The Committee Chair is authorized to schedule committee meetings as deemed necessary and to preside at any such meeting.

To broaden public input and outreach, the Committee Chair may seek to identify members of the public, representatives from other agencies or interests such as development, business and real estate to engage and assist the committee in its assigned evaluations and recommendations to the Board.

#### 3.1.2 Ad hoc Committees

The President shall appoint such *ad hoc* committees, consisting of less than three members of the Board of Directors as may be deemed necessary or advisable by herself/himself and/or the Board. *Ad hoc*

committees are formed for a specific, singular purpose and/or to reach a specific goal within a finite time period. The duties of *ad hoc* committees and whether the committee will hold public meetings shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. A third member of the Board of Directors shall not be allowed to attend an ad hoc committee meeting(s).

#### 3.1.3 Standing Committees

The Board's may create standing committees may be assigned to review District projects, functions, activities, finances and/or operations pertaining to their designated concerns, as specified at the time that the standing committee is formed. A standing committee is typically formed to meet on a continuing or ongoing basis. The standing committee's purpose may be amended from time to time at the Board's discretion. Said assignment may be made by, at the recommendation of the Board President, a majority vote of the Board, or on their own initiative by the committee itself. Any recommendations resulting from said review changes to a standing committee's purpose defied on its formation should be submitted to the Board via a written or oral report made by full board action.

##### 3.2.3.1 Standing Committee Meetings

Standing committees shall establish a regular meeting schedule of not less than quarterly. All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

##### 3.2.3.2 Standing Committee Members

Standing Committees shall consist of no more than two members of the Board of

Directors. A third member of the Board of Directors may attend Standing Committee meetings but shall not participate in the committee meeting, in accordance with state law. The Board President shall appoint and publicly announce the members of the standing committees at the time of their initial formation and thereafter for the ensuing year no later than the Board's regular meeting in January.

#### *3.1.4 Non-District Committees*

Where the Board has agreed to designate a Director or Directors to serve on a non-District committee, the President shall nominate said Directors for Board ratification.

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