



NOTICE OF SPECIAL MEETING
Oceano Community Services District - Board of Directors Agenda
Thursday, September 21, 2023 – 3:00 P.M.
Oceano Community Services District Board Room
1655 Front Street, Oceano, CA

All items on the agenda, including information items, may be deliberated. Any member of the public with an interest in one of these items should review the background material and request information on the possible action that could be taken.

All persons desiring to speak during any Public Comment period are asked to fill out a "Board Appearance Form" to submit to the Board Secretary prior to the start of the meeting. Each individual speaker is limited to a presentation time of THREE (3) minutes per item. Persons wishing to speak on more than one item shall limit his/her remarks to a total of SIX (6) minutes. This time may be allocated between items in one-minute increments up to three minutes. Time limits may not be yielded to or shared with other speakers.

1. **CALL TO ORDER:**
2. **ROLL CALL:**
3. **FLAG SALUTE:**
4. **PUBLIC COMMENT FOR ITEMS ON THE AGENDA:**

This public comment period for a special meeting provides an opportunity for members of the public to address the Board directly regarding items that are described in the notice for the meeting. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes per item or six(6) minutes total if the public comment is on more than one item..

5. **BUSINESS ITEMS:**

- A. Review, discuss and authorize the 2024 Route to Parks Grant Program application prepared by the Oceano Parks and Recreation Committee
- B. Discussion and consideration of revisions to section 2.4(c) of Oceano Community Services Board of Directors Bylaws

6. **CLOSED SESSION:**

- A. Pursuant to Government Code §54957 - Performance evaluation – District Legal Counsel
- B. Pursuant to Government Code §54957 - Performance evaluation–General Manager
- C. Conference with Legal Counsel – Anticipated Litigation – Consideration of potential litigation pursuant to paragraph (4) of subdivision (d) of Government Code §54956.9: One (1) Potential Case

7. **ADJOURNMENT:**

This agenda was prepared and posted pursuant to Government Code Section 54956. The agenda is posted at the Oceano Community Services District, 1655 Front Street, Oceano, CA. Agenda and reports can be accessed and downloaded from the Oceano Community Services District website at www.oceanocsd.org.

ASSISTANCE FOR THE DISABLED If you are disabled in any way and need accommodation to participate in the Board meeting, please call the Clerk of the Board at (805) 481-6730 for assistance at least three (3) working days prior to the meeting so necessary arrangements can be made.

ASISTENCIA A DISCAPACITADO Si usted está incapacitado de ninguna manera y necesita alojamiento para participar en la reunión de la Junta, por favor llame a la Secretaría de la Junta al (805) 481-6730 para recibir asistencia por lo menos tres (3) días antes de la reunión para que los arreglos necesarios puedan ser hechos.



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: September 21, 2022

To: Board of Directors

From: Will Clemens, General Manager

Subject: **Agenda Item # 5(A):** Review and discuss the approval of a motion in support of the grant application for the 2024 Route to Parks Grant Program.

Recommendation

It is recommended that your board review and discuss the approval of a motion in support of the grant application for the 2024 Route to Parks Grant Program.

Discussion

At the September 6, 2023 Special meeting your Board approved for the Oceano Parks and Recreation Committee to draft a grant application for the 2024 Route to Parks grant. The grant is to help ensure that all communities have an opportunity to visit and enjoy California State Parks. The draft grant application is attached for your consideration.

Other Agency Involvement

The District will partner with Lucia Mar School District to provide transportation to state parks in San Luis Obispo County.

Financial Considerations

The grant request is for \$15,904 and there is no required match by the District.

Results

Pursuing grant revenues supports a healthy and livable community.

Attachments:

- Draft 2024 Route to Parks Grant
- Draft Grant Budget

Application

Public Profile

Field Trips to State Parks and Beaches
Process: 2024 Route to Parks Grant Program

Contact Info Request Documents 0

Organization: 

Oceano Community Services District
 95-3639481
 805-481-6730
 1655 Front Street
 Oceano, CA 93445 United States

Application Document Viewer Application Packet Question List

Due by 09/22/2023 05:00 PM PDT.

Fields with an asterisk (*) are required.

Grant Criteria

For the 2024 grant cycle, we are seeking proposals that address the following criteria:

- Primarily provide transportation to:
 - California State Parks and Beaches;**
 - California State Park partnerships, such as partner-operated properties, and partner-operated programs at State Park properties, that connect people to inland waterways, including lakes, rivers, watersheds, and water systems;
- Offer a valuable recreational, environmental, cultural, or historical learning experiences'
- Reach underrepresented communities who may face challenges getting to or enjoying parks, and/or lack opportunities to create meaningful connections to nature;
- Address those parts of the state with the greatest transportation needs.

Preference will be given to proposals that:

- Include programming and/or experiences at California State Parks, and State Park partnerships that connect people to inland waterways;
- Deliver memorable experiences in nature through collaboration with other stakeholders to build expertise and deliver programs that they alone would not be able to provide;
- Provide participants with multiple meaningful outdoor experiences in parks;
- Strengthen collaboration and partnership with CA State Parks;
- Have an innovative and relevant transportation approach for participants.

Under this grant cycle, Parks California anticipates grant awards will average \$35,000. Applicants should apply for projects that start January 1, 2024 with the intention of completion by December 31, 2024.

New this year! Please note, applicants are required to discuss the proposed project with California State Park staff in each District where programming is proposed. Due to the summer's busy season, we highly encourage you to begin conversations with the park, beach and/or land manager you intend to visit as soon as possible. These early conversations can help inform your on-site activities and resources needed. While a letter of acknowledgment is not required this year, you will need to provide the name and contact information of the State Parks employee with whom you discussed your proposal.

Proposals are due by 5 p.m. on September 22, 2023

Coordination with California State Parks

Pre-Application Coordination with California State Parks*

Has your organization met with representatives of the California State Parks sites and districts to discuss your proposed activities prior to applying?

Yes
 No

Pre-Application Coordination with California State Parks, cont.*

Please submit the name, title, and email address of the California State Parks staff member(s) with whom you coordinated prior to submitting your application. You may also submit any supporting documentation of this collaboration, such as emails, letters, etc., if available, but it is not required.

Hearst Castle – Michelle Machuca/State Parks Administrator Officer 1 - michelle.machuca@parks.ca.gov - (805) 927-2005
 Morro Bay Natural History Museum – Monica Rutherford/State Parks Interpreter 2- monica.rutherford@parks.ca.gov - (805) 460-8762
 Oso Flaco & Oceano Nature Center – Danielle Bronson/State Park Interpreter 3 - danielle.bronson@parks.ca.gov - (805) 258-3305
 La Purisima Concepción Mission – Kristen McNally/State Park Interpreter 1 - kristen.mcnelly@parks.ca.gov - (805) 746-7892

504 characters left of 1,000

Upload a file [2 MiB allowed]
 Plan 202 Map (1).pdf [947.8 KIB] Delete File

Applicant Information

Project Name*
 Name of Project.

Organization Type*

- 501(c)3 Organization
- Federal- or State- Recognized Tribal Government
- Native 7871 Organization
- Fiscally-sponsored Community Organization
- Government Agency
- Other

Applicant Information, cont.

Grant Request Amount*

\$

Program/Project Location(s):*
 Please indicate which specific parks and public spaces that will be visited. Please include the corresponding State Park District for each State Park site included. You can confirm whether the park or public space is a State Park and find the corresponding State Park District at [this link](#).

729 characters left of 1,000

Program/Project Location Type(s):*
 Please indicate the type of parks and public spaces that will be visited. *Select all that apply.*

- State Park
- State Beach
- State Recreation Area
- State Park partnerships connecting people to inland waterways, lakes, rivers, and water systems
- Local (City/County/Regional) Park
- National Park
- Other

Program/Project Location Type(s) -- Other Selected
 If other was selected above, please specify the type of park or public space that will be visited.

Project Summary & Background

Project Summary*
Tell us your elevator pitch! In a short summary tell us about your proposed project/program. Include the 5Ws (who, what, when, where, why). **Please note**, if selected for funding, this project summary may be used for communication and program promotional purposes.

This project is a collaboration between the Oceano Community Services District (OCSD), Lucia Mar School District (LMUSD), Oceano Elementary School Parent Teacher Organization (OESPTO), and the Beaver Brigade of San Luis Obispo County.

The project will provide funding for field trip transportation to State Parks and Beaches within fifty miles of our community for 1st to 6th grade students at Oceano Elementary School (OES), including inland dune lakes located at Oso Flaco State Park and Oceano State Park; La Purisima Mission, Hearst Castle; Morro Bay Natural History Museum; and the Butterfly Grove at Pismo State Park. All trips integrated with class material.

Additionally, the San Luis Obispo Beaver Brigade will present twenty nature study workshops focused on coastal lake ecosystems. Four are specifically for physically disabled persons (wheel chair) at Oceano State Park, where paved surfaces are available and accessible.

The project will be in place for the year 2024 and provide 999 field trip experiences to students and families plus four workshops for up to 80 disabled persons.

The goals of this project are in perfect alignment with the grant criteria to, "Reach underrepresented communities who may face challenges getting to or enjoying parks, and/or lack opportunities to create meaningful connections to nature... thus providing "valuable recreational, environmental, cultural, or historical learning experiences." This is manifested in our project proposal.

7 characters left of 1,500

Applicant Background*

Describe your organization and mission.

The Oceano Community Services District (OCSD) is a multi-service special district located on the central coast of California in Southern San Luis Obispo County. The OCSD provides approximately 7,600 residents and businesses, located in Oceano and Halcyon, with sewer, water, waste, street lighting, and parks and recreation services. We have an elected Board of five Directors and a current annual budget of \$5.5 million. Specific to the OCSD Parks and Recreation Committee (OPARC) is the following:

Mission

To provide recreational infrastructure, access, and programs which enhance the physical, emotional, social health, and quality of life for all Oceano residents.

Structure and Function

OPARC is an official body (committee) of the Oceano Community Services District (OCSD) and is governed by the OCSD Board of Directors. Membership consists of two appointed Directors of the OCSD (one of which will be Chair) and seven appointees from the District including one from the Lucia Mar Unified School District; one from the Oceano Elementary School Parent Teacher Association; one from the Oceano Community Advisory Council; one from the Boys and Girls Club; and four residents from the community. OPARC will function under all rules and guidelines of the OCSD including the Brown Act. It will provide advice and recommendations to the OCSD Directors for their consideration. OPARC has no independent decision making authority and serves a purely advisory function.

26 characters left of 1,500

Specific Request

Community Access*

Describe the issues affecting the community's access to state parks, beaches, and waterways. What is your organization's prior involvement on these issues?

The Oceano Community Services District (OCSD) just recently activated its Parks and Recreation function and this is the first grant of this type we have applied for. As a lower income, disadvantaged, and working class community many families in our community lack the time, money, or transportation resources necessary to visit nearby (within 40 miles) State Parks and Beaches. Even within our own community, residents do not have a complete safe route to the Park or Beach for pedestrians. In such a situation, providing resources for field trips to students in the local Oceano Elementary School enables many of them to have experiences they would not otherwise be able to. Our 3rd-6th graders are developmentally and cognitively prime subjects to have such new experiences be particularly impactful. Not only connecting them to the raw beauty of nature but also to information and insights about additional opportunities for learning and working in nature can be transformational. Coordinating classroom materials with field trips provides value added learning and experiential opportunities that embed concepts with experience. Disabled persons in wheelchairs often experience access barriers to coastal area parks. The Beaver Brigade program focused on dune lake ecosystems and the ecological role of beavers will be presented for disabled persons on four separate occasions at the Oceano State Park which has accessible paths and surfaces contiguous to coastal lakes and beaver habitat.

1,504 characters left of 3,000

Approach*

What approach will you take to create solutions to the issues you described? What specifically will the participants do and what are your transportation plans?

This field trip program has no capacity to address major community issues of economic inequality, poverty, or environmental injustice. On the other hand, through this grant we will build important relationships between the community and State Parks which can have a number of positive impacts. First, we hope that State Parks will find increased value in providing educational activities at its various locations. For example, Oso Flaco State Park has no regularly scheduled educational programs and thus Beaver Brigade staff will be providing this as part of our grant. Second, many of our students, families, and disabled participants may become more active proponents and supporters of such programs, thus encouraging State Parks to increase their offerings. Third, children may discover that the world offers opportunities for exploration and joy they were not aware of, and the possibility of working in a nature/environmental centered occupation.

The field trips to La Purisima Mission and Hearst Castle will be walking tours led by trained docents utilizing materials developed for school age children. These trips will include roughly equal amounts of time inside and outside. The field trips to Oso Flaco lake and Oceano lake will be 100% outside walking tours with Beaver Brigade docents trained in school age child curriculum for riparian, dune lake, and dune ecosystems and the role of beavers in that system. The Morro Bay Natural History Museum includes self guided nature paths with interpretive signage as well as interior docent led tours. The Pismo Butterfly Grove is entirely outside.

Additionally, all participants will receive printed and embedded narrative messaging on water protection and conservation, litter abatement, and recycling as appropriate during the experience utilizing bilingual handouts and verbal presentation..

All field trip transportation for OES Students will be provided by the Lucia Mar Unified School District Department of Transportation as a part of a regularly scheduled school day activity. The LMUSD will invoice the OCS D for reimbursement of expenses based on organizational cost with no mark-up.

839 characters left of 3,000

Program Experience*

Tell us about the participant program experience and duration.

Include an estimate of the time spent outdoors. For example, one day event, overnight, weeklong, and the number of hours a typical participant will spend in your program (e.g., 3-hour surfing lesson, 1.5 hours of classroom science activities, 2-hour sailing trip).

All of the field trips will be of approximately three hours duration, not including transportation time.

Oso Flaco State Park: On this field trip students will walk a trail that takes them through a lush riparian corridor lined with willow trees and wetland species. At Oso Flaco Lake, the trail turns into a bridge pathway which goes over the lake which is rich in water fowl, fish, and beavers and then heads west into the coastal sand dune and shoreline habitat where you can walk down onto the beach. Along the way, interpretive panels highlight information about native plants and wildlife that you will see from the trail.

Oceano Beach State Park: This State Park and campground surrounds the Oceano coastal dune lake, large and diverse wildlife habitat, Nature trails and interpretive signage surround the lake and its environmentally sensitive habitat. Flat, hard surfaces and some ADA accessible trails allow close up connections for persons with physical disabilities

Pismo State Park Butterfly Grove: The Pismo Beach Monarch Butterfly Grove is one of only five sites in the state that has counts of over 10,000 butterflies annually. Each year thousands of vibrant orange and black Monarchs flock to Pismo State Beach, a location essential to their successful migration. Participants learn the butterfly life cycle.

Morro Bay State Park Natural History Museum: The museum features hands-on interpretive exhibits for visitors of all ages. School programs offered at the Morro Bay Museum of Natural History are led by State Park Interpreters and reflect the current school standards, including NGSS, CCSS, and environmental literacy curriculum.

La Purisima Mission: Bordered by the Santa Maria River in the North and the Gaviota coastline in the South. The land was home to the Chumash people and Spanish settlers. Most restored of all missions.

Hearst Castle: Once an estate for a newspaper magnate, Hearst Castle is now a historic house museum and a California State Park.

7 characters left of 2,000

Connection*

Tell us how your program cultivates a lifelong connection with California's parks and nature.

The term "cultivates" is an appropriate metaphor for our school based project. Our goal is to plant seeds of interest, enjoyment, and appreciation for nature and California history in the hearts and minds of children and adult participants. In general, the field of recreation studies and research have shown that the earlier children are exposed to the out of doors, to play and re-create in nature, the more likely they are to maintain such attitudes into adulthood. Frankly, our small program can do very little about the economic hardship many families live under, the long days of labor they endure, or the costs of transportation to travel. However, our program does what is can to plant the seed of interest in and love for the natural world and the history of our area. Additionally, our printed material and role modeling of environmentally sensitive behaviors (water conservation, litter abatement, recycling) can educate and motivate. To the degree the children practice these behaviors at the school the more likely attitudes will be internalized and become a personal commitment.

405 characters left of 1,500

Environmental Stewardship*

Does environmental stewardship play a role in your program? If so, how?

Environmental stewardship is a core value and priority outcome of this project. Providing young children with the experience of visiting a State Park or State Beach can plant a seed of wonder, appreciation, and desire for more of the same. While this language may sound idealistic, it is perfectly appropriate as a legitimate outcome for young children, many of whom will be having their first such experience. Additionally, the OCS D, as a provider of community water, sewage treatment, and garbage services will provide all program participants with family centered, bilingual, educational handouts on water conservation, recycling, and access to OCS D services. The handouts will be reviewed with all students during the field trip and each student will be provided a refillable water container. Litter management, recycling, and clean-up will be modeled and practiced on the field trips.

107 characters left of 1,000

Community Served*

Help us better understand who the program will be serving. Tell us about the population/geographic community served. Include information about the general demographics of the neighborhood(s) you serve.

If your program serves specific populations such as a specific racial/ethnic groups, veterans, LGBTQ, foster youth, homeless youth, let us know which population(s).

Oceano is an unincorporated coastal and urban community in Southern San Luis Obispo County. It's boundaries are defined by the Oceano Community Services District service area and is contiguous along its Northern boundary with the incorporated cities of Grover Beach and Arroyo Grande. In the West it is bounded by the Pacific Ocean and the Oceano dunes. State Highway 1 bisects the community with the Coastal Zone on the West and the Inland Zone to the East. The 2020 census counts 7,183 residents, 22% of whom are under 18 and 24% who are over 65. Latinos make up 47% of the population and non-Latino Whites are 46%. 32% of community households speak a language other than English and 58% of all housing units are owner occupied. 15% of residents under 65 have no health insurance and the current poverty rate is 19%, with 11% of Whites in poverty compared to 25% of Latinos. The median household income is \$66,261 and Oceano is designated as a Disadvantaged Community and Economic Opportunity Zone by the State of California. Oceano has historically served as a bedroom community for working and middle class families, many of whom work in agricultural, hospitality, and service sectors of the economy. It also serves as a pass through entrance to the State Park's Oceano Dunes State Vehicle Recreational Area (ODSVRA). Our project will serve students at the Oceano Elementary School (OES), which serves all elementary school age children in our service area. 82% of children at OES qualify for the free or reduced cost food program. The OES is a very well respected institution in the community and engenders a high degree of trust in parents and children. The teachers and staff are motivated, committed, and have heart in the game. Indicative of this is the survey response of parents to a Safe Routes to School Survey in March of 2022. The San Luis Obispo Council of Government's Rideshare Division conducted the Survey in eighteen schools, including Oceano Elementary, which enrolls 374 children. Surveys (English and Spanish) were sent home with children. Over a two week period 201 surveys were returned which represents 66% of the households with children in the school. 47% of returned surveys were in Spanish and many English surveys were returned by Spanish surnamed parents. This was the highest return rate and number of surveys in the entire County. Additionally, 88 parents provided their contact information in the survey and all were invited to an April 26 follow up meeting in which survey results were shared and discussed in small groups, refined, and agreed to. This exceptional response rate attests to the passion and commitment of parents, children, teachers and staff at Oceano Elementary school.

267 characters left of 3,000

Community Served Location*

Share with us where your intended participants are located. Please be as specific as possible and include the name of the cities and zip codes, as possible.

This field trip transportation grant is intended to solely serve the students at Oceano Elementary school, located in Oceano, California, 93445, an unincorporated community in Southern San Luis Obispo County. All of these students' households are served by and are within the OCSD service area (92%), other than a few from the contiguous communities of Arroyo Grande (5%) and Grover Beach (3%). Please see the attached map in Pre-Application Section.

The Beaver Brigade dune lake habitat workshops for persons in wheelchairs will draw from around the County. There will be four separate events with up to 20 participants for each event. Participants will provide their own transportation

805 characters left of 1,500

Does your proposed project specifically focus on K-12 and/or families?*

Select all that apply.

- K-12 Focus
- Families

Now tell us about the specific group of participants you intend to reach with this program.

Please select the typical participant demographic(s) that you intend to reach through your program.

Participant Race/Ethnicity

Select all that apply.

- White
- Black or African American
- Native American and Indigenous
- Asian or Pacific Islander
- Hispanic or Latino/a/x
- Multi-racial
- Other

Other Selected - Race/Ethnicity

If other was selected above, please specify.

Participant Age Ranges*

Select all that apply.

- 5-11 year olds
- 12-13 year olds
- 14-17 year olds
- 18-24 year olds
- 25+ year olds

Audience*

How will you reach the audience? What strategies will you employ to increase access for individuals from disadvantaged communities who may face financial challenges in getting to and enjoying parks to participate in the program?

As has already been stated, our community is economically disadvantaged and so is our K-12 elementary school. Our school based program will be part of the curriculum and take place during school hours under the supervision of school employees and parent chaperones. Parents do have the option of not allowing their child to participate, which rarely happens.

A major, long term partial solution to access for our community is to complete a safe pedestrian route to the State Beach and Park in Oceano. We are working with other community and County organizations to either find appropriate grants or create a legislative earmark for funding a guardrail/sidewalk project along 300 yards of State Route 1 in Oceano as well as two pedestrian controlled crosswalks. This improvement would, for the first time ever in community history, provide a safe pedestrian route to the State Beach and State Park. This local advocacy will be continuing, and escalated, in 2024.

38 characters left of 1,000

Involvement*

Do you involve program participants in the program development process? If so, how?

Our community is at a point of survey fatigue. We have been assessed, surveyed, questioned, and engaged for decades and, sadly, have relatively little to show for it. We still lack complete streets; lack safe routes to schools; lack stormwater and flood control infrastructure among other things. New surveys are met with cynicism and the frustration of being asked what we want/need and getting very little.

A 2022 Cal Poly City and Regional Planning Graduate Seminar Community Land Use Preference survey found that 61% of respondents wanted more recreational opportunities in Oceano. A whopping 81% of Latino respondents said they wanted more sidewalks so they could better safely walk throughout the community.

Teachers and Staff at Oceano Elementary School are very engaged in the process. Teachers will be developing and/or provided with relevant curriculum to use in the classroom both in preparation and as follow up to the field trips.

1,051 characters left of 2,000

Potential Challenges*

What are some potential challenges (internal and/or external) that your organization may encounter when implementing this project/program? What are potential strategies for overcoming them?

Honestly, we do not anticipate any significant problems or challenges to implementing the program when we are funded. Logistically, some specific field trip dates may not be finalized until later in 2023 because not all providers will have finalized their 2024 schedules. We intend to have tentative placemarkers established with each site no later than November 30.

One issue we have with family field trips and/or parents accompanying children on field trips is that every adult is required to be finger printed and have a background check. This costs \$72 and can be a challenge for some families. This is why we have included funding for 20 parents to be subsidized for this cost in order to create a cadre of chaperones for school field trips. We will focus these subsidies on parents with 1st-4th graders in order to maximize the return on this subsidy for the entire time a child attends OES.

598 characters left of 1,500

Sustainability*

How will the project be sustained beyond this funding?

The OCSD Parks and Recreation Committee anticipates a robust development of its capacity to increase internal funding by utilizing reserve funds from our Water and Waste Management enterprise accounts which can legally be used to promote water conservation, protecting clean water resources and reducing urban wastewater pollution, recycling-reusing-reducing, minimizing single use plastic, and litter abatement in the community.

We will build a cadre of 20 parent field trip chaperones by subsidizing the required fingerprinting and background checks required of parents who go on fieldtrips (\$72 per person). This will be focused on K-4 grade parents who will be available while their children are enrolled at Oceano Elementary School.

We will continue to seek grant funding for this activity and work with State Parks to provide more outdoor education opportunities for children.

113 characters left of 1,000

List of Principal Staff*

Provide a list of the principal staff that will be responsible for administering the grant funds and implementing the proposal with a brief description of their background, qualifications, and role on the project. This may be submitted through direct input in the text below, or by uploading an attachment.

Charles Varni, Director, OCSD, and Chair of the Parks and Recreation Committee, is a retired sociologist and lifelong environmentalist. He is a 22 year resident of Oceano and has served as a member and President of the Oceano Advisory Council and led efforts to implement major sidewalk and flood control infrastructure development in Oceano.

Carey Casciola is the Business Manager of OCSD and will oversee the disbursement and accounting of all funds and coordinate payment with service providers.

Wanda Monson is the Chair of the OES PTA's Safe Routes to Schools Committee and will be coordinating school field trip arrangements with teachers, parents, and students. Her children and grandchildren have attended OES and she is a long term community resident.

237 characters left of 1,000

Upload a file [1 MiB allowed]

Key Partners*

Please share the names of the individuals and/or organizations beyond your organization who will be your closest collaborators and what role they will play. If you have an existing relationship with California State Parks, describe it here.

The Lucia Mar Unified School District will be our most important collaborator in that they will be providing all the field trip transportation for Oceano Elementary School students. Andy Stenson, LMUSD Director of Facilities and Operations, is a founding member of our Parks and Recreation Committee (OPARC).

The OES Parent Teacher Organization's Safe Routes to School Committee (SRTSC) is another collaborator and they will serve an in school function organizing parent volunteers and helping with measuring program success. Wanda Monson is Chair of the SRTSC and a founding member of the OPARC.

The San Luis Obispo Beaver Brigade is a fiscally sponsored 501 c.3 focused on outdoor education. Audrey Taub is the Executive Director of the San Luis Obispo Beaver Brigade. She has a Masters in Mathematics from SUNY Potsdam..

Cooper Lienhart is the Lead Educator for the Beaver Brigade. He graduated from CalPoly in 2020 with a BS Degree in Environmental Management and Protection

12 characters left of 1,000

Project Goals, Outputs and Outcomes

Project Goals*

Share with us your project goals. Goals are defined as long-term desired impacts or results of an effort. For example, a long-term goal could be to increase access to the outdoors for people with disabilities.

1. Connecting students and differently abled persons to beauty, diversity, and significance of coastal dune inland waterways which results in increased levels of understanding, appreciation, and support for their continued viability and protection.
2. Provide participants with multiple meaningful outdoor experiences in parks in terms of both cognitive understanding and experiential sensing of the local ecosystems and habitats which could result in life long quality of life improvements based on a deeper connection to nature.
3. Strengthen collaboration and partnerships with CA State Parks so they better appreciate the value of funding interpretive programs for local communities and the public in general.

282 characters left of 1,000

Project Outputs:

Defined as the direct results of activities undertaken with the grant. Provide participant number, if applicable. If not applicable, please enter 0.

Project Outputs- Participants*

674

Project Outputs- Park Visits*

999

Project Outputs - Other

Please specify any other outputs and the number below, if applicable.

Participant Outcomes*

Describe the project's intended outcomes for participants. Outcomes are defined as a change in program participants' knowledge, attitude, or behavior that results from your efforts, and with partner organizations if relevant. For example, increase appreciation for the outdoors.

Most generally, we would anticipate change in attitude and perception regarding the subject matter and location of the field trip. For example, two of our destinations involve historical aspects of California history (La Purisima Mission and Hearst Castle). The other two destinations include back dune lake ecosystems including flora, fauna, and global warming induced changes. Across all fieldtrips are the lessons, information, and practices of water protection/ conservation, plus reducing, repurposing, and recycling in everyday life.

1,459 characters left of 2,000

Measuring Outcomes*

How will success be measured? Do you use survey tools to measure participant outcomes? If your organization does not use survey tools, how do you measure success?

The most accurate, robust, and ease of administration outcome measures would be pre and post field trip questionnaires administered to a random sample of 25% of the program participants for each one of the field trip sites. Success criterion would be a 30% increase in mean scores of knowledge and positive attitude about the experience. For students these would be administered in the classroom by the teacher or one of our program volunteers. For the disabled field trips the questionnaire will be administered by the Beaver Brigade leader.

In addition, we will solicit subjective feedback from students, teachers, and parents on positive outcomes and suggestions for improvement.

316 characters left of 1,000

Project Timeline - Start Date*

01/01/2024

Project Timeline - End Date*

12/21/2024

Project Timeline - Deadlines & Deliverables*

Specify key program deadlines and deliverables below.

In general, the field trips will be spread throughout the school year and timed to coordinate with in class learning modules as appropriate. Once the grant is funded we will begin an extensive outreach with teachers which will consist of informing them of the numerous field trip opportunities and determining appropriate timing. In this sense the actual timing will be inductive, based on classroom needs. We have structured the field trip availability so each classroom is independent. Some field trips, like the Pismo State Park Butterfly Grove or Morro Bay Natural History Museum tidepool explorations, are defined by natural externalities (eg, migration of butterflies and ocean tides). All of the State Parks involved in this program have been contacted and notified of our intention and we only await confirmation of the grant application being approved to operationalize the scheduling of actual visits.

85 characters left of 1,000

Attachments

Please also include copies of the following documents with your proposal.

Proposals with missing attachments will be considered incomplete.

Project Budget*

Provide a detailed budget statement for the proposed project. The statement should set forth all project expenses, specifying how Parks California funds will be used.

- Include a detailed project budget using the [Route to Parks Grants budget template](#)
- Include the percentage of staff time allocated to this program
- Identify other funding sources for this project/program.

Please note, you must be logged into the applicant system for this link to work. If you have issues accessing this template, please contact Emily Henry at ehenry@parkscalifornia.org.

Upload a file [1 MiB allowed]

8, RIP 2024 - Budget Template.xlsx [24.8 KiB]

List of Board Members*

Provide a list of board members, with title and affiliation of each.

Upload a file [1 MiB allowed]

2023 BOD.pdf [499.1 KiB]

Financial Statements*

Provide the organizations most recent Statement of Financial Position (a.k.a. Balance Sheet) & Statement of Activity (a.k.a. Income Statement) by account. If you are submitting an application for a fiscally-sponsored project or community organization, please submit the Financial Statements of the fiscally-sponsored project or community organization. If your organization has an audited financial statement, please submit the most recent statement.

Upload a file [5 MiB allowed]

Year Ended June 30, 2022 Oceano CSD Audited Financial Statements - Government Fund.pdf [5.0 MiB]

IRS Form 990*

Provide a copy of the organization's 2022 IRS Form 990. If you are submitting an application for a fiscally-sponsored project or community organization, please submit the 990 of the fiscal sponsor.

If you are not able to submit the 2022 IRS Form 990, please provide the 2021 IRS Form 990 and explain why the 2022 form is not available.

The District is a local government and not a 501c.3.

448 characters left of 500

Upload a file [5 MiB allowed]

Photo and Liability Release*

Provide a copy of your participant photo release form. Parks California may request photos of your program for reporting, marketing and/or storytelling purposes.

Upload a file [1 MiB allowed]

OCSD Photo Release.doc [26.5 KiB]

Additional Information

Additional Information

If there are other project characteristics not previously discussed in the above responses that would assist in evaluating the proposal, you may share this information here.

Our geographic area on the Central Coast of California is rich in State Parks and Beaches. We believe our project has the capacity to become a model program for community-park engagement and collaboration. While many parks have interpretive/educational programs (La Purisima, Hearst Castle, Pismo Butterfly Grove) some do not (Pismo Lake and Oso Flaco Lake). For the latter, engagement on both sides can strengthen community-park ties. The southern portion of San Luis Obispo County has thousands of elementary school students who could benefit from deeper engagement with the natural wonders close to home. The benefits to State Parks of embracing new generations of State Park visitors who become lifelong supporters has positive consequences as well. Hopefully State Parks will find the will and resources to expand the educational opportunities available at the Parks.

1,127 characters left of 2,000

Proposal Time

Please share with us an approximation of how long it took to complete this proposal. This information will be used to assess and make potential improvements for future grant cycles and will **not be considered in funding decisions.**

Person hours spent are approximately 60

⌚ Due by 09/22/2023 05:00 PM PDT.

Save Application

Parks California

Budget | Route to Parks 2024 Grant

Applicant: Oceano Community Services District
 Program/Project Name: Field Trips to State Parks and Beaches
 Project Dates: FY 2023-24

	Total Project Expenses	Other Sources of Funding	Request of Parks California
Budget Summary			
Project Budget	15,904	-	15,904
Direct expenses	15,904	-	15,904
<i>Program Staff</i>			
Salary	-	-	-
Benefits/Payroll Taxes	-	-	-
Subtotal, Staff	-	-	-
<i>Transportation Costs</i>			
Lucia Mar Bus Transportation	7,603	-	7,603
Subtotal, Transportation	7,603	-	7,603
<i>Program Operating Costs</i>			
Chaperone Fingerprinting (\$72 per Chaperone)	2,880	-	2,880
Educational Presentations (Beaver Brigade)	5,005	-	5,005
<i>State Parks Costs</i>			
Special Events Permits		-	-
Park Entry Fee (Hearst Castle)	416	-	416
Subtotal Program Operating Costs	8,301	-	8,301
<i>Contractors/Consultants</i>			
	-	-	-
Subtotal, Contractors/Consultant	-	-	-
Subtotal Direct Expenses	15,904	-	15,904
Indirect costs	-	-	-
Total Project Budget	15,904	-	15,904

Route to Parks Budget
TRANSPORTATION COSTS

Morro Bay Natural History Museum TOTAL \$1,664

3 rd grade	2 Busses @ \$208	\$416
4 th grade	2 Busses @ \$208	\$416
5 th grade	2 Busses @ \$208	\$416
6 th grade	2 Busses @ \$208	\$416

Oso Flaco State Park – Beaver Brigade Total Transportation Cost - \$1,500

3 rd grade	2 Busses @ \$137.50	\$275
4 th grade	2 Busses @ \$137.50	\$275
5 th grade	2 Busses @ \$137.50	\$275
6 th grade	2 Busses @ \$137.50	\$275

Oceano Campground – Beaver Brigade Total Transportation Cost – \$1,466

3 rd grade	2 Busses @ \$8.25	\$16.50
4 th grade	2 Busses @ \$8.25	\$16.50
5 th grade	2 Busses @ \$8.25	\$16.50
6 th grade	2 Busses @ \$8.25	\$16.50
Four disabled person sessions		\$600.00

Oceano Nature Center – Chumash Presentation Total Transportation Cost: \$167

3 rd grade	2 Busses @ \$16.50	
-----------------------	--------------------	--

Oceano Nature Center – Butterfly Grove Total Transportation cost: \$501 .00

1 st grade	2 Busses @ 8.25	\$16.50	\$167
2 nd grade	2 Busses @ 8.25	\$16.50	\$167
3rd grade	2 Buses @ 8.25		\$167
Total Transportation cost: \$501 .00			

La Purísima Concepción Mission Total Transportation Cost: \$1,535

4 th grade	2 Busses @ \$255.75	
One family	1 Bus @ \$255.75	

Hearst Castle State Park/Curriculum Tour – October-June TOTAL \$770

6 grade	2 Buses @ \$385.00 = \$770.	
---------	-----------------------------	--

TOTAL BUDGET SUMMARY

Transportation Costs \$7,603

Educational Presentations

By Beaver Brigade \$5,005

Field Trip Chaperone fingerprinting \$2,880 (40@\$72)

Student Admissions Hearst Castle \$416

TOTAL GRANT APPLICATION \$15,904



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: September 21, 2023

To: Board of Directors

From: Will Clemens, General Manager

Subject: **Agenda Item #5(b) – Discussion and consideration of revisions to the Oceano Community Services District Board of Directors Bylaw section 2.4(c)**

Recommendation

It is recommended that your Board discuss bylaw 2.4(c) and any necessary revisions thereto.

Discussion

At the Regular Board meeting on September 13, 2023, your Board requested that bylaw 2.4(c) be brought back for clarification and possible consideration. Below is section 2.4 of the bylaws adopted on March 8, 2023:

2.4 No action or discussion may be taken on an item not on the posted agenda. However, matters deemed to be emergencies or of an urgent nature may be added to the agenda of a regular meeting under the procedures of the Brown Act. Pursuant to the Brown Act and at regular meetings:

- a) Board Members may briefly respond to statements or questions from the public; and
- b) Board Members may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
- c) The President or no fewer than two members of the Board of Directors may direct the staff to place a matter on a future agenda.

Other Agency Involvement

n/a

Other Financial Considerations

n/a



Oceano Community Services District

Board of Directors Meeting

Results

Reviewing the Board Bylaws helps to promote a well governed community.

Attachment: Oceano Community Services District Board of Director Bylaws

**OCEANO COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS — BYLAWS**

1. OFFICERS OF THE BOARD OF DIRECTORS.

1.1. The officers of the Board are the President and Vice President.

1.2. The President and Vice President shall be elected annually during a meeting in December, after any newly elected Board members are seated in conformance with Government Code Section 61043. The term of office for the President and Vice-President of the Board shall commence immediately after the election.

1.3. The President of the Board shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

1.4. In the absence of the President, the Vice-President of the Board shall serve as presiding officer over all meetings of the Board. If the President and Vice-President of the Board are both absent, the remaining members present shall select one of themselves to act as presiding officer of the meeting.

1.5. The Board may at any time determine, by majority vote of all members, that the President has demonstrated an inability to serve. Upon such determination, the Vice President shall preside instead of the President.

1.6. The Board may at any time determine, by majority vote of all members, that the Vice President, when acting as the presiding officer pursuant to Section 1.5 above, has demonstrated an inability to serve. Upon such determination, the Board shall, by majority vote, elect another member to be the presiding officer.

2. MEETINGS.

2.1. Regular meetings of the Board of Directors (the Board) shall commence on the second and fourth Wednesday of each calendar month in the Board room at the District Office currently located at 1655 Front Street, Oceano, CA, 93475. Regular meeting times shall be set annually pursuant to the current Director's schedules and/or preference with the consideration to the public's right to participate.

2.2. Members of the Board shall attend all regular and special meetings of the Board unless there is good cause for absence.

2.3. The General Manager, in cooperation with the Board at the prior meeting shall prepare an agenda for each regular and special meeting of the Board. Any Director, before or during a regular meeting, may request that the General Manager place an item on the agenda. The General Manager may also put emergent District business on the agenda. Items being placed on any agenda are subject to Brown Act regulations.

2.4. No action or discussion may be taken on an item not on the posted agenda. However, matters deemed to be emergencies or of an urgent nature may be added to the agenda of a

regular meeting under the procedures of the Brown Act. Pursuant to the Brown Act and at regular meetings:

- a) Board Members may briefly respond to statements or questions from the public; and
- b) Board Members may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
- c) The President or no fewer than two members of the Board of Directors may direct the staff to place a matter on a future agenda.

2.5. The presiding officer shall conduct all meetings in a manner consistent with the policies of the District and the Brown Act. He/she shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/she shall announce the Board's final decision on all subjects. He/she shall vote on all questions; and on roll call his/her name shall be called last.

2.6. A majority of the Board shall constitute a quorum for the transaction of business. While a majority of the Board is sufficient to do business, motions must be passed unanimously if only three Board members are present. Only those Board members present at a meeting may vote on business conducted at that meeting.

2.7. If a quorum does not arrive within fifteen (15) minutes of the time the meeting has been scheduled, it shall be determined that a quorum is not present. When there is no quorum for a regular meeting, the President, Vice President, or any Board member shall adjourn such meeting or, if no Board member is present, the District secretary shall adjourn the meeting.

2.8. Roll call shall be taken on the passage of all business items before the Board. The roll call vote shall be entered in the minutes of the Board meeting showing those Board members voting aye, those voting no, and those not voting or absent. Unless a Board member states that he or she is not voting on an item because of a conflict of interest, his or her silence or abstention shall be deemed and recorded as an affirmative vote.

2.9. Any person attending a meeting of the Board may record the proceedings with an audio or video tape recorder or a still or motion picture camera unless the recording causes unreasonable noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings or would impair the ability of the public to observe the proceedings. All video tape recorders, still, and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speakers' podium once the meeting begins.

2.10. During each meeting, time shall be set aside to receive public comment in accordance with the Brown Act and District policy. Public comment shall be directed to the Board as a whole and not to any member individually or to the public.

2.11. If an individual or group willfully interrupts a meeting, fails to adhere to the District's policies pertaining to public comment, or otherwise creates an unreasonable disruption to the proceedings, the meeting may be stopped and the room may be cleared. In such circumstances,

members of the media must be allowed to remain and only matters on the agenda can be discussed.

2.12. No regular meeting will be conducted past 9:30p.m. At that time the meeting will be continued, to a time and place acceptable to a majority of the Board Members present, to consider any items where action is necessary prior to the next regular Board meeting. If a second meeting is held and continues until 9:30p.m., then the meeting will be adjourned and remaining agenda items continued to the next regular Board meeting. Adjournment at 9:30p.m. may be disregarded by means of a motion to suspend the rules, if seconded and approved by a vote of a majority of the Board Members present.

3. COMMITTEES.

3.1. The Board may create Committees that are reflective of the District's business and its enumerated powers at its discretion. Committees shall be advisory committees to the Board and shall not commit the District to any policy, act or expenditure. The duties of the committees shall be outlined at the time of creation.

3.2. All committee meetings shall be conducted as public meetings in accordance with the Brown Act.

3.3. No committee shall include in its membership more than two (2) Board members.

3.4. An alternate member may be assigned by the Board in advance for those meetings where a regular member is unable to attend.

3.5. Committee assignments and District appointments will be coordinated with the election of the District officers annually. Upon a motion and a majority vote, committee assignments and appointments may be reconsidered at any time during the calendar year.

4. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES.

4.1. The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file created for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheadings. However, the District Secretary shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.2 below, shall not be required to record any remarks of Board Members or any other person. The Minutes shall record all of the votes taken for the passage of all ordinances, resolutions or motions.

4.2. Any Director may request that brief comments pertinent to an agenda item be included in the minutes, but only at the meeting in which the item is discussed.

4.3. The District Secretary shall attempt to record the names and place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.

4.4. Whenever the Board acts in a quasi-judicial proceeding, such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

4.5. Any audio or visual recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Audio and/or visual recordings will be posted on the District's website for 30 days before being taken down. Physical copies of the audio/visual recordings will be retained in the District archive for five (5) years and may be destroyed thereafter.

4.6. Nothing herein shall be deemed to create a requirement that minutes from the meeting be taken, or tape or film recordings be made, of any closed sessions of the Board.

4.7. All correspondence should have Name and Address of record to be entered in the minutes.

5. MEMBERS OF THE BOARD OF DIRECTORS.

5.1. Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

5.2. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and options, but in a respectful manner.

5.3. Once the Board takes action, Directors should commit to supporting the action and should not obstruct implementation of the action.

5.4. Any vacancy in the office of a member elected to the Board shall be filled pursuant to Government Code Section 1780.

6. AUTHORITY OF DIRECTORS.

6.1. The full Board of Directors, in actions taken pursuant to The Brown Act, retain absolute power to set policy, direct staff, and conduct the business of the District.

6.2. The Board is the unit of authority within the District. Apart from their normal functions as a part of the Board, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

6.3. Directors represent and act for the community as a whole.

6.4. The primary responsibility of the Board is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are the responsibility of the professional staff members of the District. Directors should not obstruct the professional staff in the performance of their duties.

6.5. The Board at a regular or special meeting may authorize a Director or staff to speak or communicate on behalf of the District or represent the District at a meeting or related function. Otherwise, Board members attending such events as described above shall make it clear that they are speaking on their own behalf and not representing the District or its Board of Directors.

7. DIRECTOR GUIDELINES.

7.1. It is the intent of the Board of Directors to:

- a)** Maintain control and direction of the District by action of the Board of Directors taken pursuant to the Brown Act;
- b)** Allow Board Members access to information relative to the running of the District;
- c)** Protect staff from undue influence, threats, harassment, and/or pressure from individual Board Members or members of the public; and
- d)** Allow staff to execute priorities given by the Board of Directors and management without fear of reprisal.

7.2. Individual Board members, by making a request to the General Manager shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as a basis for certain actions of staff or as justification for staff recommendations. Board Members shall receive the cooperation and candor of the General Manager in being provided with the requested information. If the General Manager cannot timely provide the requested information because it is not presently available or its production would cause an interruption in work schedules or workloads, then the General Manager shall inform the Board member why the information is not available or cannot be made available in a timely manner, and when it may be made available.

7.3. If the information still cannot be provided the General Manager shall, or the Board Members shall direct the General Manager to, place an item on the Board agenda for direction as to the Board's desire and method of providing the information.

7.4. In handling complaints from residents, property owners within the District or other constituents, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and appropriate response.

7.5. Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programs, should refer said concerns directly to the General Manager.

7.6. When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager.

7.7. Directors and the General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.

7.8. When responding to constituent requests and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager.

7.9. Sitting Directors should not enter into Litigation against the District. Should a Director enter into litigation against the District, it will be presumed that said Director has a conflict of interest on all matters presented to the Board for discussion and action.

8. DIRECTOR COMPENSATION.

8.1. Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular or special meeting of the Board and fifty dollars (\$50.00) for each committee meeting attended by him or her as the appointed Board representative or as the alternate. An alternate will be compensated only if attendance of the alternate at a committee is required because

- 1) the appointed representative is unable to attend or
- 2) the Board has directed the alternate to attend

8.2. In no event shall Director compensation exceed one hundred dollars (\$100.00) per day.

8.3. Director compensation shall not exceed six hundred (\$600.00) in any one (1) calendar month.

9. EXPENSE REIMBURSEMENT.

9.1. Each Board Member is entitled to reimbursement for their actual and necessary traveling and incidental expenses incurred in the performance of the duties required and authorized by the Board. Personal phone calls are not reimbursed.

a) It is the policy of the District to exercise prudence with respect to hotel or motel accommodations. It is also the policy of the District for Board members and staff to stay at the hotel or motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

b) Any Director traveling on District business shall receive transportation and lodging expenses, and ordinary expenses such as meals and tips. If a Director is called upon to personally pay District business expenses during travel, the Director shall maintain all receipts from any such District business trips. Such receipts will be used to calculate the amount of reimbursement.

c) Mileage reimbursement for use of privately-owned vehicles used for District business shall be as established by the Internal Revenue Service.

10. CORRESPONDENCE DISTRIBUTION POLICY.

10.1. The following letters and other documents shall be accumulated and delivered to the Board on Friday of each week.

a) All letters approved by the Board and/or signed by the President on behalf of the District.

b) All correspondence received by the District that are of District-wide concern as reasonably determined by the General Manager.

11. CONFLICTS OF INTEREST AND RELATED POLICY.

11.1. State laws exist which attempt to eliminate any action by a Board Member or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to ensure that all actions are taken in the public interest. The following provides a brief policy summary of various conflict related laws. Directors are encouraged to consult with the Fair Political Practices Commission (the "FPPC") at (916) 322-5660, prior to the day of the meeting if they have a question about a particular agenda item.

11.2. Each Director is encouraged to review the District's Conflicts of Interest Code on a regular basis. The general rule is that an official may not participate in making a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. If real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is deemed to be directly involved in the decision. Additionally, FPPC rules generally require a disqualified Board member to leave the room during the discussion of the matter.

11.3. The prohibitions of Government Code Section 1090 provide that the District may not contract with any business in which a Board member has a financial interest.

11.4. The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment of either public office, the discharge of the duties of the two offices by one person is incompatible with the affected office and the official must step down from one of the offices.

12. EVALUATION OF CONSULTANTS.

The District Consultants, including the District's Legal Counsel and Consulting Engineer, shall be evaluated as needed.

13. CONTINUING EDUCATION.

13.1. Board Members are required to attend training on ethics and sexual harassment every other year on an alternating schedule. Board members are also required to attend training on the National Incident Management System (NIMS).

13.2. Members of the Board and the General Manager are encouraged to attend educational conferences and professional meetings to improve District operation, such as Special District Administration, Finance and Governance, and other programs that emphasize employee relationships.

13.3. Subject to budgetary constraints, there is no limit on the number of Directors attending a particular conference or seminar when their attendance is beneficial to the District and in compliance with the Brown Act.

14. RELATIONSHIP AND CONDUCT BETWEEN BOARD MEMBERS AND STAFF.

14.1. The Board of Directors recognizes that the primary function of staff is to execute Board policy and to keep the Board of Directors informed.

14.2. Members of the Board of Directors shall not attempt to pressure and/or influence staff decisions, recommendations, workloads, schedules, and priorities.

14.3. Staff shall take guidance and direction only from action taken by the Board of Directors or from appropriate management supervisors as may be the case. Staff shall reject any attempts by an individual Board Member to influence or otherwise pressure them into making, changing or otherwise affecting staff decisions or recommendations, or changing work schedules and priorities. Staff shall report such attempts, without fear of reprisal, to the General Manager, or to the President or the Vice President of the Board of Directors, who shall take appropriate action.

14.4. In the event that an employee has been the subject of any unlawful conduct from a Board Member, the employee shall report such conduct in writing and without fear of reprisal to the President or the Vice President of the Board of Directors, or to the Grand Jury directly, who shall investigate the complaint and take further necessary action.

15. FIDUCIARY RESPONSIBILITY.

15.1. No member of the Board of Directors shall serve as the District treasurer.

15.2. The General Manager shall be responsible for supervision of the District's finances.

15.3. The Board of Directors shall adopt by resolution a system of accounting and auditing that shall completely and at all times show the District's financial condition. The system of accounting shall adhere to generally accepted accounting principles (Government Code Section 61053).

15.4. The District's money shall be deposited in conformance with the District Investment Policy.

15.5. The General Manager shall make quarterly or more frequent written reports to the Board of Directors, as the Board shall determine, regarding the receipts and disbursements and balances in the accounts of the District.

15.6. The Board will review and approve the District Investment Policy on an annual basis.

15.7. The budget shall be prepared annually for Board approval by the following procedures:

a) On or before June 1st of each year, the Board of Directors should adopt a preliminary budget that conforms to generally accepted accounting procedures applicable to special districts. The preliminary budget shall be prepared by the General Manager.

b) On or before July 1st of each year, the Board of Directors shall publish a notice in a newspaper of general circulation stating the date, time, and place when the Board will meet to adopt the final budget, and that the preliminary budget is available for inspection at the District office.

c) On or before September 1st of each year, the Board of Directors shall adopt a final budget that conforms to generally accepted accounting procedures applicable to special districts.

d) The procedures for adopting a budget shall comply with Government Code Section 61110.

15.8. Audits shall be conducted as soon after the end of the Fiscal Year as possible, preferably within 120 days.

16. PUBLICATION OF POLICY.

16.1. Copies of this Policy shall be distributed to:

- a) All current District employees and new employees at the time of hire.
- b) All current Directors of the District and new Directors at the time they take office.
- c) Staff will provide orientation for new Directors.

16.2. The General Manager shall be available to answer questions of District employees regarding the District Policy on relationship and conduct between Board Members and staff.

17. RESTRICTIONS ON BYLAWS.

These Bylaws shall govern the Board in all cases to which they are applicable and not otherwise inconsistent with State and Federal laws.