

SALTON COMMUNITY SERVICES DISTRICT

Finance Committee Meeting Agenda

1209 Van Buren Ave. Salton City, CA 92275

A www.saltoncsd.ca.gov

July 15, 2022

Open Session 7 a.m.

Committee Members:

Michelle Gilmore, Director, Chairperson
Lidia Sierra, Board Vice President, Member
Lizabeth Flowers, Member
Kimberly White, Member
Roni Hewitt, Member

1. Call to ORDER: 7:00AM

2. ROLL CALL:

3. PLEDGE of ALLEGIANCE: Michelle Gilmore, Chairperson

4. PUBLIC COMMENTS:

Pursuant to California Government Code Section 54954.3 members of the public may address the Board at this time on any items of public interest that are within the Board's subject matter jurisdiction. The Ralph M. Brown Act, however, prohibits the Board from taking action on any matter not appearing on the agenda. Personal attacks on individuals, slanderous comments or comments, which may invade an individual's personal privacy, are prohibited. Those who wish to address the Board should come to the microphone. Members of the public will be given three (3) minutes to address the board on any items of public interest. Public comments will be limited to a maximum of (30) thirty minutes per meeting.

5. CONSENT CALENDAR ITEMS

Consent calendar items are expected to be routine and non-controversial, to be acted upon by the Finance Committee at one time without discussion. If any committee member requests that an item be removed from the consent calendar, it will be removed so that it may be acted upon separately.

- a. Approval of the Minutes for the Regular Meeting of May 20, 2022
- b. Approval of the Minutes for the Regular Meeting of June 3, 2022
- c. Approval of the Minutes for the Regular Meeting of June 17, 2022
- d. Approval of the Minutes for the Regular Meeting of June 24, 2022

6.

7. NEW BUSINESS:

- a. Discuss and approve Finance Committee by Laws
- b. Review monthly expenses for June - to date

8. ADJOURNMENT:

Sonia Thania Garcia, Interim Board Secretary

Michelle Gilmore, Chairperson

Upon written request, this agenda will be made in appropriate alternative format to persons with disabilities as required by Section 202 of the American with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Secretary of the Board at least 72 hours before the meeting. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at 1209 Van Buren St, Suite 1, Salton City, California 92275

SALTON COMMUNITY SERVICES DISTRICT

FINANCE COMMITTEE BYLAWS

1. OFFICERS OF THE FINANCE COMMITTEE

1.1 The officer of the Finance Committee is the Chairperson.

1.2 The Chairperson of the Finance Committee shall serve as chairperson at all Finance Committee meetings. The Chairperson shall have the same rights as the other members of the Committee in voting, introducing financial plans, recommendations for changes to the Board of Directors and ordinances and any discussion.

1.3 In the absence of the Chairperson, the Committee Secretary shall serve as chairperson over all meetings of the Finance Committee. If the Chairperson and Committee Secretary are both absent, the remaining members shall select one amongst themselves to act as chairperson for the meeting.

1.4 The Chairperson and all members of the Finance Committee shall be selected and voted in by the Board of Directors. Every member nominated must reside within the District. Employees of the Salton Community Services District and Consultants to such District are not eligible to serve on the committee to avoid any conflict of interest or appearance of such.

1.5 Each member of the Board of Directors shall nominate one member of the community to serve on the Finance Committee. If a member of the Board of Directors wishes to serve on the Committee, that will stand as their nominee. Should a Board Member be nominated by another Board member, that first Board Member may still nominate a committee member.

2. MEETINGS

2.1 Regular meetings of the Financial Committee shall commence at 7:00 a.m. on the _____ Friday of each calendar month in the District Office located at 1209 Van Buren Ave. Suite 1, Salton City in the Board Room unless otherwise directed by the Board of Directors.

- 2.2 Members of the Finance Committee shall attend all regular and special meetings of the committee unless there is good cause for their absence.
- 2.3 No Committee action may be taken on an item not on the posted agenda; provided, however, matters deemed to be emergencies or of an urgent nature may be added to the agenda under the procedures of the Brown Act.
- 2.4 Pursuant to the Brown Act:
- a. Committee Members may briefly respond to statements or questions from the public;
 - b. Committee Members may, on their own initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for information.
 - c. The Chairperson or a Committee majority in open session may take actions to direct secretary to place a matter on a future agenda.
- 2.5 The Chairperson shall conduct all meetings in a manner consistent with the policies of the SCSD. All comments shall be directed to the Chairperson. The Chairperson shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Committee and shall announce the Committee's decisions on all subjects. The Chairperson shall vote on all motions except in the case of a conflict of interest. On roll call votes, the maker of the motion shall be called first, the Committee member seconding the motions shall be called second, and the remainder are polled with the Chairperson voting last, unless the Chairperson made the motion or seconded the motion.
- 2.6 A majority of the Committee shall constitute a quorum for the transaction of business. A majority of the committee is sufficient to do business, however, motions must be passed unanimously if only three attend. When there is no quorum for a regular meeting, the Chairperson, or any Committee member shall adjourn such meeting, or, if no Committee member is present, the Committee Secretary shall adjourn the meeting.
- 2.7 A roll call vote shall be taken upon votes and shall be entered in the minutes of the Committee showing those Committee members voting aye, voting no, and those abstaining or absent. Unless a Committee member states that they are not voting because of a conflict of interest and steps down from the dais prior to the discussion of

the items, his or her silence shall be recorded as affirmative vote and vote of abstention shall be recorded as abstention.

2.8 Any person attending a public meeting of the Finance Committee may record the proceedings with an audio or video tape recorder or a still or motion picture camera in the absence of a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.

2.9 All video tape recorders, still and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The Chairperson retains the discretion to alter these guidelines, including the authority to require that all video tape recorder, still and/or motion picture cameras be located in the back of the room.

3. AGENDAS

3.1 The Committee Secretary, in cooperation with the Chairperson and/or General Manager shall prepare an agenda for each regular and special meeting of the Finance Committee. Any Member may call the Committee Secretary and request an item to be placed on the regular meeting agenda no later than 3:30 p.m. two weeks prior to the meeting date. The General Manager shall establish a SCSD policy to guide staff in preparation of meeting agendas.

3.2 A block of not to exceed 30 minutes time shall be set aside to receive general public comments. Comments on agenda items should be held until the appropriate item is called. Unless otherwise directed by the Chairperson, members of the public shall state their name and their general place of residence prior to giving their comment. Public comment shall be directed to the Chairperson of the Committee and limited to three (3) minutes unless extended or shortened at the Chairperson's discretion.

3.3 Those items on the Finance Committee Agenda, which are considered to be of a routine and non-controversial nature, are placed under "Consent Calendar Items". These items shall be approved, adopted, and accepted, etc. by one motion of the Committee Members. For example, approval of Minutes, approval of Recommendations, accepting developer improvements, Finance Packet Approvals.

- a. Committee members may request that any item listed under “Consent Calendar” be removed from the “Consent Calendar”, and the Committee will then take action separately on that item. A member of the public will be given an opportunity to comment on the “Consent Calendar”, however, only a member of the Committee for discussion, will typically be heard after other “Consent Calendar” are approved unless the Chairperson orders an earlier or later time.
- b. A Committee member may ask questions on any item on the Consent Calendar. When a Committee member has a minor question for clarification concerning a consent item, which will not involve extended discussion, the item may be discussed for clarification and the questions will be addressed along with the rest of the “Consent Calendar”. Committee members are encouraged to seek clarifications prior to the meeting if possible.
- c. When a Committee member wishes to pull an item simply to register a dissenting vote, the Committee member shall inform the presiding officer that they wish to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Calendar, and the Committee Secretary will register a “NO” vote in the minutes.

4. PREPARATION OF MINUTES AND MAINTENANCE OF TAPES

- 4.1 The minutes of the Committee shall be kept by the Committee Secretary and shall be neatly produced and kept in a file for that purpose, with a record of each particular type of business transacted in paragraphs with proper subheadings;
- 4.2 The Committee Secretary shall be required to make a record only of such business as was actually passed upon by a vote of the Committee and except as provided in Section 4.3 below, shall not be required to record any remarks by Committee members or any other person.
- 4.3 Any Member may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item(s) is discussed.
- 4.4 Written materials delivered to the Committee at the meeting that were not contained in the Committee Agenda Packet for review by the Committee prior to the meeting shall not be included in the meeting minutes.

4.5 The Committee Secretary shall attempt to record the names and general place of residence of persons addressing the Committee, the title of the subject matter to which their remarks relate, and whether they spoke in support or opposition of such matter.

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

4.7 Any electronic media of a SCSD meeting made for whatever purpose, by direction of the SCSD, shall be subject to inspection pursuant to the California Public Records Act. SCSD tape and film records may be erased thirty (30) days after the taping or recording.

5. MEMBERS OF THE FINANCE COMMITTEE

5.1 Members shall prepare themselves to discuss agenda items at the meeting of the Finance Committee. Information may be requested from staff or exchanged between Members before meetings.

5.2 Information that is exchanged before meetings shall be distributed through the Committee Secretary, and all Members will receive all information being distributed.

5.3 Members shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Committee meetings.

5.4 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Finance Committee takes action, Members should not create barriers to the implementation of said action.

5.5 At the Chairperson and/or General Manager's discretion, the District Counsel shall act as parliamentarian.

6. AUTHORITY OF FINANCE COMMITTEE MEMBERS

- 6.1 This the unit of authority within the SCSD. Apart from their normal function as part of this unit, Members have no individual authority. As individuals, Members may not commit the SCSD to any policy, act or expenditure.
- 6.2 Members do not represent any fractional segment of the community, but are, rather, a part of the body, which represents and acts for the community as a whole.
- 6.3 The primary responsibilities of the Finance Committee are to observe the finances (revenues and expenses), review financial documents such as demands, budgets and audits, and make recommendations to the Board of Directors regarding financial matters.

7. MEMBER GUIDELINES

- 7.1 Committee Members, by making a request to the General Manager, shall have access to information relative to the Finance Committee, including but not limited to financial information. If the General Manager cannot provide the requested information in a timely manner, a reason of information deficiency, or major interruption of work schedules, workloads, and priorities, then the General Manager shall inform the individual Committee Member why the information is not or cannot be made available.
- 7.2 In handling complaints from residents, property owners within the SCSD, or other members of the public, Committee Members are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and the SCSD's response, if any.
- 7.3 Members, when seeking clarification of financial matters, should confer directly with the General Manager.
- 7.4 When approached by SCSD personnel concerning specific SCSD policy, Members should direct inquiries to the General Manager. The chain of command should always be followed.
- 7.5 Members and General Manager should develop a working relationship so that current issues, concerns and SCSD projects can be discussed comfortably and openly.

7.6 When responding to constituent requests and concerns, Members should respond to individuals in a positive manner and route their questions and/or concerns to the General Manager, or in their absence, to the Committee Secretary.

8. MEMBER COMPENSATION

Finance Committee Members are not compensated for their time. Committee Members have agreed to volunteer their time.

9. CORRESPONDENCE DISTRIBUTION POLICY

Time permitting, pertinent and necessary documents shall be accumulated and delivered to the Finance Committee with agenda packets. The General Manager shall establish policy and procedures for receiving, processing and distribution of SCSD correspondence.

10. CONFLICTS AND RELATED POLICY

State laws are in place, which attempt to eliminate any action by a Committee Member or the SCSD that 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. Laws, which regulate conflicts, are very complicated. The following provides a brief policy summary of various conflict related laws.

10.1 Conflict of Interest

Each Member is encouraged to review the SCSD Conflict Code on an annual basis. The general rule is that an official may not participate in the making of a governmental decision if it is: (1) reasonably foreseeable that the decision will have a (2) material financial effect on the (3) official or a member of his or her family or on an economic interest of the official, and (4) the effect is distinguishable from the effect on the public generally. Additionally, the FPPC regulations relating to interests in real property have recently been changed. If the real property in which the Member has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is now deemed to be directly involved in the decision.

10.2 Interest in Contracts, Government Code Section 1090

The prohibitions of Government Code Section 1090 provide that the Finance Committee Member may not contract with any business in which another Committee Member has financial interest.

10.3 Incompatible Office

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 actions, to the detriment to the other public interest, their discharge by one person is incompatible with that interest.

11. RESTRICTIONS ON RULE

The rules contained herein are guidelines and shall govern the Committee in all cases to which they are applicable, and in which they are not inconsistent with State and Federal laws.