

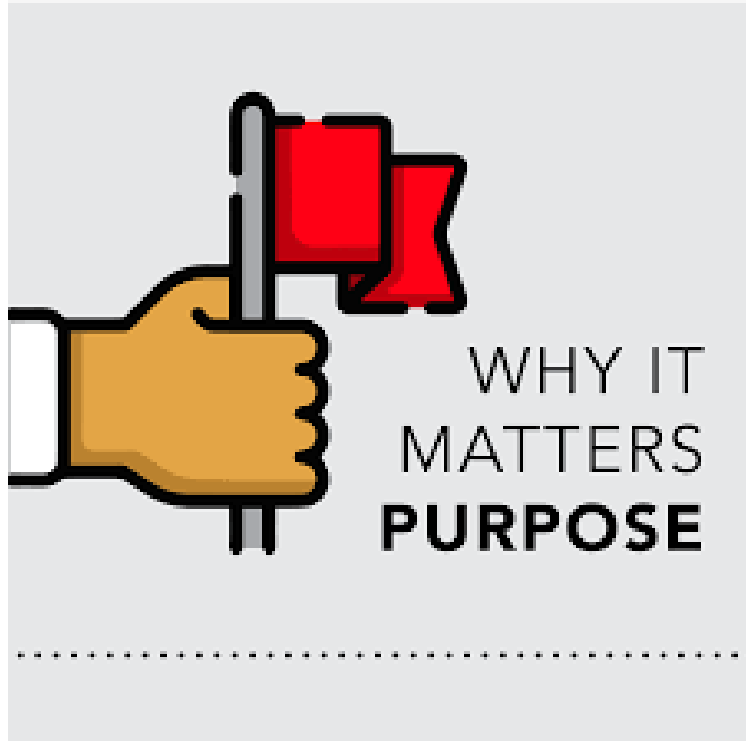


— THE TOWN OF —
DISCOVERY BAY
Live Where You Play

Town of Discovery Bay Community Services District

Primer on the Town's Bylaws

Policy 002



Purpose

- Operates as a Community Services District
- Provides water distribution, wastewater connection, treatment, landscaping, and recreation services
- Advisory responsibilities of the Discovery Bay Municipal Advisory Council



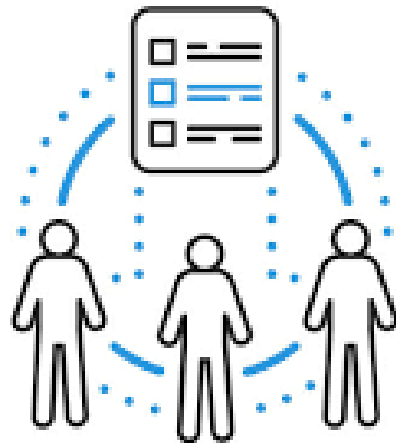
Board of Directors

- Composition: Five elected Directors serving staggered four-year terms
- Compensation: \$115 per meeting attended, not to exceed \$690 per month
- Training: Mandatory training programs for Directors required by California law
 - Brown Act
 - Ethics
 - Sexual Harassment

Meetings

- Regular Meetings on the first and third Wednesdays of each month
- Special meetings as necessary
- Quorum required and all votes must be a majority of the entire Board, not just the Directors present





Define roles

Board Duties

- **Policy Setting**
 - Establish policies and guidelines for the operation of the District
- **Oversight**
 - Provide oversight to ensure compliance with legal requirements and District objectives
- **Decision Making**
 - Make decisions regarding budgeting, resource allocation, and major initiatives
- **Representation**
 - Serve as representatives of the community and advocate for resident interests

Specific Duties of the Board



Appointment of Officers

Elect President (Chair) and Vice-President (Vice-Chair) from among Board members



Committee Assignments

Assign Board members to Standing Committees for focused oversight



Financial Oversight

Approve budgets, contracts, and financial transactions



Community Engagement

Engage with residents and stakeholders to gather input and address concerns

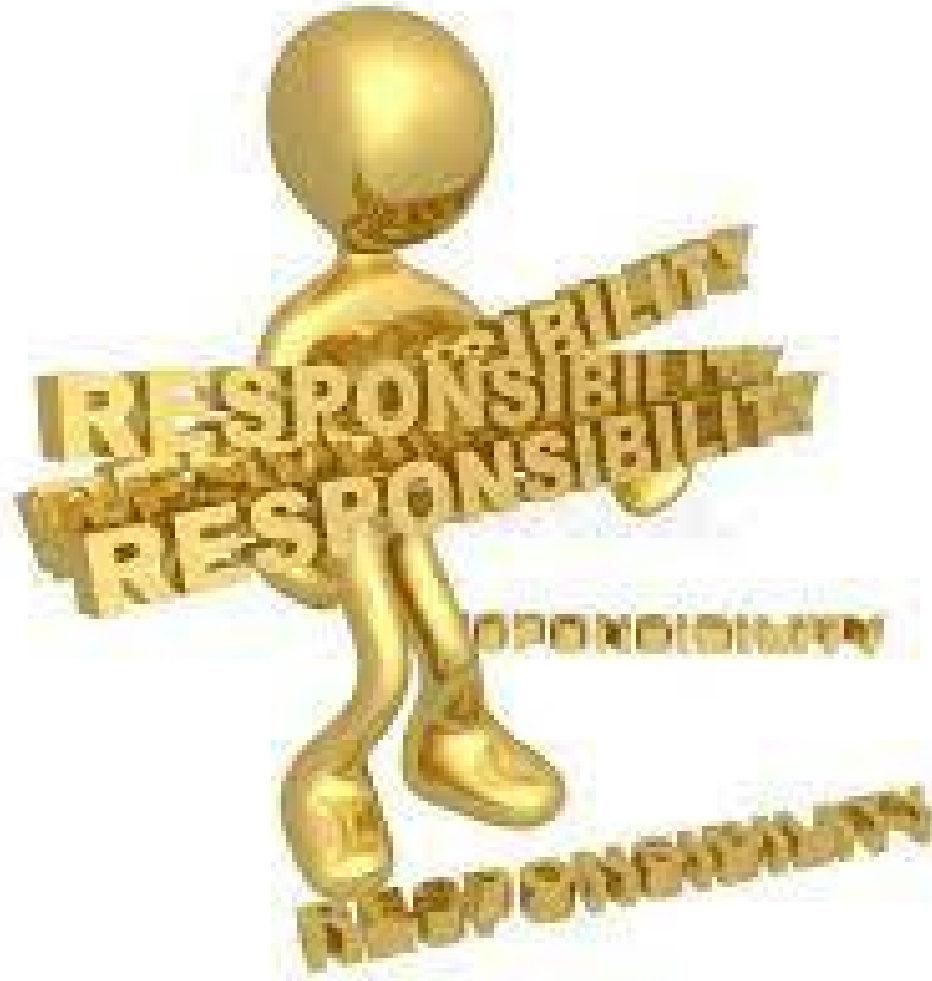


Appointed Officials that Answer to Board

- General Manager and Secretary, separate from Directors
- General Manager serves as Treasurer and manages District's Finances
- Legal Counsel
- Other officers may be appointed as needed

Responsibilities of the General Manager

- **Appraisal and Evaluation**
 - Evaluate the effects of Board policies and their execution
 - Assess the efficiency of District personnel in delivering services
- **Leadership and Planning**
 - Provide leadership in identifying District needs and priorities
 - Determine objectives to achieve District goals
- **Personnel Management**
 - Encourage and support staff in their duties and professional growth
 - Ensure evaluation of personnel under their direction
- **Public Relations**
 - Interpret and publicize District programs and services to the community
 - Participate in community activities to promote District initiatives
 - Serve as the District's Public Information Officer for communication with the public





General Manager Financial Oversight

- **Budgeting**
 - Lead the management team in budget preparation and control expenditures
- **Financial Management**
 - Ensure proper financial oversight and control in alignment with District goals

General Manager as Board Liaison



- **Communication**
 - Keep the Board informed of all communications affecting the District
- **Agenda Preparation**
 - Collaborate with the Board Secretary and Board President in preparing meeting agendas and materials
- **Communication to District Staff**
 - Ensure that Director's direction and comments are appropriately delivered to District staff and carried out in accordance with the Board's intent

Board Collaboration with General Manager

- Work closely with General Manager to ensure effective implementation of policies and decisions
- Provide guidance and support to the General manager in their role as the District's chief administrator

