CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Board of Directors
FROM: Dale McDonald, Board President
SUBJECT: Consider changing the reporting structure of the Secretary of the Board
Date: 02/25/2026

Under the current District Code, the Secretary of the District is described as acting "as staff to the Board of Directors," (Section 2.12.010). The Secretary of the District role has been filled for two and a half years; reports directly to the Board and works alongside the General Manager.

The Board President has requested that the Board revisit this structure to ensure it aligns with current operational needs, governance practices, and the Board's expectations for administrative support.

Points to consider:

- Whether the Secretary of the District should formally report to the General Manager.
- Whether the Secretary's duties—such as records management, Brown Act compliance, and preparation of ordinances and resolutions—are best supported under the General Manager's supervision.
- Whether clarifying the reporting structure would improve management, administrative efficiency, accountability, and coordination with District management and Board.

The attached redline pages for Chapter 2.12 reflect potential updates to support this discussion.

Should the Board support the structural change, the following will need to be completed.

- The District Code Title 2 would require amendment by Ordinance at a future Board meeting.
- A contract amendment would need to be executed for the Secretary of the District position defining reporting.

Staff Requests that the Board:

- Discuss the proposed reporting structure change for the Secretary of the District.
- Review the attached Chapter 2.12 redline pages.
- Advise staff on whether to proceed with preparing formal District Code amendments and any necessary contract modifications.

9.b

Chapter 2.12 SECRETARY OF THE DISTRICT

2.12.010 Secretary of the District.

2.12.020 Appointment and qualifications of the Secretary of the District.

2.12.030 Authority and responsibility.

2.12 040 Duties.

2.12.050 Record of meetings.

2.12.060 Records retention.

2.12.070 Employee bond.

Section 2.12.010 Secretary of the District.

There is created the office of the Secretary of the District. The Secretary of the District acts as staff to the Board of Directors. If they are an employee of the District, the Secretary of the District reports to the General Manager and shall serve as directed by the General Manager as part of the District's internal organization.

Section 2.12.020 Appointment and qualifications of the Secretary of the District.

The Board of Directors shall appoint the Secretary of the District by resolution. The Board shall establish the qualifications of the Secretary of the District and the method of selection.

Section 2.12.030 Authority and responsibility.

The Secretary of the District manages district records, conduct, and clerical duties for ~~reports to~~ the Board of Directors and shall serve as Secretary of the District within the meaning of the Government Code Title 6, Division 3~~California Health and Safety Code~~.

Section 2.12.040 Duties.

The Secretary of the District shall:

Make independent decisions as necessary to implement Board requests, decisions, and official actions;

Serve as custodian of the official records of the District (CORI) as defined by the CA Department of Justice, and assume sole responsibility for criminal background checks on prospective employees and the safety of such controlled information;

Implement a comprehensive records retention policy;

Attend and record the minutes of meetings of the District Board, Commissions, and such additional committee meetings, conferences and hearings as may from time to time be required;

Participate and coordinate with management group in meetings and projects.

Comply with the many requirements of the Brown Act.

Comply with the Public Records Act while protecting the confidentiality of documents as provided by law.

Ensure that all legal requirements are being met by the District.

Prepare ordinances, resolutions, and revisions to the District Code and Personnel Policy and Procedures Manual needed to maintain currency.

Implement the public relations and customer service policies of the District.

Section 2.12.050 Record of meetings.

Meeting minutes approved by the Board shall be the sole official record of meetings held by the District. Other recordings of District meetings may be made only pursuant to Resolution No. 22/23-9~~No transcriptions, voice recordings, video recordings or televised proceedings shall be~~

~~made, or provided by the District~~.

Section 2.12.060 Records retention.

The Secretary shall develop and implement a records retention policy and schedule that follows all legal requirements and industry standards while protecting the District's interests, following guidelines established by the Local Government Records Program (LoCal) tasked by Government Code section 12236. The records retention policy shall be adopted by resolution. The schedule may be updated from time to time by the Secretary of the District and notification to the Board.

Section 2.12.070 Employee bond.

The Board of Directors may require any employee or officer to be bonded. The District shall pay for such bond. (Government Code Section 61050(f))