

Saddle Creek Community Services District

Regular Meeting of May 16th, 2017

AGENDA SUPPORTING DATA

8. STAFF AND DIRECTOR REPORTS

General Manager's Report

CSDA Legislative Action Days – Scheduled for May 16 and 17, 2017, I had intended to attend both days of this event in Sacramento, but unfortunately workload and personal schedule changes with my Administrative Director, Chalyse Behm have required that I not attend this event. I will therefore be in attendance at the Board meeting.

Special District Administrator Examination Update – I have been asked and accepted the volunteer responsibility of assisting CSDA alongside a team of certified district managers, with the update of the Special District Administrator Examination; a voluntary accreditation program administered by the Special District Leadership Foundation.

Adoption of bylaws – In February 2017, the SCCSD Board was introduced to a draft set of Board Bylaws; policies that address all aspects of the Board and Board meeting conduct, among other policies. Adoption of bylaws is required by the Government Code and also significantly help staff in uniform implementation of the district administrative procedures, improve transparency and accountability. The Bylaws also contain the policies necessary for achievement of the Transparency Certification of Excellence issued by the Special District Leadership Foundation of CSDA. Please once again review these bylaws as presented in February and come to the June Board meeting prepared to make final recommended changes for adoption in July.

Development of Personnel Policy manual – A formal slate of District personnel policies have not yet been adopted by the District, although there are a few individual policies that have. Management is currently reviewing a draft set of personnel policies with staff to ensure consistency with our current operation. We expect the manual to be presented also to the Board in June 2017.