

Sunset Heights Community Services District Policy and Procedural Manual

Sunset Heights Community Services District (SHCSD) provides street maintenance, drainage, street lighting, weed abatement, and brush management services.

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1. Policy

1.1. Authority

If any policy in the Policy and Procedural Manual is in conflict with state or federal law, then said law shall prevail. Any changes to the Policy and Procedural Manual must be added to a meeting agenda and voted on by the CSD board.

The board of directors is the unit of authority for establishing policy regarding maintaining and improving roads and right-of-ways within the district. The board of director's role is to fulfill the purpose of SHCSD as specifically outlined in Sunset Heights Community Services District By-laws and to direct SHCSD towards a sustainable future. Apart from their normal function as a part of this unit, directors shall have no individual authority and may not commit the district to any policy, act, or expenditure.

1.2. Jurisdiction

SHCSD's jurisdiction includes:

- a. The land equaling seven (7) acres defined as the 1.4 mile long by 40-50 feet wide road right-of-way owned by the district.
- b. The 1.4 miles of road, including cuts, fills, drainage ditches and paved road surface known as Bowman Rd, Marc Dr, Lynn Way, Steven Lane, Sharon Ct, Sunset West and Sunset East (constructed within the r/w from 1958-1965). NOTE: Sunrise Ct homeowners maintain Sunrise Ct. outside of SHCSD's preview.
- c. The seven (7) road culverts.

1.3. Meetings

A. Public Notification Locations

There are three public locations within the community where the meeting agenda will be posted either 72 hours prior to regular meetings or 24 hours prior to special meetings.

1. Road Sign at Bowman/Marc/Lynn intersection
2. Mailboxes on Bowman just before Steven Lane.
3. Mailboxes at Lynn's Circle at Marc/Lynn intersection

B. Meeting Location

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Meetings are held at various board members' houses on a volunteer basis or a public location within the community. Meeting location is specified on each agenda posted for the public.

C. Regularly Meetings

Regular meetings are held 4 times per year tentatively. Notice will be given to residents per the agenda posted at public notification locations (Section 1.3.A.) no less than 72 hours prior to the meeting.

D. Special Meetings

Special meetings and workshop meetings are held as needed and will be posted at public notification locations no less than 24 hour prior.

E. Meeting Quorum

A meeting may be held with a minimum of 3 board members present though all board members and general manager (if applicable) are strongly encouraged to be present at each meeting.

F. Meeting Conduct

The meeting will follow the order of the Meeting Agenda as determined by the board's president. Items that are not on the agenda will not be discussed or decided. Items may be added to the next meeting's agenda.

General meeting schedule and subject matter is as follows:

- a.** January (1st quarter) held if necessary.
- b.** April (2nd quarter) meeting is to address spring maintenance and coming budget.
- c.** July (3rd quarter) meeting is to address fall maintenance and coming projects.
- d.** October (4th quarter) meeting is to address preventative measures necessary for winter weather.

G. Public Comments

Any member of the public may make comments during this named section of the meeting as long as the comment is within the jurisdiction of SHCSD's board. Necessary items may be added to the next meeting's agenda for discussion/decision.

1.4. Elections and Appointments

A. To File for Candidacy

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- a. Candidates must be a property owner of the district.
- b. Candidates must complete and file:
 - Declaration of Candidacy
 - Oath of Allegiance
 - Media Sheet
 - Nomination Petition with at least 10 (not more than 20) valid signatures
 - Code of Fair Campaign Practices

The candidate is to pay for the publication of a Candidate's Statement.

Notice of Elective Offices form is to be filed prior to July 3rd at Election, 810 Court St, Jackson, CA 95642 or email elections@amadorgov.org.

Candidates may file with board president or secretary or they may come into the county office at 810 Court St, Jackson, to complete the Consolidation of Candidacy Form and Oath of Office. Filing dates are July 15 through August 9. If candidates file with board president or secretary, noted persons must notify Mark Hammergren (current Chief Deputy Registrar of Voters with Amador County Elections). If an incumbent does not file before the filing deadline, the office will automatically extend for another 5 days for everyone, except the incumbent.

B. Pursuant to California Election Code Section 10509

On the 125th day prior to the day fixed for the general district election, the secretary shall deliver a notice to the county elections official. The notice shall bear the secretary's signature and the district seal and shall also contain both the following:

- a. The elective offices of the district to be filled at the next general district election, specifying which offices, if any, are for the balance of an unexpired term.
- b. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to section 13307.

C. Appointments

D. Vacancies

1.5. Reports

1.6. Website

A. Requirements

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B. How to Operate

1.7. Miscellaneous

SHCSD's roads and right-of-ways belong to and are the property of Sunset Heights Community Services District. No individual or number of individuals may alter or adjust in any way the property belonging to the community and its residents collectively without following proper procedure. SHCSD Recourse may include legal action at the cost of the individual. i.e. speed bumps, plantings, walls, fences, barriers, obstructions.

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2. Procedure

2.1. Road Assessment

A. Assessment Amount

Road Assessments are for the current fiscal year July 1st to June 30th of the next year. Any increase is based on the Bureau of Labor Statistics; Western Consumer Price Index Card for San Francisco-Oakland-Hayward, CA for inflation (percentage change) from April of the previous year to April of the current year.

To find CPI-U:

Go to: <http://www.bls.gov/regions/west/cpi->

Scroll to “**San Francisco-Oakland-Hayward, CA**”

Look over to column that reads “**Percent Change to (current month/year) / From (current month/last year)**”

OR

Go to: <https://www.bls.gov/charts/>

Under **Inflation & Prices** click **Consumer Price Index**

Scroll to click “**12-month percentage change, Consumer Price Index, metropolitan area, all items**”

Click “**Go**”

Click on all highlighted areas to un-highlight them.

Click on “**San Francisco-Oakland-Hayward, CA**” to highlight only that area

Move cursor over last dot on chart to show most recent percentage change.

Equation to figure current year road assessment:

(Previous year road assessment x CPI-U Index percentage change)

+ Previous year road assessment = current year road assessment

B. Assessment Payment

- a. Assessments may be paid either in full by August 1st of current year OR in two payments: ½ by August 1st and ½ by October 1st.

Payable to: Sunset Heights CSD

Mail to: H&R Block Business Services
PO Box 365
Pine Grove, CA 95665

C. Late Fees

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If the first payment is not paid by August 1st, late fees of 1.5% per month will be assessed. Late fees are assessed on any unpaid balance due (including late fees) until the balance is paid in full. Assessments and late fees must be paid in full no later than October 1st. If not, the total due including late fees and processing fees will be submitted to Amador County Tax Collector for addition to the owner's property tax bill.

D. Title Change

The road assessment bill is the responsibility of the property title holder of record on July 1st of the fiscal year. Any refunds due to the transfer of title during the fiscal year covered by the billing are allocated between the seller and buyer through the title company upon closing and are not the SHCSD's responsibility.

2.2. Budget

The annual fiscal year budget goes from July 1 of the current year to June 30 of the following year and is created by the president each spring. The board of director's will review and vote on the proposed budget on or before the 2nd week of June. The final budget is then delivered to SHCSD's bookkeeper for distribution to community homeowners.

A. Income

49 parcels assessed at the current FY amount (see section 2.1.A.). The Amador Water Agency parcel is not billed.

B. Ordinary FY Expense

Currently includes Liability Insurance, Professional fees, Utilities, Annual Road Maintenance, and Operational Costs.

C. Emergency Reserve

This amount is currently set to \$10,000

D. Projected Projects

3. Acquiring Proposals, Bids, Estimates

The board member tasked with acquiring a project contractor will present a minimum of 2 bids to the board for a vote.

4. Hiring Professionals and Consultants

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Once the board is in a majority agreement on a contractor, the member in contact with the contractor may negotiate a contract for the project in the best interest of the CSD and in agreement with the board.

2.3. Board of Directors (BOD) and General Manager (GM)

A. General Roles and Responsibilities for All Directors

1. Responsibilities

All board members/GM:

- a. Are volunteers and do not receive compensation for their time and expertise.
- b. Must attend all board meetings.
- c. Must vote on all matters that don't present a clear conflict of interest to their person or position.
- d. Must refer all comments/complaints made by residents, property owners, and/or general public regarding issues/items within the board's jurisdiction to the board's president so that items can be included on the next meeting's agenda.
- e. Shall have the same rights in voting, introducing motions, resolutions, and discussions concerning business affairs and policies of SHCSD.

2. Forms

- a. All board members must complete CA State Form 700 and submit to 810 Court Street, Jackson, CA 95665 by April 1st yearly.
- b. Oath of Office

3. Training

- a. The Brown Act/Open Meeting Law
- b. Ethics training
- c. Sexual harassment training

4. Correspondence

Correspondence between board members and professionals need to be done through the community's email account for transparency and record-keeping purposes.

To Use SHCSD Gmail

Open Internet Explorer

In search bar type **Google** then press **Enter**

In top right corner click on **Gmail**

In "Email or Phone" space type **sunsetheightscsd@gmail.com**

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Click **Next**

In “Enter Your Password” space type (See **Board Members**)

Click **Next**

The account is open and you can click on emails to open and read.

To compose an email click **Compose** in the top left corner.

A new window will open and you can send a test email.

Board member emails will auto-fill, just begin typing our first names.

B. Specific Roles and Responsibilities

1. General Manager (if applicable)

- Reports directly to the board’s president.
- Plan, organize, coordinate, and direct road maintenance and improvement projects.
- Plan, organize, coordinate, and direct right-of-way maintenance and improvement projects.
- Provide recommendations regarding roads, right-of-ways, and fire protection within the sphere of influence of the district’s board.
- Coordinate with the approved contractor the implementation of authorized services and verify satisfactory completion.

2. President

- Oversees all functions of the board of directors.
- Prepare and post notification for board meetings no later than 3 days prior to meeting.
- Prepare an agenda for each regular and special meeting of the board of directors thereby determining order of matters discussed.
- Post the agenda at Public Notification locations (listed in Bylaws).
- Serve as chairperson at all board meetings.
- Conduct all meetings consistent with The Brown Act.
- Serve as point of communication between BOD and residents/owners/general public regarding comments/complaints and resolutions/decisions/policies made by the board.
- Prepare CSD’s annual budget for board approval.
- Renew the District’s and Director’s liability insurance per the board approved fiscal year budget amount and authorized insurance agent
- Communicate with board-approved CPA firm Contracted to prepare the CSD’s bi-annual financial review and its issuance to the designated state and county agencies
- Complete the LAFCO District Profile as required
- Calculate the annual District Road Assessment from the SF/Oakland Bay Area CPI and compose letter/billing for distribution by the firm contracted to issue the billing.

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- Prepare the CalPERS Annual Information Request Form and submit to CalPERS
- Seek legal counsel for policy related concerns if necessary
- Review and sign checks issued by SHCSD for approved expenditures in the budget as required.
- Ensure that the Amador County Election Commission is current on board and officer's term of office and open/vacant positions as required.

3. Vice President

- Prepares to perform all acts and responsibilities of the board's president in the event that he/she is unable to perform duties.
- Conduct a quarterly review of the Homeowners/Residents List and distribute to the board and bookkeeping responsible for billing the annual road assessment.

4. Secretary/Treasurer

- Stores and maintains all records/files/contracts/instruments belonging to SHCSD.
- Record, prepare, distribute, and file SHCSD Meeting Minutes to the board and the bookkeeper via e-mail within one week after board meetings.
- Review SHCSD's monthly financial reports with bookkeeper. File evidence.
- Work with SHCSD's CPA to prepare the district's bi-annual financial review in August (even years) and its issuance to the designated state and county agencies. File evidence.
- Verify that bookkeeper completed and submitted to the State Controller's Office (SCO) for the previous calendar year no later than April 30th. File evidence.
- Verify that bookkeeper completed and submitted the Special District's Financial Transaction Report to the State Controller's Office (SCO) due within 90 days of the close of the FY or 110 days if filed in the electronic file format prescribed the SCO. File evidence.
- Verify that bookkeeper has billed the District's Road Assessment correctly to the current property owners and deposits the funds into SHCSD's checking account correctly and in a timely manner.
- Review and sign checks issued by SHCSD for approved expenditures in the budget as required.

5. Director 1

- Participate in district road or right-of-way maintenance tasks and committee special projects.
- Provide input and insight with regard to community issues and discussions.

6. Director 2

- Participate in district road or right-of-way maintenance tasks and committee special projects.

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- Provide input and insight with regard to community issues and discussions.

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2.4. Operations

A. Meeting Minutes

1. Purpose

Meeting Minutes are taken by the board's Secretary/Treasurer at every meeting to satisfy The Brown Act's requirement for transparency. Detailed meeting minutes record discussions/decisions made at board meetings and serve as an official and legal record. Meeting minutes will be posted via website for the public after being approved by the board of directors.

2. Meeting Minutes Process

2. Minutes are taken at each meeting by the board's secretary.
3. Minutes are drafted by the board's secretary in a Word Document and distributed to board members via email within one week after meeting.
4. Board Members may make specifications and additions to the minutes. Adjustments will be made to the document by the board secretary.
5. The 2nd draft of minutes is added to the next board meeting's agenda to be formally approved by board.
6. The board's secretary will posts board approved minutes on SHCSD's website and email minutes to SHCSD's bookkeeper.

3. Meeting Agenda and minutes Format

This format follows LAFCO's format. Be aware of inaccurate format translating of a Word Document by email. Printed copies at board meetings for board members may be necessary. The numbered Items on the meeting's minutes must coincide with the numbered items on the meeting's agenda.

SUNSET HEIGHTS CSD MEETING MINUTES

DATE

LOCATION

1. MEETING CALLED TO ORDER (time)
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF LAST MEETING MINUTES
5. PUBLIC FORUM-PUBLIC COMMENTS
6. – numbered items on agenda –

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ADJOURNMENT (last numbered item) (time)

B. Record Keeping

1. **Table of Contents of Board Member binders**
2. **Table of Contents of File Box**
3. **Minimum Time Requirements for Documents**

C. Website

2.5. Calendar of Accounting and Maintenance Operations

* Secretary to verify and record bookkeeping with SHCSD filings.*

** Maintenance items to be assigned to board members at board meetings. **

NOTE: Bookkeeping items are to be completed on or before date specified below.

A. First Quarter (January, February, March)

Meeting if needed

Bookkeeping: *

January 31	Confirm Annual Report
January 25	File PG&E Statement
January 15	File Bank Statement
February 15	File Bank Statement
February 25	File PG&E Statement
March 15	File Bank Statement
March 25	File PG&E Statement
March 30	Draft next FY budget
March 30	Quarterly review of Homeowner/Residents List

Maintenance: **

- Coordinate culvert/drainage ditch cleaning with volunteer residents or authorized vendor before and after rainy weather.

B. Second Quarter (April, May, June)

April Meeting to discuss/decide matters from April-June

Bookkeeping: *

April	Discuss/Decide FY Budget at board meeting
April 1	Government Compensation Report

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April 15 File Bank Statement
April 25 File PG&E Statement
May 15 File Bank Statement
May 25 File PG&E Statement
June 3 Special Districts Notice of Elective offices to be filed
June 3 District Resolution Proclamation of Election
June 3 District Resolution of Consolidation
June 15 File Bank Statement
June 25 File PG&E Statement
June Finalize FY Budget
June 30 Send mailings to bookkeeper for distribution
June 30 Quarterly review of Homeowner/Residents List

Maintenance: **

- Coordinate weed abatement spring herbicide spray per board approved and authorized contractor
- Conduct a spring assessment of the CSD's tree trimming/brush removal conditions and provide the board with recommendations
- Conduct spring assessment of CSD road conditions and provide board with recommendations
- Provide recommendations regarding road/ culvert/ drainage repair/maintenance/ improvements within the SOI of the district's board.
- Provide recommendations regarding CSD fire protection as it pertains to trees and brush within the SOI of the district's board.

C. Third Quarter (July, August, September) July starts the fiscal year **July Meeting to discuss/decide matters from July-September**

Bookkeeping: *

July 3 Districts Submit List of Offices to be filled
July 8 Publish Notice of Election
July 1-15 Mail Annual Bill (1st mailing)
July 15 First Day - Declaration of Candidacy
July 15 File Bank Statement
July 25 File PG&E Statement
August 9 DEADLINE TO FILE DECLARATION OF CANDIDACY & OATH
August 10 Non-payments attach to property tax
August 14 Extension of Filing for Declaration of Candidacy
August 14 Appointment of Candidates in Lieu of Election
August 1-15 Mail Annual Bill (2nd mailing)
August 15 File Year End Statement
August 15 Biannual Financial Review (even years)

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August 25	File PG&E Statement
September 6	Publish Candidates List
September 9	First Day – Write in Candidate
September 15	File Bank Statement
September 25	File PG&E Statement
September 26	First Day to Mail Sample Ballots
September 30	Quarterly review of Homeowner/Residents List

Maintenance: **

- Coordinate weed abatement fall pre-emergence per board approved and authorized contractor
- Conduct a fall assessment of the CSD’s tree trimming/brush removal conditions and provide the board with recommendations
- Conduct fall assessment of CSD road conditions and provide board with recommendations
- Provide recommendations regarding road/ culvert/ drainage repair/maintenance/ improvements within the SOI of the district’s board.
- Provide recommendations regarding CSD fire protection as it pertains to trees and brush within the SOI of the district’s board.

D. Fourth Quarter (October, November, December)

October Meeting to discuss/decide matters from October-March

Bookkeeping: *

October 1	Mail Late Notices
October 7	First Day to mail Vote by Mail Ballots
October 15	File Bank Statement
October 21	Close of Registration
October 22	Last Day – Write in Candidate
October 25	File PG&E Statement
October 29	Last Day – Absentee Ballots by Mail
November 1	Mail Late Notice
November 5	CSD ELECTION
November 15	File Bank Statement
November 25	File PG&E Statement
December 1	Directors take office at noon or at next board meeting
December 1	Mail Late Notice
December 1	Submit non-payments to tax collector
December 15	File Bank Statement
December 25	File PG&E Statement
December 30	Quarterly review of Homeowner/Residents List

Maintenance: **

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- Coordinate culvert/drainage ditch cleaning with volunteer residents or authorized vendor before and after rainy weather.

2.4. Directories and Community Maps

2.4.1. Board of Directors

2.4.2. Community Residence Owner/Occupant

2.4.3. Professionals and Consultants

2.4.4. Parcel Map

2.5. Archive

2.5.1. Road Maintenance History

2.5.2. Road Assessment History

2.5.3. Storage and Water Distribution System