

# Attachment C

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## MISSION STATEMENT

The East Garrison Community Services District Advisory Committee's mission is to advise and make recommendations to the Monterey County Board of Supervisors, acting as the Board of Directors of the East Garrison Community Services District and the Resource Management Agency on the administration, operation and finances of the East Garrison Community Services District infrastructure, parks and open space for the highest possible degree of cost effectiveness, efficiency, and service to all East Garrison residents.

#### Section 1. MEMBERSHIP

The committee shall consist of five (5) members and three (3) alternates appointed by the Monterey County Board of Supervisors, acting as the Board of Directors of the East Garrison Community Services District. These members shall be representative of the area that constitutes the East Garrison Community Services District. An alternate shall fill the position of a member when a member is unavailable for one (1) or more meetings.

#### Section 2. TERMS

Each member of the Committee shall have a term of three (3) years and until his or her respective successor is appointed and qualified, except that the terms of the first members of the Committee shall be so staggered that the term of two (2) members and one (1) alternate shall expire on January 31, 2019, and the terms of three (3) members and two (2) alternates shall expire on January 31, 2020.

#### Section 3. VACANCIES

Any vacancy shall be filled for the remainder of the unexpired term in the same manner as the original appointment.

A vacancy shall exist:

- (a) When a member submits a written resignation to the Committee chairperson and the nominating Supervisor, or
- (b) When a member fails to attend two consecutive meetings of the Committee without good cause entered into the minutes, or
- (c) When a member's death, disability or other circumstances prevents the member from completing a term, or
- (d) When a member does not meet the qualifications for the appointment.

#### Section 4. ATTENDANCE

If any member cannot attend a meeting of the Committee, he or she should notify the Committee President no later than 72-hours in advance of the meeting about the absence. Any member who misses two (2) meetings within a 12-month period, without the approval of the Committee shall be deemed to have resigned. This event deemed resignation shall will be reported to EG CSD staff who will notify the Board of Supervisors.

#### Section 5. MEETINGS

The Committee, at its initial meeting, shall organize by selecting a time and place to meet at least four (4) times each calendar year. In addition, Special Meetings shall be scheduled by Resource Management Agency staff within 10 business days of the Committee's request or as soon as feasible if coordination with additional entities are needed, and a Public Notice posted by staff twenty-four (24) hours prior to said special meeting. Resource Management Agency staff will be notified of any Emergency Meeting, which will be scheduled as soon as feasible, and pursuant to the requirements of the Ralph M. Brown Act (Government Code § 54950 et seq..)

All meetings shall be open to the public. The time and place to meet that is established by the Committee at its first meeting shall be presented by the Resource Management Agency to the Monterey County Board of Supervisors, acting as the Board of Directors of East Garrison Community Services District at a meeting of the Board following initial meeting. Modification of any change in the time or place of a meeting shall be given 72 hours in advance to all members of the Committee, to the Board of Supervisors, and to all representatives of the communication media who have filed written requests therefore, and to the community on a designated public notice board.

#### Section 6. ORGANIZATION

The Committee, at its initial meeting, shall organize by selecting from its membership a chairperson, a vice-chairperson, and a secretary. The Committee shall thereafter, at least annually, reorganize by selecting such officers. The officers selected by the Committee at its first meeting shall be presented by the Resource Management Agency to the Monterey County Board of Supervisors, acting as the Board of Directors of the East Garrison Community Services District at a meeting of the Board following initial meeting.

The Committee shall, from time to time, propose rules and regulations for the conduct of its meetings. The rules and regulations proposed by the Committee shall be presented by the Resource Management Agency to the Board of Directors and, after approval by the Board of Directors, such rules and regulations shall govern the Committee.

#### Section 7. DUTIES OF THE COMMITTEE

Chairperson:

The duties of the Chair are to preside at all Committee meetings and have sole signature authority for the Committee.

Vice-Chairperson:

The duties of the Vice Chair are to assume the duties of the Chair in the absence of the Chair or when the Chair designates the Vice Chair to act in his or her place. In the absence of both the Chair and the Vice Chair, the remaining members of the Committee shall appoint one of their members to act temporarily as Chair.

Secretary:

The Secretary shall jointly formulate the meeting minutes with Resource Management Agency staff.

Committee:

The duties of the Committee shall be to advise the Resource Management Agency and the Board of Directors of the East Garrison Community Services District on the budget and operations of the EGCSO in matters as follows:

- (a) Budgets and funding of EGCSO Services; Mello-Roos Special Tax, Balance Sheets, and Forecasts;
- (b) Parks, Open Space, Infrastructure and Facilities owned and/or maintained by the EGCSO;
- (c) Any public activities, road projects, or constructions directly or indirectly impacting the properties owned or maintained by the EGCSO.

#### Section 8. COMPENSATION

Members of the Committee shall serve without compensation.

#### Section 9. QUORUM

A Quorum shall consist of a majority of the members of the Committee.

#### Section 10. MINUTES

Minutes shall be kept for each meeting by the appropriate Resource Management Agency Staff and distributed to each member of the committee within three (3) weeks of said meeting for review and corrections, or additions as necessary. Revised minutes shall also be duly reviewed and approved at a subsequent meeting and forwarded to the Clerk of the Board's office.

Regular and Special Meetings of the Committee shall be audio recorded. Such recordings shall be a public record and made available for inspection for at least thirty calendar days.

#### Section 11. PUBLIC COMMENT

At each meeting, there shall be an opportunity for members of the public to address items on the agenda or on items of interest to the public that are within the subject matter jurisdiction of the Committee but that do not appear on the agenda. Except where the limit is waived by the Chair, public testimony shall be limited to three minutes per speaker.

**PASSED AND ADOPTED** upon motion of Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_ and carried this 18<sup>th</sup> day of June 2019, by the following vote, to wit:

AYES:

NOES:

ABSENT:

I, Valerie Ralph, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof Minute Book \_\_\_\_ for the meeting on June 18, 2019.

Dated:

File Number:

Valerie Ralph, Clerk of the Board of Supervisors  
County of Monterey, State of California

By \_\_\_\_\_  
Deputy

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