

Saddle Creek Community Services District

Regular Meeting of October 17, 2017

AGENDA SUPPORTING DATA

7. DISCUSSION AND ACTION ITEMS

- c. Adoption of a resolution appointing the District Secretary and District Treasurer in accordance with the California Government Code.

Recommended Motion

I move to adopt a resolution appointing the District Secretary and District Treasurer in accordance with the California Government Code.

Background

The government code requires that the Board appoint a Treasurer, or keep its funds in the county treasury. In addition, the code assigns specific administrative and recordkeeping responsibilities to the Board Secretary, who can be a member of the Board, General Manager or other staff. The District records are not clear if a formal Board appointment has ever been made for either Board Secretary or Treasurer. The attached resolution is simply procedural and does not change work responsibilities for the GM or staff.

In accordance with California Government Code Section 61051, the General Manager is responsible for management of all district personnel in accordance within the labor relations system adopted by the Board. Both the District Accountant and Board Clerk positions work closely under the direction of the General Manager. It for this reason (and only this reason) that management recommends that the Board adopt the attached resolution appointing the General Manager as responsible to serve both Due to the very legalistic and technical responsibilities placed by the law, on both the Secretary and Treasurer responsibilities.

The formal roles of Treasurer can be assigned to our Accountant, but the government code requires Board supervision of the Treasurer; which in this case would be in conflict with government code 61051.