



Yolo County County Service Areas (CSAs) Advisory Committees Policy Manual

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This manual outlines policies and procedures, as well as roles and responsibilities, that support and enhance the value of County Service Areas Advisory Committees to the Yolo County Board of Supervisors.

The guidance provided herein adheres to the Ralph M. Brown Act (Gov. Code §§ 54950 *et seq.*, also known as the “Brown Act”), County policies, and other related Government Code regulations and has been approved by the County Counsel’s Office and the County Board of Supervisors. This policy manual is intended to complement the Yolo County Administrative Policies and Procedures Manual on Advisory Boards, Commissions, Committees, and Councils adopted by the Board of Supervisors on July 21, 2020, as well as the County’s Advisory Body Handbook.

Additional resources on the Brown Act are available on the Advisory Bodies page on the Yolo County website. The materials include presentations developed by the Office of the County Counsel as well as links to third party resources. All advisory body members are encouraged to visit the webpage and review these resources to ensure at least a basic understanding of the Brown Act.

All CSA Advisory Committees, County staff working on CSAs, and County contractors and vendors operating in CSAs, are to be provided with a copy of this policy manual within 90 days of adoption of these policies by the County Board of Supervisors.

Table of Contents

Contents

Yolo County County Service Areas (CSAs) Advisory Committees Policy Manual.....	1
County Service Areas.....	3
Definition	3
CSA Advisory Committees Role.....	3
County Staff Role	4
Advisory Committees Practices & Procedures.....	5
Operational Framework	5
Practices and Procedures	5

County Service Areas

Definition

Yolo County has been utilizing County Service Areas (CSAs) for over 50 years to provide services to County residents. Services provided include water, sewer, streets maintenance, lighting, fire protection, and other services. CSAs are established by approval of the County Board of Supervisors and are administered by County staff under the direction of the County Board of Supervisors. At the discretion of the County Board of Supervisors, County Service Areas may form Advisory Committees for the purpose of providing the County Board of Supervisors and County staff with suggestions regarding CSA services.

CSA Advisory Committees Role

Yolo County appreciates the diverse perspectives provided by residents in CSA communities. CSA residents are passionate and involved in their communities and offer invaluable perspectives because they experience the day-to-day realities of living in unincorporated areas. Dedicated CSA residents may further choose to volunteer their time to serve on CSA Advisory Committees. CSA Advisory Committees represent their communities in providing suggestions and information concerning local operations that are communicated to the Board of Supervisors and County staff.

CSA Advisory Committees are formed and disbanded by the Board of Supervisors. Residents interested in serving on Advisory Committees may complete an application by visiting the Yolo County website. Advisory Committee members are appointed by the Board of Supervisors and are volunteers who do not receive compensation for their services. Advisory Committee members participate in meetings that usually take place in-person in a location within the CSAs. Each Advisory Committee is established for a specific purpose, and generally provides the Board of Supervisors with advice on matters pertaining to its purpose. As examples, Advisory Committees may, consistent with the Brown Act:

- Comment on the services provided in the CSA; or
- Suggest proposed future services for the CSA; or
- Advise on CSA projects and/or future plans; or
- Review CSA financial reports; or
- Take action via motion on agenda items at an Advisory Committee meeting to recommend items to the Board of Supervisors; or
- Provide information on other matters as requested by the Board of Supervisors.

CSA Advisory Committee meetings are often attended by residents of the CSA. Residents who attend meetings have opportunity to provide public comments to the Advisory Committee. Residents may also contact the County with CSA questions outside of Advisory Committee meetings. The County appreciates residents' valuable comments and variety of perspectives.

The Board of Supervisors and County staff may consider residents' insights in the decision-making process. Ultimately, the Board of Supervisors sets policies for the County and County staff is responsible for administration of the policies. In order to balance residents' perspectives with efficient administration of CSA operations, the County respectfully requests that residents (including residents serving on Advisory Committees) do not attempt to:

- Establish policy for the County or CSA; or
- Manage, oversee, or direct County or CSA operations; or
- Bind the County or CSA to any contract or agreement; or
- Direct the work of any County staff member, contractor, or vendor; or
- Make decisions on behalf of the County or CSA and/or override County decisions; or
- Generally act in contravention of the interests of the County and the CSA as a whole.

Additionally, the County may from time to time recruit volunteers to assist with CSA activities; however, the County retains authority to end any County volunteer relationship at the discretion of the County.

County Staff Role

Administrative oversight of County Service Areas resides in the County Administrator's Office with support from the Department of Financial Services and the Office of the County Counsel, and other County departments as needed. Along with other countywide responsibilities, all are dedicated to ensuring that appropriate, efficient and cost-effective services are provided to the residents of County Service Areas; and that fees are responsibly collected, appropriated, and expended with adherence to countywide financial policies and best practices.

In addition, the CSA Advisory Committees have an assigned staff liaison, typically the CSA Manager. The role of the staff liaison is further described in the Administrative Policies and Procedures Manual on Advisory Boards, Commissions, Committees, and Councils adopted by the Board of Supervisors on July 21, 2020 and the Advisory Body Handbook. As described in the Advisory Body Handbook, the staff liaisons do not work "for" or "at the direction of" the advisory body but rather work with the CSA Advisory Committee to develop information and recommendations for the Board of Supervisors' consideration.

Advisory Committees Practices & Procedures

Operational Framework

Advisory Committees are most effective with an operational framework to guide their work. The following practices and procedures serve to provide that operational framework for all Yolo CSA Committees.

Practices and Procedures

Topic	Practices & Procedures
Advisory Committee Meeting Purpose	<ul style="list-style-type: none"> CSA Advisory Committee meetings are meant for Advisory Committee members, Board of Supervisors members, and County staff to discuss items related to established services provided by the CSA and to receive related public comment.
Advisory Committee Membership	<ul style="list-style-type: none"> Advisory Committees are composed of members who reside within the CSA boundaries, are appointed by the Board of Supervisors, and generally serve four-year terms with the opportunity for reappointment as determined by the Board of Supervisors. Please see the Administrative Policies and Procedures Manual on Advisory Boards, Commissions, Committees, and Councils adopted by the Board of Supervisors on July 21, 2020 for more information. Annually, Advisory Committees should select a Chair and Vice-Chair, and other officers as needed, unless the Board of Supervisors in its discretion appoints officers of the Advisory Committee. As needed, Advisory Committees may choose to identify temporary, ad hoc two-member sub-committees to work on specific issues related to CSA services. Advisory Committee members should also be aware of potential conflicts of interest. Please see the Advisory Body Handbook for more information on conflicts.
Meeting Frequency	<ul style="list-style-type: none"> The frequency of Advisory Committee meetings is typically commensurate with the complexity of services provided within the CSA and the need for community guidance. The frequency, dates, times, and location of CSA Advisory Committee meetings should, to the extent possible, be set prior to the new calendar year and announced via the CSA webpage on the County website.

<p>Meeting Participation</p>	<ul style="list-style-type: none"> • Meetings are led by the Chair of the Advisory Committee with participation by Advisory Committee members, County staff and Board of Supervisors members. • The Chair of the Advisory Committee is primarily responsible for seeing that consideration of all agenda items moves along efficiently but with reasonable time allocated to each item. • Public attendees will be afforded time (typically 3 minutes per item) to comment on matters on the agenda, as well as 3 minutes to comment on matters within the subject matter jurisdiction of the CSA but not on the agenda. • Public attendees may also provide additional written comment. • Advisory Committee members, CSA residents, and County staff should treat each other with mutual respect. If Advisory Committee meetings become harassing, abusive, or oppressive to County staff, County staff reserve the right to discontinue attendance at such a meeting.
<p>Agenda Items</p>	<ul style="list-style-type: none"> • Agendas for Advisory Committee meetings are developed by the Chair of the Advisory Committee and County staff, in consultation with the Board of Supervisors member for the District and/or their staff. • Agenda items must have a nexus with the established services provided by the County Service Area or a discussion of a possible request to the Board of Supervisors for future service to be provided by the County Service Area. • Advisory Committee agendas may include an item for a County Supervisor report or update, which may be on any topic related to Yolo County. • Advisory Committee members may recommend items to be placed on the agenda; these items, however, cannot be discussed in any detail until properly noticed.
<p>Public Meeting Noticing</p>	<ul style="list-style-type: none"> • Notices of CSA Advisory Committee meetings must adhere to the Brown Act for regular and/or special meetings. • The public is invited to opt-in to the County’s e-subscription service to receive electronic notice of the posting of CSA Advisory Committee meeting agendas and other information related to the CSA. • Members of the public may request agendas be mailed via U.S. Mail through the Yolo County Service Area Administrative Support Team at 625 Court Street, Room 202 in Woodland, CA 95695 or (530) 666-8157. • If an Advisory Committee meeting is canceled, notice will be given via the same avenues.

Advisory Committee Meetings	<ul style="list-style-type: none"> • Advisory Committee meetings will be held only as publicly noticed (date, time and location). • Advisory Committees should refrain from asking County staff to commit to work that has not been budgeted or has not been approved by the Board of Supervisors.
Meeting Minutes	<ul style="list-style-type: none"> • Advisory Committees may identify an Advisory Committee member to take minutes or may choose to hire an outside minute taker at the expense of the CSA. • While minutes of Advisory Committee meetings are not required, they can serve as valuable record of the guidance provided by the Advisory Committee. • Draft minutes will be posted online once available and final minutes will be posted following the meeting in which they are approved. • An item to approve minutes will be included on a subsequent meeting agenda and opportunity provided for Advisory Committee members to offer corrections if needed.
Public Inquiries	<ul style="list-style-type: none"> • County staff will endeavor to be responsive to inquiries from residents. In responding, staff's priority would be to ensure appropriate, efficient and cost-effective CSA services are provided, especially those relating to public health and safety. • Reasonable inquiries from Advisory Committee members or residents which are related to established CSA services and which do not require more than an incidental expenditure of staff resources will be addressed as soon as possible. • As the costs of responding to inquiries are a cost for each County Service Area, inquiries requiring significant resources will be brought to the full Advisory Committee at the next scheduled meeting to advise on those the Committee feels should be addressed utilizing CSA funds. • County staff reserve the right to decline response to communications that are harassing, repetitive, or wasteful of CSA resources.
Outreach to CSA Residents	<ul style="list-style-type: none"> • As much as possible, resources and information for those residing within County Service Areas will be provided via the Yolo County website. • A webpage on the Yolo County website is maintained for each CSA. • An e-subscription service for each webpage is maintained for residents to opt-in to receive information, and utilized by County staff to provide general updates related to the County Service Area.