

COSTA MESA SANITARY DISTRICT



CITIZENS ADVISORY COMMITTEE HANDBOOK

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I. INTRODUCTION

This handbook has been designed to assist the Citizens Advisory Committee (CAC) in understanding its general responsibilities. The CAC is to be an advisory body. Its input, usually in the form of recommendations to the Board of Directors and staff, is considered in evaluating the effectiveness of current programs and policies as well as formulating new programs and policies. Administrative Policy No. 60.00 identifies the CAC's purpose and operating guidelines. This handbook provides general information about the Costa Mesa Sanitary District, as well as an outline of policies, practices, and procedures, as set forth in Administrative Policy No. 60.00. This handbook is used as a guide to CAC members in fulfilling their responsibility.

GENERAL INFORMATION

In order to understand and successfully fulfill the responsibilities as a committee member, it is necessary to have an understanding of the nature and structure of the District's operations.

A. Independent Special District

Special districts are independent, special purpose governmental units that exist as separate entities with substantial administrative and fiscal independence from general purpose local governments. Special districts provide specific services that are not being supplied by existing general purpose governments. Most perform a single function, but in some instances, their enabling legislation allows them to provide several, usually related, types of services.

B. Costa Mesa Sanitary District

The Costa Mesa Sanitary District (CMSD) was formed in 1944 under the Sanitary District Act of 1923. CMSD's boundaries encompass all of the City of Costa Mesa and small portions of Newport Beach and unincorporated Orange County. CMSD is responsible for residential trash collection and transmittal to a recycling facility for recycling and disposal. CMSD also provides wastewater collection and transmission to Orange County Sanitation District facilities for treatment and disposal.

CMSD is governed by an elected five-member Board of Directors and employs a General Manager to manage the administrative functions of CMSD and be responsible for effective and efficient municipal operations. Board members serve four-year terms and the Board appoints its officers (i.e. President, Vice President, and Secretary) once every two years.

C. Levels of CMSD

It is important for CAC members to understand the functions and responsibilities of their special district and the functions of each department. The following describes the roles and responsibilities of each department and illustrates the

relationships among the departments and the Board of Directors.

D. Board of Directors

The Board of Directors is the governing body of CMSD, elected directly by the citizens, and vested with all the legislative power of CMSD. As elected representatives, Board members provide a direct link with the citizens and ensure the responsiveness of local government. All employees, officers and committees of CMSD are directly or indirectly accountable to the Board of Directors.

E. General Manager

The General Manager is appointed by the Board of Directors as CMSD's chief operating officer. The General Manager implements policy and coordinates day-to-day operations. The General Manager is responsible to the Board for coordination of all departments, ensuring their efficient and effective performance.

F. Citizen Advisory Committee

The Citizen Advisory Committee (CAC) acts in an advisory capacity to the Board of Directors. The committee may assist the General Manager or one or more departments with a specific task. The CAC makes recommendations to aid the Board in making sound decisions concerning resource allocation and policy formulation. The benefits of the work done by the CAC include:

1. Support meeting CMSD's vision, mission and core values;
2. Review and select alternatives for policy discussion;
3. Identify and study specific problems or policy matters, and may provide in-depth study of specific areas for which intense study would not otherwise be possible. In addition, CAC members may provide professional expertise in given fields.

G. Departments

CMSD departments work with and under the direction of the General Manager in carrying out the policies of the Board of Directors. Department staff may be assigned to work with the CAC in an advisory and support capacity.

II. CMSD DEPARTMENTS

A. General Manager's Office

The General Manager's office is a General Government Support Function. The Department is comprised of three divisions: Administration, Human Resources, and Risk Management.

1. Administration Division

- a. General Manager Administration: coordinates and directs CMSD functions within the framework of policy established by the Board of Directors, advises the Board as to the financial condition and needs of CMSD, and provides information to the public.

2. Human Resources

- a. Human Resources Administration: provides the full range of traditional and core human resources services, including recruitment and selection, classification and compensation systems, and employee development and training.
- b. Employee Benefits Administration: administers group health and welfare benefits and retirement plans for active employees and retirees, evaluates and makes recommendations on ways to improve benefits, and monitors and ensures compliance with Federal, State and CMSD leave programs such as the Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA).
- c. Post-Employment Benefits: administration of the retiree medical program.

3. Risk Management

- a. Risk Management Administration: procures and administers CMSD's comprehensive commercial insurance protection program, which includes property inspections and appraisals as a part of a comprehensive real and personal property insurance program, and evaluates levels of coverage for appropriate protection of assets.
- b. Liability: evaluates and monitors CMSD's risk of loss, minimizing the financial impact of such risks to the lowest feasible level and procures and oversees CMSD's general liability insurance programs. Claims against CMSD are jointly handled with CMSD's third-party administrator, and their services also include a loss control program that identifies areas of concerns and acts to mitigate future incidents.
- c. Workers' Compensation: proactively administers safety and wellness programs for employees as well as the self-insured Workers' Compensation Program and the Occupational Injury/Illness Prevention Plan; maintains oversight of the third-party workers' compensation claims administrator and consultants for workplace safety, ergonomics, and indoor air-quality; administers and coordinates work-related disability compliance and interactive process, physical and fitness-for-duty examinations and infection control program; and provides training to departments to assist cost containment/appropriate use of this program.
- d. Safety Officer: functions as the District's Safety Officer.

B. District Clerk

- a. Elections: collaborates with the Orange County Registrar of Voters for conducting elections.
- b. Board Meetings: prepares agendas, records and prepares minutes of all public meetings, prepares and publishes CMSD legal notices, performs clerical duties related to the Board's business, and coordinates meetings, appointments, and conferences for the Board of Directors.
- c. Public Records: maintains official District records, attests to the President's signature and the signatures of other local officials' legal documents, arranges the recordation of legal documents, administers loyalty oaths of office for personnel and local officials, maintains legislative history and archived documents, assists the public with information requests, and is the primary contact for responding to public records requests, subpoenas and other legal processes.
- d. Coordinates and provides information on the District's Conflict of Interest Code, Fair Political Practices Commission regulations, and other laws such as ethics training.

C. Engineering

- a. Responsible for the design and construction of CMSD's Capital Improvement Program. The Department is also responsible for the procurement of public right-of-way, the design and development of facilities, construction management and inspection of wastewater improvements, development review and processing, and utility coordination.
- b. Construction Management: administers construction contracts, manages and inspects construction activities and projects, and administers compliance with Federal and State Labor Laws, including Prevailing Wage Regulations, Equal Opportunity Employment Practices, and Public Contract Laws.

D. Finance

The Finance Department is a General Government Support function.

- a. Finance Administration: provides the Department's overall administrative direction and policy implementation, and advises the General Manager, Board of Directors, and staff on financial issues.
- b. Accounting: maintains the accounting and fixed assets systems, provides payroll and accounts payable services, reconciles monthly bank statements, coordinates annual financial audit, and provides internal and

external financial reports including publication of the Comprehensive Annual Financial Report (CAFR).

- c. Budget & Research: prepares and administers CMSD's annual budget, prepares and monitors revenue projections, prepares quarterly budget performance reports, performs special projects or surveys as assigned by the General Manager and/or Board of Directors, analyzes requests for year-end carryover, and coordinates State mandated costs reimbursement claims (SB 90).
- d. Purchasing: procures services, supplies, and equipment for departments, maintains warehouse inventory, tags and conducts inventory of fixed assets, and coordinates sale of surplus items no longer needed by CMSD.

E. Treasury

- a. Responsible for ensuring the safety of CMSD funds by making prudent investments and continually reviewing the market and economic conditions while safeguarding CMSD assets, deposits CMSD monies, and prepares monthly Treasurer's Report.

F. Information Technology

- a. Responsible for network administration, software installation, maintenance of hardware and software, including upgrade and replacement, database management, and the support and oversight of all technology-related products and services for CMSD. In addition, IT makes sure that virus protection software is up-to-date, maintains a help desk to troubleshoot computer-related problems, and maintains the District website.

G. Development Services

- a. Conducts development review of private development submittals, issues wastewater permits for private laterals, and issues "will serve" letters to the City of Costa Mesa.

H. Wastewater

Maintains over 224 miles of wastewater pipes, ranging from 8 to 30 inches in diameter, and 20 pump stations. The department consists of two divisions: Mainline Cleaning and Pump Station Maintenance.

1. Mainline Cleaning

- a. CMSD cleans 1,158,432 linear feet of pipeline every fourteen months using two heavy duty combination cleaning trucks that equip a high pressurized water hose (jetter) to cut away roots and remove FOG (Fats, Oil, Grease) from pipes, and a vacuum to extract solids and debris from the wastewater system. Each truck is staffed with two CMSD employees:

one to operate the jetter and vacuum hose and the other to stand further upstream of the manhole to ensure the hose is moving forward and to indicate when the hose has reached the end of the manhole.

2. Pump Station Maintenance

- a. CMSD has twenty pump stations that range in flow from 45 to 3,759 gallons per minute. All stations have two submersible pumps that range in size from three to twelve inches. All stations have a standard electrical and control panel with a primary and secondary control mechanism that allows for stations to continue operating when the primary control fails. The remaining stations have dedicated mobile generators and by-pass pumps to ensure the stations are operational in the event of a power outage.
- b. Because of the high volume of wastewater that flows through pump stations, regular inspections and routine maintenance are necessary to prevent sanitary sewer overflows (SSO). Regular inspections, usually conducted once a week, require someone to visit each station and inspect the pump run times. Regular inspections also include checking valves, electrical wiring, motor starter, breaker and fuses, motor windings and exercising plug valves. Routine maintenance incorporates annual preventive maintenance (PM), which includes inspecting cord connections, circuit breakers, fuses, amps, volts, wet well coating, changing oil and coolant, cleaning and exercising all valves, and replacing impellers, if needed. If significant repairs are required after PMs are conducted, they are scheduled to be performed.

I. Solid Waste & Recycling

- a. Provides curbside solid waste and recycling collection services to over 22,500 residential units. Through a contract with CR&R Environmental Services, CMSD provides a "mixed waste stream" collection program where all refuse and recyclable materials are disposed of in automated carts and then the recyclables are separated at CR&R's transfer station in the City of Stanton.
- b. In 2015, CR&R implemented a curbside Organics Recycling Program where green waste and food scraps are delivered to CR&R's anaerobic digestion facility in the City of Perris where the material is converted into Renewable Natural Gas (RNG) and compost.
- c. Other recycling and waste diversion programs offered by CMSD include:
 - Alkaline Battery Recycling Program
 - American Flag Disposal Drop Box
 - Christmas Tree Recycling
 - Door-to-Door Household Hazardous Waste Collection
 - Fats, Oils, & Grease (FOG) Recycling

- Large/Bulky Item Collection
- Lockable trash carts
- Sharps & Pharmaceutical Disposal Drop Boxes

J. District Counsel

- Serves as legal counsel and provides legal advice to the Board of Directors, General Manager and staff; reviews and approves legal documents such as contracts, property acquisitions, ordinances, resolutions; takes part in negotiations and assists on personnel matters; and is responsible for litigation, unless other counsel is assigned.

III. POLICIES, PRACTICES AND PROCEDURES

A. Membership Application and Procedures

The Board of Directors appoints CAC members.

CAC members serve staggered two-year terms. The committee elects members to serve as Chair and Vice Chair for a two-year term. The Chair is the presiding officer for the committee, a position which is assumed by the Vice Chair in the Chair's absence.

If a member wishes to be reappointed, an application form must be completed and submitted during the recruitment period. CAC members may step down or resign by submitting a letter to the Board of Directors. In addition, the Board of Directors may request resignations or terminate membership at any time.

1. Notification Process

The District Clerk notifies all applicants of their appointments or reappointments and the term expiration date. All applicants not appointed or reappointed are notified by the District Clerk. Upon their appointment, new CAC members are given a copy of the handbook as well as Administrative Policy No. 60.00.

2. Membership Terms

Upon the formation of the CAC, staggered membership terms are established by the Board of Directors. The expiration of these terms is April 1st.

B. The Recruitment Schedule

The District Clerk annually publishes an appointment list of the CAC, for which the Board of Directors has appointive power. The list is made available to the general public on the District's website. CMSD issues notices announcing vacancies and application deadlines, and encourages CMSD residents to submit applications for consideration at the time of CAC vacancies. Vacancies may be

filled immediately or held open until a regular appointment time period occurs. The Board of Directors review the submitted applications when considering appointments.

C. April CAC Recruitment – Approximate Deadlines

1. FEBRUARY – District Clerk shall notify those existing CAC members whose terms are expiring, that they must submit a completed Application Form to the Board of Directors if they wish to continue to serve. The Application Form must be received by the deadline established in the Notice of Vacancy.
2. FEBRUARY – District Clerk publishes a Notice of Vacancy on the District website for CAC vacancies and distributes the Notice through the District's various communications platforms.
3. MARCH 1ST – District Clerk accepts and compiles Application Forms from prospective candidates for inclusion in the Board of Directors staff report. District Clerk's office prepares staff report.
4. MARCH – Board of Directors appoints/reappoints members.
5. MARCH/APRIL – District Clerk updates the CAC roster (featuring members names and terms) on the District's website.
6. District Clerk sends appropriate correspondence to appointed CAC members, applicants not appointed, and members who have resigned and/or are not reappointed.

D. Goals, Objectives and Assignments

1. Each year the CAC Chair will meet and consult with the Board President and General Manager to determine the District's goals and objectives for the following year and convey those needs to the CAC. The CAC will then develop the goals for the coming year and then forward their recommendations to the Board for final approval. The goals may be modified at any time by the Board.
2. The Board at any time may ask the CAC to undertake specific assignments, appoint Special Committees, or comment on particular issues. CAC recommendations may be referred directly to the Board of Directors.
3. CAC recommendations will be submitted to the Board no later than 30 days after approval, except when the item under consideration is delayed due to unforeseen circumstances. A record of CAC meetings will be video recorded and made available for public viewing on the District's website. Minutes of the meeting will be scribed by Staff and made available for public viewing on District's website.

4. As needed, the CAC Chair, or designee, shall report information regarding the CAC and its activities to the Board.

E. Compensation

No member of CAC receives compensation. CAC members may be reimbursed for necessary expenses related to the performance of their duties, if approved in advance, and in writing, by the General Manager. No CAC member should incur expenses without following the approved CMSD procedures.

F. Scope of Authority

One of the most important aspects of understanding the role of a committee is understanding the decision-making boundaries of such bodies. The following section outlines CAC's scope of authority with respect to the Board of Directors, CMSD departments and employees, the public, and outside agencies. All CAC members act in an advisory capacity to the Board of Directors. As an advisory body, CAC members do not receive, disburse, or in any way possess money or any other valuable commodity, nor enter into any contract as an agent of CMSD without prior authorization of the Board of Directors. In addition, CAC members are not involved in the hiring, promotion, dismissal, or suspension of CMSD employees. All action and business of the CAC is to be conducted by the group as a whole. No member is to transact business on an individual basis unless duly authorized by a majority of the quorum. Should a split opinion exist on committee action, the majority report that is sent to the Board as the recommendation should include an attached explanation outlining reasons for dissent.

G. Relations with the Board of Directors

CAC members should always be open in communicating with the Board of Directors. Contact should never be used to circumvent fellow CAC members or District staff. All formal communication to the Board of Directors should be in writing.

A committee recommendation may be included in a staff report presented to the Board of Directors by the General Manager. If the CAC desires to suggest major changes or additions to CMSD policies, the CAC must first review the issue with CMSD staff.

H. Relations with CMSD Staff

The relationship between the staff and advisory body is pivotal. One or more staff members may be assigned to the CAC to: attend meetings; speak to procedural and policy issues, coordinate the distribution of agendas and minutes, and provide support by preparing reports and assisting in special projects. Board approval shall be required for any CAC assignment which requires more than four (4) hours of staff time. Staff support is appointed by the General Manager.

Staff are not considered members of the CAC and have no power to vote on CAC matters. Because of their support roles, staff members should not respond to questions from the public at CAC meetings, unless requested to do so by the Chair. Staff will assist in identifying issues which may need the CAC's attention, and will assist in suggesting alternatives the CAC may consider. Staff's recommendations are purely advisory. The following are important guidelines to follow in maintaining effective working relationships:

1. Contact should only be made with the staff member(s) assigned to the CAC.
2. Contact with staff members should be clearly made within the framework of CAC assignments.
3. CAC members should not ask for individual reports, favors, or special consideration. Any assignment requiring more than (4) hours of staff time requires prior General Manager approval and will be considered on a case-by-case basis.
4. Citizen complaints heard by CAC members should be referred directly to the assigned support staff.
5. The assigned staff report directly to a supervisor and may not be able to carry out every recommendation that the CAC may have without obtaining their supervisor's approval.

I. Relations with the Public and Outside Agencies

It is important to recognize that a CAC member's actions and comments can be interpreted as that of the entire advisory body, Board of Directors, or CMSD as a whole. For this reason, the following guidelines should be followed:

1. There should be no promises made to the public that are binding by the CAC, Board of Directors, or CMSD staff.
2. Comments made to the public should be factual. All inquiries or requests for comment from the press should be directed to the District's Public Information Officer.
3. Technical questions which cannot be answered by CAC members should be referred to staff for a response.
4. CAC members have an obligation to listen to input from the public in a courteous and appropriate manner.
5. Individual comments of CAC members should always be distinguished from full CAC positions. Special care should be taken when talking to the Board of Directors and the public to distinguish individual viewpoints from official CAC positions.
6. CAC members are free to engage in political campaigns or partisan

activity while serving on CAC. However, ethics and common sense should be applied. CAC members who work on a political campaign may not do so on behalf of the CAC. Local government is nonpartisan. Therefore, the CAC is nonpartisan, and cannot take action to sponsor political candidates. By law, no public money can be spent to advocate on a political issue.

J. Conflict of Interest

CAC members are subject to conflict of interest provisions. These provisions are outlined in the Political Reform Act of 1974, (Government Code 81000). The Act requires CAC members to disclose their financial interests, and to abstain from participating in any matter before the member's committee which may have a material effect on the individual member's financial interest.

Any member of a local agency who knowingly fails to disclose such interest will be guilty of misconduct in office. The penalties for violating conflict of interest laws are serious, and may include fines and a prohibition against future service in public office. If a CAC member is uncertain as to a possible conflict of interest, it is generally best to refrain from participating and voting on the matter at hand. A safe way to deal with a possible conflict is for the member to state the basis for their conflict of interest immediately after the Chair announces the item for consideration. Clarification as to what specifically constitutes a conflict of interest may be obtained from District Counsel through a member of CMSD staff or through the Fair Political Practices Commission.

IV. MEETINGS

CAC meetings are the time and place for discussion and actions. The following outlines policies, procedures, and guidelines for running effective meetings:

A. Brown Act

The CAC must conduct business based upon provisions of the Brown Act, which deals with the conduct of public meetings. The Act requires that meetings of all boards, committees, and commissions be open to the public. To abide by this provision, an agenda must be posted in a location freely accessible to the public at least 72 hours before the scheduled meeting. Each agenda must contain sufficient information to briefly describe each item to be transacted or discussed at the meeting. The CAC is prohibited from taking action on or considering any item not included in the posted agenda. All documents presented to the CAC are considered public record unless otherwise determined by the District Counsel.

The Brown Act prohibits the use of technological devices, such as telephones, email, etc., by a majority of a legislative body, including CAC members, to develop a collective concurrence as to action to be taken on an item by the members of that body. Based on the Brown Act, CAC members are cautioned

not to call, text, email, or have online discussion with one another regarding items on an agenda. This can create what is known as a “serial” meeting.

B. Public Meetings

Every member of the public has the right to address the CAC regarding any item on the agenda. They may do so by requesting permission from the Chair. When possible, oral and written requests should be made prior to the motion on the subject. When granting permission to speak, the Chair should request that the speaker state their name for the record. The Chair may limit the time for public comment and request that speakers avoid reiterating positions previously presented.

C. Meeting Times, Quorums, and Attendance

The CAC will establish their own regular day and time of meetings. Scheduled meetings will take place in CMSD’s Board of Directors room, located 290 Paularino Avenue, Costa Mesa, unless otherwise noted on the meeting agenda.

In order for the CAC to conduct business, a quorum must be present. Six CAC members constitute a quorum.

Subcommittees established by the CAC do not require a quorum of the full membership to conduct business. A majority of those present and voting shall be required to take action.

To ensure effective meetings and decisions, CAC members are expected to attend all meetings and should make every effort to do so. Aside from excused absences (vacation, illness, etc.), unexcused absences that exceed more than three meetings per year would establish a basis for dismissal by the Chair. In the event of an excused absence, a member should notify the Chair in advance of the meeting.

For CAC members to be effective, members must be willing to commit time to attend meetings and participate in activities, discussions, recommendations, decisions and educational tours of the CMSD Yard, Orange County Sanitation District’s wastewater treatment facility, and CR&R’s material recovery facility and anaerobic digestion facility.

D. Minutes

Minutes are required for every CAC meeting. Minutes constitute the official record of the proceedings. The minutes are a record of resolutions, transactions, findings, and other determinations. CAC meetings are videotaped to facilitate the preparation of the minutes. The minutes must contain the following: the members of the CAC and staff who are present, the times the meeting convenes and adjourns, a description of the items discussed, speakers and their topics, all motions made and the votes taken, and any stated reason for abstentions and “no” votes. The minutes of all meetings must be reviewed and approved by the

CAC. After the meeting, the minutes will be made available to the public.

E. Parliamentary Procedure and Effective Meetings

The CAC will follow Parliamentary Procedures during meetings. Parliamentary Procedures are accepted methods for conducting meetings, and are outlined in Robert's Rules of Order, which committee members should review. The following is a simple summary for running effective meetings, based on principles of Parliamentary Procedure:

1. Announce Agenda Item: Chair clearly states agenda item number and subject.
2. Reports and Recommendations: Relevant speaker gives report and provides recommendations.
3. Questions and Answers: Technical questions from members are asked and addressed.
4. Public Comment: Chair allows public comment and input under the terms of the Board's policy for such comment.
5. Motions and Action Items:
 - a. Motions Introduced: Chair invites motion from committee, and announces name of member introducing motion.
 - b. Seconds: If motion is seconded, Chair announces name of seconding member.
 - c. Motions Clarified: Seconded motion is clarified by maker of motion, Chair, or District Clerk.
 - d. Amendments and Substitutions: Other members may propose amended or substitute motions.
 - e. Discussion and Vote: Members discuss motion. Chair announces that vote will occur. Members vote on the last motion on the floor (a substitute motion) first, and if that does not pass, vote on the next-to-last motion, and so on.
 - f. Ayes and Nays: Chair takes vote by asking for "ayes," "nays," or "abstentions." Simple majority determines whether motion passes.
 - g. Results and Actions: Chair announces result of vote and action the committee has taken. Names of dissenters should be announced as well. Example: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."

6. Repeat: Begin process again with next agenda item.

The information and direction contained in this handbook will better assist all CAC members in understanding CMSD, their role, and responsibilities. Additionally, use of the handbook as a tool by those involved – staff, CAC members, or Board of Directors – will ensure consistency in procedures and practices involving this advisory group.

V. ATTACHMENTS



Citizens Advisory Committee Application Process

To apply for the Citizens Advisory Committee, please submit by e-mail, mail or bring to CMSD Headquarters:

**District Clerk's Office
Costa Mesa Sanitary District
290 Paularino Avenue
Costa Mesa, CA 92626
nmiddenway@cmsdca.gov**

**Costa Mesa Sanitary District
Application for Citizens Advisory Committee Appointment**

All information on this page only, is considered public information and will be released to the public, including being posted on CMSD's website.

Name: _____

1. Indicate why you wish to serve on the Citizens Advisory Committee. Provide any experience and/or qualifications you may possess that you believe would be beneficial to this committee. A resume (optional) may be attached. (Note: All information contained on the resume is public information, will be distributed to the public, and posted on CMSD's website.)

Note: This contact information will not be posted on CMSD's website or distributed to the public. However, this information is still subject to be release pursuant to the California Public Records Request Act. Applications submitted for recruitment will not be held past Board appointments.

2. Contact Information

Name _____

Street _____

City _____ Zip _____

Phone (Cell) _____ (Home) _____

Email _____

By checking this box and typing my name below, I am electronically signing my application.

Signature _____ Date _____

Submit application by mail, email or bring application to CMSD Headquarters.

Headquarters Address: District Clerk's Office
Costa Mesa Sanitary District
290 Paularino Avenue
Costa Mesa, CA 92626
Phone: (949) 645-8400
nmiddenway@cmsdca.gov



Responsibilities of Citizens Advisory Committee Members

As a CAC Member you will be expected to:

1. **Attend all regular meetings.** If you cannot attend a meeting, contact the District Clerk & Public Information Officer prior to the meeting for an excused absence. Three consecutive unexcused absences indicates an inability to serve and could result in removal from the CAC.
2. **Participate in meeting discussions.** Read your agenda packet before each meeting and come prepared to discuss each item requiring an action. If you have questions, contact District staff before the meeting.
3. **Keep an open mind in formulating recommendations on agenda items.** Be willing to base your position on information and discussion at the meeting, as well as experience and other knowledge. If a member is affiliated with an external organization, the member should be willing to formulate his or her own position objectively.
4. **Chose to participate on a special committee or subcommittee, if needed.** Consider volunteering for a policy chair position as a learning experience.
5. **Attend at least one Board meeting per year, if possible.** The Board Study Session meetings are on the second Tuesday of every month at 9:30 am and regular Board of Directors meetings are on the fourth Monday of every month at 4:30 pm, unless otherwise noted on the meeting agenda.