



## **KNIGHTSEN TOWN COMMUNITY SERVICES DISTRICT (KTCSO)**

### **BY-LAWS**

#### **ARTICLE I ORGANIZATION**

1. Name. The name of this organization is the Knightsen Town Community Services District ("District"). The District shall be also known and referred to as "KTCSO." The District was formed by Ballot Measure Z and approved by the voters on February 15, 2005.
2. Purpose & Scope. The purpose of the District is to construct, operate, maintain, and service enhanced flood control and water quality improvements. The District's purpose and scope does not replace the roles and responsibilities of the Contra Costa County Public Works Department, the Contra Costa County Flood Control District, or other public agencies that have responsibilities within the boundaries of Knightsen. Additionally, the District also is not responsible for privately owned driveway culverts and drainage facilities that reside on privately maintained roads and properties.
3. Location & Size. The District is located in the unincorporated East Contra Costa County and encompasses approximately 5,100 acres. Per the 2019-2020 tax roll data, there are 599 parcels that provide tax revenue to KTCSO. The boundaries of the District are depicted and attached hereto as Exhibit A and made a part hereto.

#### **ARTICLE II BOARD OF DIRECTORS**

1. General Powers and Responsibilities. Subject to the provisions and limitations of California law and these by-laws, the activities and affairs of the District shall be managed, and all powers shall be exercised by, or under the direction of the Board.
2. Number of Directors & Eligibility. The Board shall be comprised of five (5) elected Directors who are registered voters residing within the District's boundaries.

3. Terms of Office. Each Director shall serve a term of four (4) years. Terms shall be staggered with three (3) Directors terms expiring in the even numbered years 2022, 2026, 2030 etc. and two (2) Directors terms expiring in the alternating even numbered years, 2024, 2028, 2032 etc.
4. Elections and Vacancies. To the extent possible, the election of Directors shall be consolidated with the Statewide General Election. Vacancies that occur mid-term shall be filled in accordance with applicable law.
5. Compensation/Reimbursement. Directors shall serve without compensation as unpaid volunteers, except each Director may be reimbursed for necessary travel and expenses incurred in the performance of official District business.
6. Resignation. A Director may resign at any time by giving written notice to the Chairperson of the Board. Any such resignation shall take effect on the date of receipt of such notice, or at any later time as specified therein.
7. Meeting Attendance. Notwithstanding any other provision of the law, if a Director misses three (3) consecutive regularly scheduled monthly meetings, or four (4) regularly scheduled monthly meetings in a fiscal year, the board, by resolution, may declare the term of that member expired and declare a vacancy exists on the Board. The Board, by majority vote, may excuse absences at their discretion.

### **ARTICLE III OFFICERS**

1. Officers. The officers of the District shall be members of the Board and duly elected. The officers shall include a Chair, Vice-Chair, and Treasurer. Additional officers may be designated by the Board. All officers shall be elected by the Board at the first regular meeting of the calendar year.
2. Term. Each elected officer shall serve a term of one (1) year until the first regular meeting of the following calendar year. An officer may resign at any time or be removed by majority vote of the Board as long as such item is placed on the agenda in accordance with law. If an officer resigns or is removed from office mid-term, the Board shall elect a successor to serve the remainder of that officer's unexpired term.
3. Chair. The Board shall elect one (1) of its members to act as Chair, and if at any time the Chair shall be unable to act, the Vice-Chair shall assume the role and perform all duties of the Chair. The duties of the Chair include the following:
  - A. Serve as chief executive officer of the Board;
  - B. Serve as official spokesperson for the Board unless the Board, by majority vote authorizes another Board member to be spokesperson on a particular matter;
  - C. Preside over all meetings of the Board;
  - D. Ensure all orders and policies of the Board are executed;
  - E. Sign contracts and other instruments in writing as the Board shall authorize or direct the Chair to sign;

- F. Coordinate and liaison with District legal counsel, auditors or other consultants who report directly to the Board;
  - G. Designate members of the Board to undertake special responsibilities and to report to the Board on those activities;
  - H. Represent the Board at official functions when necessary, serve as the spokesperson for the Board regarding Board actions, and keep the Board informed on such occasions;
  - I. In the absence or inability of the Treasurer to serve disperse the funds of the District as may be ordered by the Board and sign all checks authorized by the Board; and,
  - J. Perform other duties as they pertain to the office, as prescribed by the Board.
4. Vice-Chair. The Board shall elect one (1) of its members to act as Vice-Chair. In the absence or inability of the Chair to serve, the Vice-Chair shall perform the duties of the Chair and shall perform other duties pertaining to the office as are prescribed by the Board.
5. Treasurer. The Board shall elect one (1) of its members to act as Treasurer. The duties of the Treasurer include the following:
- A. Serve as fiscal officer for the District;
  - B. Maintain adequate and correct accounts of all financial transactions of the District, including accounts of assets, liabilities, receipts, disbursements, gains, losses, and capital surplus. The books of the account shall at all reasonable times be open to inspection by any Director;
  - C. In coordination with the Chair, prepare an annual budget, together with reliable estimates of income and mid-year reports on budget status and expenditures as requested by the Board;
  - D. Deposit all monies and other valuable assets in the name of and to the credit of the District with such depositories as may be designated by the Board;
  - E. Provide all records and documents as necessary for an independent audit of expenditures and revenue;
  - F. Disperse the funds of the District as may be ordered by the Board and sign all checks authorized by the Board; render to the Board, whenever they request it, an account of all his/her transactions as Treasurer and of financial condition of the District.

#### **ARTICLE IV MEETINGS**

1. Regular Meetings. District Board meetings are held the first Thursday of each month at 7:00 PM. Such meetings may be altered as to date, time and place as provided for by a Resolution adopted by the Board. Meetings are open to the public. Agendas shall always be posted at a location freely accessible to members of the public and on the District's website. Agendas shall normally be posted at least 72 hours in advance of the meeting unless a shorter notice period is permitted by law.
2. Special Meetings. A special meeting of the Board may be called as needed by the Board Chair, or by a majority of the Board. Agendas shall normally be posted at least 24 hours in advance of the meeting unless a shorter notice period is permitted by law.

3. Compliance with Law: All meetings shall be noticed and conducted in accordance with requirements of the Ralph M. Brown Act.
4. Quorum: A majority of members of the Board shall constitute a quorum for the transaction of business. A quorum is normally three (3) except as otherwise provided by law.

## **ARTICLE V CONFLICT OF INTEREST & ETHICS**

The District establishes the following rules for disclosure of financial interest, sets forth provisions to avoid conflict of interest and provides for ethics training.

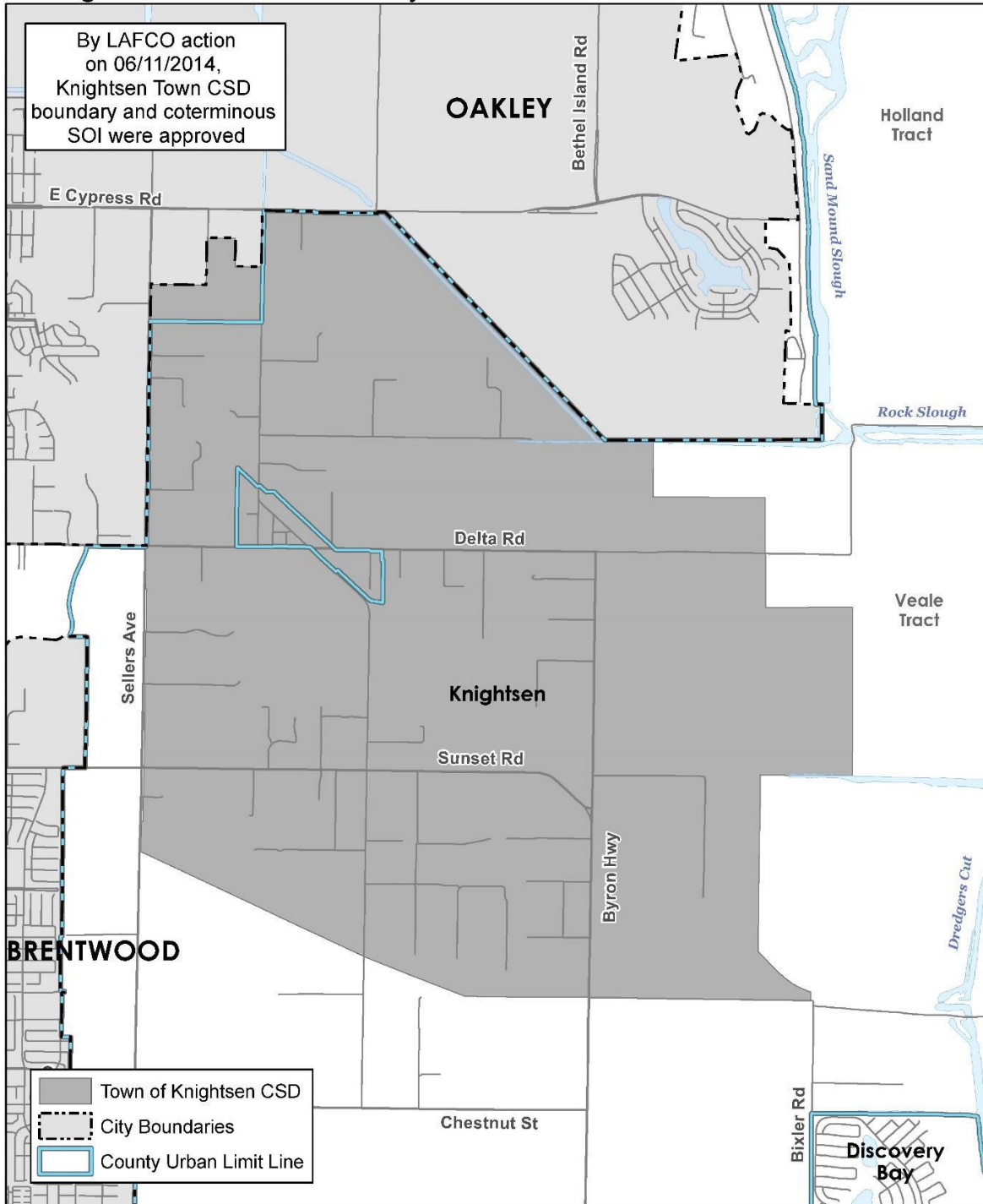
1. Statements. Board Members shall file statements of economic interest as required by the Fair Political Practices Commission's regulations and any amendments to it adopted by the Fair Political Practices Commission.
2. Abstaining from Voting. Where a conflict of interest exists, Board Members shall abstain from discussion and voting, and leave the Board Room for any agenda item involving a personal or financial conflict of interest. Unless a conflict of interest exists, Board members should ordinarily not abstain from the Board's decision-making responsibilities.
3. Policy Against Nepotism. The District recognizes the rights of all persons to become involved in personal, financial, or business relationships. It also recognizes that as a public agency, its governing officers and employees must avoid conflicts of interest between District related and personal/family/business obligations. Recognizing these principles, the Board has concluded that it is the policy of the District's Board that its members shall refrain from any action that is or could have the appearance of advancing the interests of a Board Member or a Board Member's Family.
4. Biannual Ethics Training. All Board members shall complete ethics training as required by law.

## **ARTICLE VI AMENDMENTS**

These By-Laws may be repealed or amended, or new By-Laws may be proposed, by the affirmative vote of a majority of the Board.

### EXHIBIT A – KNIGHTSEN TOWN COMMUNITY SERVICES DISTRICT BOUNDARY MAP

#### Knightsen Town Community Services District and coterminous SOI



Map created 06/23/2014  
 by Contra Costa County Department of  
 Conservation and Development, GIS Group  
 30 Main Road, Martinez, CA 94553  
 37:59:41.791N 122:07:03.756W

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