



## HEATHER GLEN COMMUNITY SERVICES DISTRICT

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POLICY TITLE: **Committees**

POLICY NUMBER: **4205**

ADOPTED BY BOARD OF DIRECTORS: **For review on 12/22/25**

**4205.1 Purpose** This policy establishes the structure, formation, authority, membership, responsibilities, and operational rules for **Committees of the Board of Directors** (“Committees”) of the Heather Glen Community Services District (“District”). It ensures compliance with the **Ralph M. Brown Act**, including all relevant provisions effective in 2026, while supporting efficient and transparent governance.

In the event of any conflict between this policy, the District’s bylaws, or applicable law, the District’s bylaws and applicable law shall control.

Committees may be used to study issues, develop recommendations, draft work products, and support the Board in its policymaking and oversight functions. Committees do **not** possess independent decision-making authority unless specifically granted by Board action consistent with the law.

**4205.2 Types of Committees** The District may utilize **Standing Committees** and **Ad Hoc Committees**.

### **4205.2.1 Standing Committees**

A **Standing Committee** is a committee that:

- Is created by formal action of the Board, **and**
- Has a continuing subject matter jurisdiction **or** a meeting schedule that is fixed or recurring, **and**
- Has membership appointed (Board-only or Board + public), whether one-time or ongoing.

Standing Committees are **subject to the Brown Act**, considered **legislative bodies** under Gov. Code §54952(b), and therefore:

Standing Committees **MUST**:

- Hold **public meetings**
- Post agendas **72 hours** before each meeting
- Allow public comment

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- Maintain minutes or summaries
- Comply with all open-meeting requirements of the Brown Act

### 4205.2.2 Ad Hoc Committees

An Ad Hoc Committee is **exempt from the Brown Act only if** it meets *all* of the following criteria:

1. Composed of **less than a quorum** of the Board;
2. Created for a **specific, narrowly defined purpose**;
3. Task is **time-limited**;
4. Is **dissolved automatically** upon completion of the task;
5. Committee members do **not** replace or function as a standing body;
6. Membership does not change or expand to include a quorum.

Ad Hoc Committees **may** include non-Board members, but must still be less than a quorum of the Board and meet all other conditions above.

Ad Hoc Committees must not:

- Have a continuing or indefinite purpose,
- Meet regularly or on a scheduled recurring basis,
- Act as a standing committee “in disguise.”

**If any criterion fails, the committee becomes a Standing Committee** and must comply with the Brown Act.

### 4205.3. Committee Formation

#### 4205.3.1 Formation by Board Action

Committees may only be formed by:

- Motion and majority vote of the Board **or**
- Inclusion in policy adopted by the Board.

A formation action shall specify:

1. Committee name;



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2. Type (Standing or Ad Hoc);
3. Membership structure (Board-only or Board + public members);
4. Number of members;
5. Purpose, scope, and limitations;
6. Reporting requirements;
7. Duration (for Ad Hoc committees).

A **Committee Charter** may be created if desired for complex or long-running committees.

### 4205.4. Committee Membership

#### 4205.4.1 Eligibility

Committee membership may include:

- Directors
- District Personnel (consultants, contractors)
- Members of the public
- Subject-matter experts

as long as membership is clearly approved by the Board.

#### 4205.4.2 Membership Size

- Committees must have **fewer than a quorum** of Board members unless designated as a Standing Committee.
- Standing Committees often include **two Directors**, but may include additional public members if desired.

**4205.4.3 Appointment** Committee members shall be appointed by majority vote of the Board. The Board may request that the Board President propose committee nominations for Board consideration.

#### 4205.4.4 Removal or Replacement

Members may be removed or replaced:

- By Board action,



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- Automatically upon term expiration (Ad Hoc committees).

### 4205.5. Roles and Responsibilities

#### 4205.5.1 Committee Authority

Committees may:

- Investigate issues
- Evaluate strategies
- Gather stakeholder input
- Review technical information
- Draft recommendations
- Prepare reports for Board consideration

Committees **may not**:

- Take final action on behalf of the District
- Approve contracts
- Bind the District financially
- Direct District Personnel
- Represent the District publicly unless authorized

#### 4205.5.2 Committee Chair

**Each Committee shall have a Chair**, appointed by majority vote of the Board. The Board may request that the Board President nominate a Chair for Board consideration.

**The Chair shall normally be a member of the Board of Directors.**

However, the Board may appoint a non-Director Chair when appropriate based on expertise, committee composition, or workload.

If the Chair is not a Director, **at least one Director must serve on the Committee** to maintain Board oversight.

A non-Director Committee Chair shall not speak on behalf of the Board or District, shall not represent the District publicly, and shall not present recommendations independently unless expressly authorized by Board action.



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Whether a Director or non-Director, **the Chair must:**

- Conduct meetings ensuring compliance with the Brown Act (Standing Committees)
- Set meeting agendas (in coordination with District Personnel)
- Preside over meetings maintaining order and decorum, and ensure fair participation
- Present, or appoint a designee to present, Committee reports to the full Board
- Ensure accurate documentation for the Board meeting packet
- Ensure that recommendations remain within the Committee's authorized scope

Committee Chairs **do not** have expanded authority outside the committee's scope.

### 4205.6. Meeting Requirements

#### 4205.6.1 Standing Committee Meetings (Public Meetings)

Standing Committees shall:

- Post agendas **72 hours** prior
- Allow public comment on all items
- Prepare minutes or summaries to be presented to the Board
- Follow rules of order (Robert's Rules as guidance)
- Permit recording by the public

#### 4205.6.2 Teleconferencing

Standing Committees may use:

##### A. Traditional Teleconferencing (Brown Act §54953(b))

- Remote locations must be posted
- Remote locations must be accessible to the public
- A quorum must participate from within District boundaries

##### B. AB 2449 / SB 110 Remote Participation (2026)

Individual committee members may participate remotely under:



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- “Just Cause” or
- “Emergency circumstances”

Subject to the specific limits in §54953(f).

Teleconferencing is **optional** for committees and must be used only if consistent with Board policy and operational capacity.

### **4205.6.3 Ad Hoc Committee Meetings**

Ad Hoc Committees:

- **Are not required** to post agendas
- May meet privately
- May meet informally or virtually
- Must dissolve when work is completed
- Must not evolve into Standing Committees through routine or continuing activity

### **4205.7 Committee Reports to the Board**

**4205.7.1 When Reports Are Required** Committees must report to the Board at each regular Board meeting when active, when a recommendation is ready, or when requested.

#### **4205.7.2 Required Report Content**

Committee reports shall include:

1. Summary of work performed
2. Key findings or conclusions
3. Options considered
4. Committee recommendations (if any)
5. Stakeholder or public input received
6. Budget or financial impacts (if applicable — your requested addition)
7. Items requiring Board decision or future agenda placement

#### **4205.7.3 Presentation**

Reports shall be given by the:

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- Committee Chair, or
- Designee appointed by the Committee.

### 4205.7.4 Recommended Website Postings (Optional)

For transparency:

- Resolutions
- Budgets
- Annual reports
- Standing Committee rosters

## 4205.8. Conduct of Committee Meetings

### 4205.8.1 Rules of Order

Committees shall use **Robert's Rules of Order** as a procedural guide.

### 4205.8.2 Public Conduct (Standing Committees Only)

The same behavioral rules that apply to Board meetings apply here, including:

- No disruptions
- No abusive language
- Following direction of the Committee Chair

Removal is authorized under Gov. Code §54957.9.

## 4205.9. Administrative Support

District Personnel may:

- Assist with agenda preparation
- Provide technical and administrative support
- Document and distribute materials
- Prepare minutes for Standing Committees
- Attend meetings when required



## **4205.10. Review and Dissolution of Committees**

### **4205.10.1 Regular Review**

Committees shall be reviewed annually to confirm:

- Continued relevance
- Proper classification (Standing vs. Ad Hoc)
- Completion of assigned tasks

### **4205.10.2 Automatic Dissolution of Ad Hoc Committees**

Ad Hoc Committees automatically dissolve when:

- Their assigned task is complete, or
- The time limit specified in their formation action expires.

Ad Hoc Committees shall provide a final report to the Board summarizing their work prior to automatic dissolution.

### **4205.10.3 Dissolution of Standing Committees**

Standing Committees may be dissolved by majority vote of the Board.

## **4205.11 Committee Roster (Required Appendix)**

The District shall maintain a current **Committee Roster**, including:

- Committee name
- Committee type (Standing or Ad Hoc)
- Membership list
- Appointing authority
- Scope/purpose statement
- Duration (for Ad Hoc)
- Current active topics or tasks

This roster may be updated administratively and attached as **Appendix A**.

## **4205.12 Transparency Requirements (Standing Committees)**



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Standing Committees must:

- Post agendas 72 hours ahead
- Allow public comment
- Permit recording
- Maintain and archive minutes
- Follow all open meeting laws
- Use proper closed session language (rare for committees, but occasionally applicable)

### 4205.13 Limitation of Authority

Committees are advisory unless explicitly granted decision-making authority by Board action. Committees cannot:

- Bind the District
- Incur expenditure without Board approval
- Direct contractors or consultants
- Represent the District beyond the scope of their charter

### 4205.14 Severability

If any portion of this policy is found invalid, the remaining sections shall remain in full force and effect.





## HEATHER GLEN COMMUNITY SERVICES DISTRICT

### Appendix A — Committee Roster

*(To be updated by District personnel as changes occur)*

Committee	Type	Chair (& Director)	Purpose / Current Topics
Water & Sewer Committee	Standing	Chair - Marc Krupin	Provides oversight and recommendations related to the District's water supply, distribution, wastewater, and related infrastructure. Reviews system operations, water quality, regulatory compliance, maintenance needs, capital improvements, rate studies, conservation planning, emergency preparedness, and contracts for engineering, testing, and system services.
Roads Committee	Standing	Chair - Gary Bundesen	Oversees District road infrastructure and related services within Heather Glen Estates and advises the Board on safety, access, and maintenance. Reviews road conditions, repair and resurfacing needs, drainage and erosion issues, street cleaning operations, coordination with County agencies and utilities, and recommends maintenance schedules, capital projects, and related contracts.
Finance Committee	Standing	Chair - Cheryl Madden	Provides fiscal oversight and supports sound financial planning and transparency. Reviews budgets, financial reports, reserve levels, audits, rate and fee structures, cash flow, delinquent accounts, payment plans, major expenditures, contracts, and long-term financial sustainability strategies.
District Assets & Fire Protection Committee	Standing	Chair - Cheryl Madden	Oversees District-owned assets, wildfire risk reduction, and emergency preparedness. Reviews asset condition, maintenance and replacement needs, vegetation management and defensible space, infrastructure hardening, evacuation access, coordination with fire agencies, and fire mitigation projects, grants, and contracts. Oversight includes District-owned land and undeveloped parcels, including areas commonly referred to as parks that primarily support District infrastructure, access, and wildfire risk reduction.
Utilities Committee	Standing	Chair - Stephen Adams	Oversees District utility-related initiatives, including HGE fiber optic internet infrastructure and relay tower lease management.

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