



DATE: January 8, 2026
TO: Finance Committee
FROM: David Aranda, KPPCSD Interim General Manager
Mary A. Morris-Mayorga, Consultant
SUBJECT: Review and approve Finance Committee Protocols

As the Kensington Community Services District (KCS D) Finance Committee is newly created following the consolidation, it is recommended that Finance Committee Protocols be established to help guide its members. To facilitate this, a draft has been developed for review and input by the committee.

Finance Committee Protocols (*DRAFT*)

Purpose

The Finance Committee has been established as a standing committee to assist the Board of Directors with good governance by providing oversight of the District's financial management through: review of budget preparation and monitoring; development of financial forecasts; and other matters as referred by the Board of Directors.

Composition, Appointment, and Term

The Finance Committee will be comprised of two Board directors who will be appointed annually (and as vacancies occur) for a term of one year by the Board President with approval by a majority of the Board of Directors.

Meetings and Staffing

Meetings will typically be at least twice per year to support governance financial oversight of budget development and mid-year budget review in May and January, respectively, or as needed. Staff support for the Finance Committee will be the General Manager (or Interim), board clerk or administrative staff/consultant, and finance team members as deemed necessary by the General Manager. Staff direction will be provided by the General Manager. Committees may not direct staff to perform specific duties unless authorized by the Board of Directors.

Meeting Attendance

Standing committees serve an important role in assisting to fulfill the District's mission and goals by supporting the work of Board of Directors. Regular meeting attendance by members is critical in establishing a meeting quorum and to the success of the committee. Members are allowed to miss two meetings per year and must notify the General Manager or their designee of the member's absence prior to the meeting, or as soon as practical. Remote attendance is possible provided that it complies with the Brown Act (see attached).

Committee Authority and Recommendations

Committee motions and recommendations shall be advisory to the Board of Directors. Committees do not have the authority to commit the District to any expenditure or obligation. Generally, committee members should reach a consensus on recommendations to present to the Board of Directors. When consensus is not reached, the committee is encouraged to work with the General Manager on a supported compromise; however, alternative recommendations can be forwarded to the Board of Directors through the General Manager for further direction if necessary.