



DATE: March 23, 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 (KCSD) 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. Remote attendance is possible provided that it complies with the Brown Act (see attached – *note: only traditional Brown Act or State of Emergency options currently apply to a committee of two*).

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.



Kensington Community Services District

Board and Committee Member Remote Meeting Attendance

(Last update – November 18, 2025)

Teleconferencing Options:

1. Traditional Brown Act - Gov't Code Section 54953(b)

A meeting of individuals in different locations, connected by electronic means, through either audio or video, or both. Requires:

- at least a quorum of members must participate from locations within District;
- agendas are posted at teleconferencing location(s) specifying all locations;
- public access and opportunity to speak is provided at each location; and
- all votes are taken by roll call.

Action needed by Board/Committee Member:

- Notify Board President/Committee Chair/GM prior to agenda preparation (or as soon as possible prior to posting).
- Provide specific location for teleconference participation.
- Confirm agenda posting ability, public access, and actual posting once completed.

2. Reasonable Accommodation - Gov't Code Section 54953.8

Legislative body members may participate by teleconference as an accommodation for a disability. The member must participate using both audio and visual technology and must disclose if another adult is in the room with them, and the general nature of that person's relationship with the member; the teleconferencing member's participation counts towards a quorum at the same physical location as the members participating in person.

3. State of Emergency - Gov't Code Section 54953(e)

4. Just Cause or Emergency – Gov't Code Section 54953(f)(2)

The Board/Committee can use teleconferencing without noticing each teleconference location or making it publicly accessible, provided at least a quorum of the Board/Committee participates in person at a single physical location that is identified on the agenda, open to the public, and within the boundaries of the District, and provided that other requirements regarding accessibility are met. However, an individual member of the Board/Committee may participate remotely for one of the following:

- “just cause”: a childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner; contagious illness; a need related to a physical or mental disability; or travel while on official business of the legislative body or another state/local agency. Under this provision, a member is limited to participating remotely in two meetings per calendar year.
- “emergency circumstances”: defined as a physical or family emergency that prevents the member from attending in person, the member can participate remotely by requesting approval to do so from the Board/Committee. The Board/Committee may take action on the request as soon as possible, including at the beginning of the meeting, even if there was not sufficient time to place the request formally on the agenda.

Under either circumstance, the member must give a general description of the circumstances relating to their need to appear remotely, but need not disclose any medical diagnosis, disability, or other confidential medical information. The member shall publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals. The member shall participate through both audio and visual technology. The member may not participate remotely for more than two meetings per year, if the legislative body regularly meets once per month or less.

Action needed by Board/Committee Member:

- Notify Board President/Committee Chair/GM as soon as possible and which circumstance applies.

Action needed by Board/Committee at Meeting:

- Announce and take action to approve the remote participation request.