



BOARD OF DIRECTORS REPORT

MEETING DATE: JULY 21, 2026 **AGENDA ITEM #:** 10

TYPE: ACTION ITEM

PREPARED BY: HUMAN RESOURCES AND RISK MANAGER DAVID SERRANO

REVIEWED BY: GENERAL MANAGER JERRY ESTRADA

SUBJECT: Clerk of the Board Duties Assignment to General Manager

RECOMMENDATION:

Staff recommends the Board of Directors adopt Resolution No. 2026-04 assigning and naming the General Manager to serve as the Clerk of the Board.

DISCUSSION:

The General Manager currently has management authority for all personnel and operations of the District. Our recent Clerk of the Board resigned from the position. The Clerk of the Board role is an extremely important role for public agencies and must ensure compliance with the Brown Act, Public Records Act, and ensure all public agency records are kept, maintained and made available to the public.

As the District is looking at long-term cost-effective strategies to align future budgets and revenues, it is reasonable to assign the Clerk of the Board responsibilities to the General Manager. The General Manager may assign, and delegate work related to the Clerk of the Board duties to general staff. It is common for the Chief Executive to have multiple functional titles while serving as the General Manager. For example, in City government, the City Manager is also the Personnel Officer, but the Personnel duties are delegated and assigned to the Director or Manager of Human Resources. In smaller Special Districts, the General Manager will be the General Manager, Clerk, and Personnel Officer.

There is no conflict, and any potential conflicts can be managed effectively, as the Board selects a Board Secretary, who could affirm Board actions through the normal board meeting and documentation process. For example, while the General Manager has an employment contract, and may negotiate changes to the contract in closed session (allowable under the Brown Act), any final changes to the employment contract must be approved/ratified in open session as an action item on the agenda, and can be affirmed through resolution adopted by the Board, signed by the Board President and affirmed by the Board Secretary. This acts as a check and balance to prevent conflicts of interest and provides sufficient back-up for staff to take actions on the General Manager's contract changes.

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By naming the General Manager to serve as the Clerk of the Board and authorizing the General Manager to delegate and assign work, it allows the District to recruit and hire subordinate staff, and create hybrid work activities across multiple disciplines, and optimize our workforce.

Attachment: Resolution 2026-04 Naming the General Manager as Clerk of the Board