

Secretary Services as outlined in contract that ended on June 30, 2024

Services Performed

Contractor shall provide, including but not limited to the following services:

- Attend all meetings of the district or appoint a deputy to take their place if unable to attend and type the minutes of each meeting
- After the minutes are approved, sign and scan them along with all hand-outs for the permanent district files.
- Post all agendas and meeting notices in conformance with the Brown Act.
- Submit "Statement of Facts" form to both the State and the County anytime there is a change to the Directors or Officers of the District
- Submit ethics training certificates to the County
- Sign resolutions and other documents as necessary
- Upload meeting recordings to a cloud-based server and email a link to the agenda packet list