

**COUNTYWIDE OVERSIGHT BOARD FOR THE**  
**COUNTY OF RIVERSIDE**  
**POLICIES AND PROCEDURES MANUAL**

**Policy No. 2018-001**

**COUNTYWIDE OVERSIGHT BOARD POLICIES AND PROCEDURES MANUAL**

**Table of Contents**

- I. Introduction
  
- II. Meeting Schedule
  - A. Regular Meetings
  - B. Special Meetings
  
- III. Submission and Review of Agenda Items
  - A. Designated Contact
  - B. Submission Requirement
  - C. Submission Procedures
  - D. Review Procedures
  
- IV. Distribution of Agenda
  - A. Notice and Posting of Agenda
  - B. Distribution of Agenda
  
- V. Reporting of Actions taken at Countywide Oversight Board Meeting
  - A. Minutes
  - B. Processing Actions and Resolutions
  - C. Notification of Actions and Resolutions

**Attachments**

- Exhibit A- Roster of Members and Successor Agencies
- Exhibit B- Bylaws for the Countywide Oversight Board
- Exhibit C- Conflict of Interest Policies for the Countywide Oversight Board
- Exhibit D- Submittal Forms and Template Documents

## **I. Introduction**

This constitutes the Policies and Procedures Manual (the "Policies and Procedures") for the Countywide Oversight Board for the County of Riverside (the "Countywide Oversight Board").

As required under Section 34179(j) of the Health and Safety Code, effective July 1, 2018 the Countywide Oversight Board was formed and succeeded all oversight boards previously created pursuant to Section 34179(a) of the Health and Safety Code, which ceased to exist by operation of law effective July 1, 2018.

The Countywide Oversight Board shall have jurisdiction over each successor agency (each a "Successor Agency" and collectively the "Successor Agencies") with territorial jurisdiction within incorporated or unincorporated territorial borders of the County of Riverside (the "County"). As of July 1, 2018, the Countywide Oversight Board has jurisdiction over the twenty-five (25) successor agencies listed in the Roster of Successor Agencies, attached hereto as Exhibit A and incorporated herein by this reference

The Countywide Oversight Board shall be governed in accordance with the Bylaws of the Countywide Oversight Board (the "Bylaws"), attached hereto as Exhibit B and incorporated herein by this reference, and with the applicable provisions of Part 1.85 of Division 24, of the California Health and Safety Code, as such may be amended from time to time.

The Countywide Oversight Board shall consists of the seven (7) individuals appointed to the Countywide Oversight Board in accordance with Article 1 Section 2 of the Bylaws and in accordance with Section 34179(j) of the Health and Safety Code, as such may be amended from time to time (each a "Member" and collectively the "Members"). Each appointing authority identified in Article 1, Section 2 of the Bylaws may, but is not required to, appoint alternate representatives to serve on the Countywide Oversight Board as may be necessary to attend any meeting of the oversight board in the event that the appointing authority's primary representative is unable to attend any meeting for any reason. If an alternate representative attends any meeting in place of the primary representative, the alternate representative shall have the same participatory and voting rights as all other attending Members of the Countywide Oversight Board.

The Members shall have fiduciary responsibilities to holders of enforceable obligations (as defined in Section 34171 of the Health and Safety Code) and the taxing entities that benefit from distributions of property tax and other revenues pursuant to Section 34188 of the Health and Safety Code. The Members shall be subject to the Conflict of Interest Policies for the Countywide Oversight Board (the "Conflicts Policies"), attached hereto as Exhibit C and incorporated herein by this reference.

Pursuant to Section 34179(j) of the Health and Safety Code, the Countywide Oversight Board shall be staffed by the County of Riverside Auditor-Controller (the "County Auditor-Controller"). Through the adoption by the County Board of Supervisors of Resolution No. 2018-037, the County-Auditor Controller has selected the County's Executive Office (the "Executive Office") to assume the administrative services and staffing of the Countywide Oversight Board.

These Policies and Procedures are intended to provide the Successor Agencies with the rules and procedures for the administration and implementation of the duties of the Countywide Oversight Board and to guide Executive Office staff in implementing those duties of the Countywide Oversight Board.

## **II. Meeting Schedule**

### **A. Regular Meetings**

As set forth in Article 3, Section 1 of the Bylaws, the Countywide Oversight Board shall meet regularly on the third Wednesday and Thursday of January, and the first or third Wednesday or Thursday of March, May, July, September, and November, at 4080 Lemon Street, Riverside, California, 92501, or at such other locations as the Countywide Oversight Board may designate by resolution or in the notice of call of any special meeting.

### **B. Special Meetings**

Special meetings for the purpose of transacting any business specified in the call and notice for the meeting may be held upon the call of the Chairperson or a majority of the Members of the Oversight Board as set forth in Article 3, Section 2 of the Bylaws. Notice of the meeting shall be sent to each Member at least twenty-four (24) hours before the time specified notice for a special meeting.

### **C. Records**

The County of Riverside Clerk of the Board of Supervisors ("Clerk of the Board") shall keep the records of the Oversight Board, and shall act as secretary at the meetings of the Oversight Board. The Clerk of the Board shall prepare minutes of meetings of the Oversight Board, shall keep a record of the meetings in a journal of proceedings of the Oversight Board, and shall attest to and/or countersign all documents of the Oversight Board, all in accordance with these Policies and Procedures, and all applicable laws. All requests for documents shall be processed by the Clerk of the Board. The Clerk of the Board may charge for a copy of records in accordance with the California Public Records Act and all other applicable laws.

## **III. Submission and Review of Agenda Items**

### **A. Designated Successor Agency Contact**

Each of Successor Agency shall designate, in writing and deliver written notice to the Clerk of the Board, an official representative (the "Successor Agency Representative") who shall have the authority to represent the Successor Agency before the Countywide Oversight Board, the Riverside County Auditor-Controller, the State Controller, the California Department of Finance (the "DOF), or any other public body. The notice to the Clerk of the Board shall include the Successor Agency Representative's name, title, address, telephone and fax numbers and email address.

B. Countywide Oversight Board Contact

The Executive Office shall designate an individual to serve, as the primary contact for communications with the Executive Office ("Designated Official"). The designated Successor Agency Representative, and all others lawfully authorized to represent a Successor Agency, shall direct all correspondence and inquiries to the Designated Official.

The Designated Official for the Countywide Oversight Board shall be:

Imelda Delos Santos  
County of Riverside Executive Office  
4080 Lemon Street, 4th Floor  
Riverside, CA 92501  
Tel – (951) 955-1110  
Fax – (951)955-1034  
Mail Stop: 1020  
Email: idelossantos@rivco.org

The Executive Office shall notify each Successor Agency in writing of any changes to the Designated Official.

C. Submission Requirements

Items for consideration of the Countywide Oversight Board may be submitted by a member of the Countywide Oversight Board, the Designated Official, or by the Successor Agency Representative only.

Each item that is being submitted for consideration by the Countywide Oversight Board must be submitted using the "Agenda Item Submission Request Form" in substantially the form attached hereto as Exhibit D, incorporated herein by this reference. The Agenda Item Submission Request Form must identify the subject of the action, state the recommended motion, state the date of the Countywide Oversight Board Meeting on which the Successor Agency desires for the item to be considered, and must include all supporting documentation for the requested action. If the Successor Agency is requesting the item be heard at a special meeting, the Successor Agency must also specify the reason why a special meeting is needed.

A Successor Agency shall be responsible for preparing the staff reports, resolutions and all related files, spreadsheets and any additional documents reasonably necessary for the Countywide Oversight Board to make a determination for a particular action. Successor Agencies must use the template staff reports and resolutions of the Countywide Oversight Board which can be accessed at the Countywide Oversight Board's website which can be found at <https://www.countyofriverside.us/AbouttheCounty.aspx>. Copies of the template staff reports and resolutions are also attached in Exhibit D of these Policies and Procedures. The Countywide Oversight Board shall be responsible for noticing the Countywide Oversight Board, but each Successor Agency shall be responsible for complying with all other notices required under the Dissolution Act.

In addition to the Agenda Item Submission Request Form, the Successor Agency must submit the applicable staff report and resolution along with the supporting documents listed below:

Requested Action/Approval	Required Documents
ROPS/Administrative Budget	<p><b>Template Documents:</b></p> <ul style="list-style-type: none"> <li>• Staff Report re: Approval of Annual ROPS and Administrative Budget</li> <li>• Resolution Approving Annual ROPS and Administrative Budget</li> </ul> <p><b>Supporting Documents:</b></p> <ul style="list-style-type: none"> <li>• Annual ROPS</li> <li>• Annual Administrative Budget</li> <li>• Successor Agency Governing Board Resolution Approving Annual ROPS and Administrative Budget</li> <li>• Copies of all Enforceable Obligations (for initial ROPS approval only)</li> </ul>
Last and Final ROPS and Annual Administrative Budget	<p><b>Template Documents:</b></p> <ul style="list-style-type: none"> <li>• Staff Report re: Approval of Last and Final ROPS</li> <li>• Resolution Approving Last and Final ROPS</li> <li>• Staff Report re: Approval of Administrative Budget under approved Last and Final ROPS</li> <li>• Resolution Approving Administrative Budget under approved Last and Final ROPS</li> </ul> <p><b>Supporting Documents:</b></p> <ul style="list-style-type: none"> <li>• Last and Final ROPS</li> <li>• Annual Administrative Budget</li> <li>• Successor Agency Governing Board Resolution Approving Last and Final ROPS</li> <li>• Successor Agency Governing Board Resolution Approving Administrative Budget under approved Last and Final ROPS</li> <li>• Copies of all Enforceable Obligations (for initial Last and Final ROPS approval only)</li> </ul>

<p>Amendment to Enforceable Obligation</p>	<p><b>Template Documents:</b></p> <ul style="list-style-type: none"> <li>• Staff Report re: Approval of Amendment to Enforceable Obligation</li> <li>• Resolution Approving Amendment to Enforceable Obligation</li> </ul> <p><b>Supporting Documents:</b></p> <ul style="list-style-type: none"> <li>• Copy of original Enforceable Obligation</li> <li>• Copy of document amending Enforceable Obligation</li> <li>• Successor Agency Governing Board Resolution Approving Amendment to Enforceable Obligation</li> </ul>
<p>Repayment Schedule for Enforceable Obligation</p>	<p><b>Template Documents:</b></p> <ul style="list-style-type: none"> <li>• Staff Report re: Approval of Repayment Schedule for Enforceable Obligation</li> <li>• Resolution Approving Repayment Schedule for Enforceable Obligation</li> </ul> <p><b>Supporting Documents:</b></p> <ul style="list-style-type: none"> <li>• Copy of original Enforceable Obligation</li> <li>• Copy of Repayment Schedule for Enforceable Obligation</li> <li>• Successor Agency Governing Board Resolution Approving Repayment Schedule for Enforceable Obligation</li> </ul>
<p>Property Transfer under approved Long Range Property Management Plan</p>	<p><b>Template Documents:</b></p> <ul style="list-style-type: none"> <li>• Staff Report re: Approval of Property Disposition pursuant to approved LRPMP</li> <li>• Resolution Approving Property Disposition pursuant to approved LRPMP</li> </ul> <p><b>Supporting Documents:</b></p> <ul style="list-style-type: none"> <li>• Copy of approved LRPMP</li> <li>• Copy of Conveyance Documents</li> <li>• Successor Agency Governing Board Resolution Approving Conveyance</li> <li>• Compensation Agreement (as applicable)</li> <li>• Public Hearing Notice</li> </ul>

Property Transfer under Section 34181(a) of the Health and Safety Code	<p><b>Template Documents:</b></p> <ul style="list-style-type: none"> <li>• Staff Report re: Approval of Property Disposition pursuant to Section 34181 of the Health and Safety Code</li> <li>• Resolution Approving Property Disposition pursuant to Section 34181 of the Health and Safety Code</li> </ul> <p><b>Supporting Documents:</b></p> <ul style="list-style-type: none"> <li>• Copy of Conveyance Documents</li> <li>• Successor Agency Governing Board Resolution Approving Conveyance pursuant to Section 34181 of the Health and Safety Code</li> <li>• Compensation Agreement (as applicable)</li> <li>• Public Hearing Notice</li> </ul>
Miscellaneous	<p><b>Template Documents:</b></p> <ul style="list-style-type: none"> <li>• Template Staff Report</li> <li>• Template Resolution</li> </ul> <p><b>Supporting Documents:</b></p> <ul style="list-style-type: none"> <li>• Copy of applicable documents</li> </ul>
Bond Refunding/Refinancing	The Successor Agency and the Designated Official will coordinate required documentation.

Depending on the item, submitted, the Designated Official may request additional supporting documents. Please note that the "Template Staff Report" and "Template Resolution" under the Miscellaneous Action can be used for action items other than those specifically provided in Exhibit D.

D. Submission Procedures

All items must be submitted to the Designated Official by electronic mail. Each Agenda Item Submission Request Form and all accompanying documents must be submitted in one single email addressed to the Designated Official. The resolution and staff reports submitted for any one particular item must be in Microsoft word format, supporting documents may be submitted in PDF format.

Submission must be made no later than 5 p.m. pacific standard time, not less than twenty-one (21) calendar days from the date of the proposed date of the Countywide Oversight Board that the Successor Agency desires the item be considered.

Notwithstanding anything to the contrary, the Countywide Oversight Board Meetings for January will be limited to consideration of actions related to the adoption of recognized obligation payment schedules and related items necessary to the adoption of a Successor Agency's recognized obligation payment schedule. No other business will be considered during the January

Countywide Oversight Board Meetings. The submission deadline for the January meetings will be dependent on the date on which the Department of Finance's

2018 Regular Countywide Oversight Board Meeting Dates	Agenda Submission Deadline
July 19, 2018	n/a
September 20, 2018	August 30, 2018
November 01, 2018	October 11, 2018

2019 Regular Countywide Oversight Board Meeting Dates	Agenda Submission Deadline
January 16, 2019	December 27, 2018
January 17, 2019	December 27, 2018
March 07, 2019	February 14, 2019
May 16, 2019	April 25, 2019
July 18, 2019	June 27, 2019
September 5, 2019	August 15, 2019
November 07, 2019	October 17, 2019

On or before the regularly scheduled November meeting of each year, the Designated Official shall distribute to all Successor Agencies the scheduled meetings for the next calendar year.

Submissions for special meetings must be made not less than seven (7) calendar days prior to the date on which the Special Meeting will be held.

**E. Review Procedures**

The Executive Office staff and Countywide Oversight Board counsel shall conduct the initial review of all items requested to be placed on an agenda of the Countywide Oversight Board. During the initial review, the Executive Office staff may consult with Oversight Board counsel and other parties in the review of the items. Countywide Oversight Board legal counsel will have final review of all items for compliance with these Policies and Procedures and consistency with laws and the Dissolution Act.

The Executive Office staff or Oversight Board counsel may request additional information and documentation to the Successor Agency Representative. Should there be questions or changes in the items submitted for consideration, the Designated Official will coordinate with the Successor Agency Representative and the Successor Agency Representative must respond in writing. Failure to timely respond will result in exclusion of the item from the agenda.

After the review and approval by Countywide Oversight Board legal counsel, the Designated Official will submit the item for inclusion on the agenda for the next regularly scheduled Countywide Oversight Board meeting, or special meeting as applicable.

**IV. Distribution of Agenda**

**A. Notice and Posting of Agenda**

Agendas for regular meetings of the Countywide Oversight Board will be posted not less than 72 hours prior to the regularly scheduled Countywide Oversight Board Meeting.

Agendas for special meetings of the Countywide Oversight Board will be posted not less than 24 hours prior to the special meeting.

In addition to posting the agenda at the County Administrative Center at 4080 Lemon Street, the Designated Official will post the agenda on the Countywide Oversight Board's website.

In the event that a Member will not be attending a Countywide Oversight Board meeting, the Member shall be responsible for: (1) notifying the Clerk of the Board and the Designated Official of their absence; and (2) for notifying and forwarding Countywide Oversight Board meeting agendas and materials to their alternates, as applicable.

The Successor Agency will be responsible to provide all notices required under the Dissolution Act.

**B. Public Comments**

Each agenda will include an opportunity for the public to address the Countywide Oversight Board. The Countywide Oversight Board may adopt reasonable regulations, including time limits, on public comments. Such regulations should be enforced fairly and without regard to speakers' viewpoints.

Written comments on Agenda items must be submitted not less than 24 hours prior to the Countywide Oversight Board meeting when the item will be considered. Any written comments received a Successor Agency must be provided to the Oversight Board.

**V. Reporting of Actions taken at Countywide Oversight Board Meeting**

**A. Minutes**

The Clerk of the Board shall act as the ex officio secretary of the Countywide Oversight Board and shall be responsible for preparing the minutes of the meetings of the Countywide Oversight Board.

Minutes will need to be ratified at next regular or special meeting of the Countywide Oversight Board. Meeting minutes will be kept by the Clerk of the Board according to the record retention policy of the County.

**B. Processing Actions and Resolutions**

The Designated Official will coordinate with Clerk of the Board to process all actions of the Countywide Oversight Board expeditiously. Executed resolutions will be made available within seven (7) business days of the meeting on which the action was approved. The Designated Official shall transmit to the Successor Agency Representative, via email or by posting on secure website, all action items and supporting documents.

**C. Inquiries by Third Parties and Meet and Confer**

The Designated Official will inform the Successor Agency Representative of any requests, questions and communications by any third parties that the Designated Official receives with regards to any particular item submitted for consideration by the Countywide Oversight Board. The Successor Agencies is responsible for addressing all inquiries and questions directly related to their action items. The Successor Agency shall provide copies of all responses to questions and inquiries to the Designated Official who shall be responsible for providing the same to the Members of the Countywide Oversight Board.

The Designated Official will submit the items to the Department of Finance on behalf of the Countywide Oversight Board. The Designated Official will copy the Successor Agency Representative in all transmissions to the Department of Finance. The Successor Agency may also submit their specific items to the Department of Finance.

The Countywide Oversight Board will not participate in the meet and confer process associated with any particular action of the Countywide Oversight Board that a Successor Agency requests to invoke with the Department of Finance.

**EXHIBIT A**

**ROSTER OF MEMBERS AND SUCCESSOR AGENCIES**

**Roster of Countywide Oversight Board Members**

<b>Appointing Body</b>	<b>Member Name</b>	<b>Alternate(s)</b>
County Board of Supervisors	Supervisor Chuck Washington	
City Selection Committee	Kathleen Kelly	Mike Gardner and George Moyer
Independent District Selection Committee	Phil Williams	Russ Martin and Karen Alexander
Superintendent of Schools	Paul Jessup	Teresa Hyden and James Whittington
Chancellor of Community Colleges	Aaron Brown	
Member of Public appointed by County Board of Supervisors	Tami Scott	
Employee Organization	Robin McCormick	Niamh Ortega

## Roster of Successor Agencies and Successor Agency Representatives

Successor Agencies	Successor Agency Representative and Contact Information
Banning Successor Agency	Name: Address: Email: Tel. No.:
Beaumont Successor Agency	Name: Address: Email: Tel. No.:
Blythe Successor Agency	Name: Address: Email: Tel. No.:
Calimesa Successor Agency	Name: Address: Email: Tel. No.:
Cathedral Successor Agency	Name: Address: Email: Tel. No.:
Coachella Successor Agency	Name: Address: Email: Tel. No.:
Corona Successor Agency	Name: Address: Email: Tel. No.:
County of Riverside Successor Agency	Name: Address: Email: Tel. No.:

Desert Hot Springs Successor Agency	Name: Email: Tel. No.:
Hemet Successor Agency	Name: Email: Tel. No.:
Indian Wells Successor Agency	Name: Address: Email: Tel. No.:
Indio Successor Agency	Name: Address: Email: Tel. No.:
La Quinta Successor Agency	Name: Address: Email: Tel. No.:
Lake Elsinore Successor Agency	Name: Address: Email: Tel. No.:
March Successor Agency	Name: Address: Email: Tel. No.:
Moreno Valley Successor Agency	Name: Address: Email: Tel. No.:
Murrieta Successor Agency	Name: Address: Email: Tel. No.:
Norco Successor Agency	Name: Address: Email: Tel. No.:

Palm Desert Successor Agency	Name: Address: Email: Tel. No.:
Palm Springs Successor Agency	Name: Address: Email: Tel. No.:
Perris Successor Agency	Name: Address: Email: Tel. No.:
Rancho Mirage Successor Agency	Name: Address: Email: Tel. No.:
Riverside Successor Agency	Name: Address: Email: Tel. No.:
San Jacinto Successor Agency	Name: Address: Email: Tel. No.:
Temecula Successor Agency	Name: Address: Email: Tel. No.:

**EXHIBIT B**

**BYLAWS FOR THE COUNTYWIDE OVERSIGHT BOARD**

**[Behind this Page]**

**EXHIBIT C**

**CONFLICT OF INTEREST POLICIES FOR THE  
COUNTYWIDE OVERSIGHT BOARD**

**[Behind this Page]**

**EXHIBIT D**

**SUBMITTAL FORMS AND TEMPLATE DOCUMENTS**

**[Behind this Page]**