Proposed Draft Website and Webmaster Policies

1. The website of the Eastern Plumas Recreation District is www.eprd.specialdistrict.org.

2. The board shall appoint a webmaster to post all the public records of the District to the website in a timely manner and according to the Brown Act. These items include:

    a. Posting the draft agendas and minutes of all board meeting and committee meetings signed by the two directors, the Secretary and corrected,

    b. Post the approved agendas and minutes of the same,

    c. Post all Treasurer's financial reports, bank statements, bills presented, county reports, etc presented during the meetings and,

    d.   Post any other documents presented to the board during the course of the meeting.

3. The webmaster shall become knowledgeable and keep the board apprised of website compliance requirements of the District to make sure that it complies and is transparent to public review under the laws/codes of the State of California, Public Records Act and the Brown Act and any other required sources.

4. The webmaster shall maintain the District meeting's calendar and the events calendar and update the website as needed and in a timely fashion.

5. After the initial setup, the webmaster shall only post District documents in accordance with the approvals of the board as recorded in the minutes of that meeting showing the board voted quorum.

6. The webmaster shall post all agendas, minutes, documents and events from subcommittees within five (5) calendar days of receipt.

7. The members of the board and the subcommittees owes due diligence to get the documents to the webmaster according to their duties and set policies.

8. The webmaster, unless he is a board member, is not required to meet the Conflict of Interest policies of the District.

9. The District shall appoint only volunteers as webmasters.

10. The webmaster shall be responsible to work with the website vendor, Streamline, to make sure that the District website is in compliance with State laws. The webmaster

should directly contact them to assure compliance and get assistance with programming and compliance issues.