

Rule

To minimize legal expenses and ensure the succinct and efficient communication of critical information, the District Manager should be the primary contact for the District's Attorney. In the District Manager's absence, the following individuals should be the secondary contact for the District's Attorney as it relates to the corresponding matters:

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| Chief | Operations |
| Facilities Manager | Facilities and security |
| Secretary | Minutes, public notices, and official acts |
| Custodian of Records | Sunshine Law requests |
| Treasurer | Finances |
| President | All other matters not listed above, including personnel matters regarding the District Manager |

No one should refer or encourage anyone to contact the District's Attorney. The District's Attorney is requested to refer unauthorized contacts to the District's primary, or when necessary, secondary contacts.

The District's Board acknowledges that the District's Attorney is authorized to bill the District the District's Attorney's hourly fee for anyone that contacts the District's Attorney, even for the referral to the District's contacts.

Any member of the District's Board, who is not a contact for the District's Attorney, who contacts the District's Attorney without authorization or refers anyone to contact the District's Attorney, shall forfeit any of his or her attendance fees for each unauthorized contact or referral—regardless whether the District's Attorney billed the District for the contact or referral. The forfeiture of any attendance fees shall not be construed to be a reimbursement to the for legal advice from the District's Attorney.

STATUTORY REFERENCE

RSMo §§321.220(12) and 321.600(12)

REVISION HISTORY

| Revision Date | Author | Revision Details |
|---------------|-------------|------------------|
| April 6, 2022 | Monte Olsen | Initial version |