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## Timberline Special Service District Administrative Control Board - Board Report

Subject: Approval and Adoption of TSSD Communications Policy  
Author: Logan Jones  
Date: Feb 25, 2025  
Type of Item: Consideration of Approval

### **Recommendation**

It is recommended that the Timberline Special Service District Board approve and adopt the TSSD Communications Policy as reviewed by the County Attorney's Office on January 9, 2025.

### **Analysis**

The TSSD Communications Policy establishes comprehensive guidelines for communication between the District and its residents, ensuring timely, accurate, consistent, and empathetic communication. The policy covers essential communication channels such as email and text message, and details the responsibilities of the Communications Director, Board Members, and District employees. It also outlines the appropriate response protocols for Board Emails and communication content guidelines to maintain professionalism, transparency, and accuracy.

The County Attorney's Office has reviewed the policy to ensure legal compliance, and no significant issues were identified during this review. By adopting this policy, the District will strengthen its communication framework, ensuring clarity in times of routine updates and crises alike. This policy will also protect the District's reputation and maintain the public's trust.

### **Funding (if needed)**

No additional funding is required to implement this policy.

### **Exhibits**

- [Communications Policy](#)