Pursuant to Government Code Section 54953(e), members of the Policy Standing Committee and staff will participate in this meeting via a teleconference. Members of the public can submit written comments to the Board Secretary at boardcomment@cambriacsd.org.



CAMBRIA COMMUNITY SERVICES DISTRICT

I, Harry Farmer, Chairman of the Cambria Community Services District Policy Committee, hereby call a Special Meeting of the Policy Committee pursuant to California Government Code Section 54956. The Special Meeting will be held: **Thursday, March 3, 2022, 3:00 PM**. The purpose of the Special Meeting is to discuss or transact the following business:

AGENDA

SPECIAL MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT POLICY COMMITTEE

Thursday, March 3, 2022, 3:00 PM

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the Office of the Board Secretary, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at www.cambriacsd.org. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The Committee Chairperson will answer any questions regarding the agenda.

Please click the link below to join the webinar:

https://us06web.zoom.us/j/81471793980?pwd=L294ZXIZRU9VUVZ3STI0cTl6ZFBKdz09

Passcode: 142432 Or One tap mobile:

US: +16699006833,,81471793980# or +12532158782,,81471793980#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1
312 626 6799 or +1 929 205 6099

Webinar ID: 814 7179 3980

International numbers available: https://us06web.zoom.us/u/kepO5Jg6zu

- 1. OPENING
 - A. CALL TO ORDER
 - B. ESTABLISH A QUORUM
 - C. CHAIRMAN'S REPORT

D. PUBLIC COMMENT ON AGENDAITEMS

Members of the public may now address the Board on any item on its agenda today.

2. CONSENT AGENDA

3. REGULAR BUSINESS

- A. Review and Consider Policy 1030: Code of Ethics
- **B.** Review and Consider Board Policy 1035: Conflict of Interest
- **C.** Discussion Regarding Can the Policy Committee Generate a Policy Without Being Directed To Do So by the CCSD Board of Directors?
- **D.** Discuss and Consider the Purpose of Having a Policy Committee for the Cambria Community Services District Board of Directors

4. FUTURE AGENDAITEMS

5. ADJOURN



POLICY TITLE: Code of Ethics

POLICY NUMBER: 1030

1030.1 Background information:

[District name] designed its Code of Ethics & Values (the "Code") to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the District. The Code is developed to reflect the issues and concerns of today's complex and diverse society.

1030.2 Goals of the code of ethics & values:

a) To make [District name] a better District built on mutual respect and trust.

- b) To promote and maintain the highest standards of personal and professional conduct among all involved in District government, District staff, volunteers and members of the District's Board. All elected and appointed officials, officers, employees, members of advisory committees, and volunteers of the District, herein called "Officials" for the purposes of this policy.
- c) The Code is a touchstone for members of District Board and staff in fulfilling their roles and responsibilities.

1030.3 Preamble:

- a) The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The [District name] has adopted this Code to promote and maintain the highest standards of personal and professional conduct in the District's government.
- b) All Officials, and others, who participate in the District's government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public confidence in the District's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

1030.4 Applicability:

This Code shall apply to all District Officials as defined in 1030.2 b.

1030.5 Core Value:

As participatory Officials in the District's government, we subscribe to the following Core Values:

1030.6 As a representative of [District name], I will be ethical. In practice, this value looks like:



- a) I am trustworthy, acting with the utmost integrity and moral courage. I am truthful. I do what I say I will do. I am dependable.
- b) I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
- c) I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- d) I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions or any improper or unauthorized representations on behalf of the District.
- e) I show respect for persons, confidences, and information designated as "confidential."
- f) I use my title(s) only when conducting official District business for information purposes or as an indication of background and expertise carefully considering whether I am exceeding or appearing to exceed my authority.
- g) I will avoid actions that might cause the public or others to question my independent judgment.
- h) I maintain a constructive, creative, and practical attitude toward the District's affairs and a deep sense of social responsibility as a trusted public servant.

1030.7 As a representative of [District name], I will be professional. In practice, this value looks like:

- a) I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent and productive manner.
- b) I approach my job and work-related relationships with a positive, collaborative attitude.
- c) I keep my professional education, knowledge, and skills current and growing.

1030.8 As a Representative of [District name], I will be service-oriented. In practice, this value looks like:

- a) I provide friendly, receptive, courteous service to everyone.
- b) I attune to and care about the needs and issues of citizens, public Officials and District workers.
- c) In my interactions with constituents, I am interested, engaged and responsive.

1030.9 As a representative of [District name], I will be fiscally responsible. In practice, this value looks like:

- a) I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the District, especially its financial stability.
- b) I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
- c) I make good financial decisions that seek to preserve programs and services for District residents.
- d) I have knowledge of and adhere to the District's Purchasing and Contracting and Allocation of Funds Policies.



1030.10 As a representative of [District name], I will be organized. In practice, this value looks like:

- a) I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
- b) I follow through in a responsible way, keeping others informed and responding in a timely fashion.
- c) I am respectful of established District processes and guidelines.

1030.11 As a representative of [District name], I will be communicative. In practice, this value looks like:

- a) I positively convey the District's care for and commitment to its citizens.
- b) I communicate in various ways, that I am approachable, open-minded, and willing to participate in dialog.
- c) I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.

1030.12 As a representative of [District name], I will be collaborative. In practice, this value looks like:

- a) I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- b) I work towards consensus building and gain value from diverse opinions.
- c) I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team
- d) I consider the broader regional and state-wide implications of the District's decisions and issues.

1030.13 As a representative of [District name], I will be progressive. In practice, this value looks like:

- a) I exhibit a proactive, innovative approach to setting goals and conducting the District's business.
- b) I display a style that maintains consistent standards; but is also sensitive to the need for compromise,
 "thinking outside the box" and improving existing paradigms when necessary.
- c) I promote intelligent and thoughtful innovation in order to forward the District's policy agenda and District services.

1030.14 Enforcement:

Any Official found to be in violation of this Code may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee, appropriate action shall be taken by the General Manager or by an authorized designee.



POLICY TITLE: Conflict of Interest

POLICY NUMBER: 1035

1035.1 The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation, Section 18730 of Title 2 of the California Code of Regulations, which contains the terms of a standard conflict of interest code which can be incorporated by reference in any agency's code. After public notice and hearing, Section 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of Section 18730 of Title 2 of the California Code of Regulations and any amendments to it adopted by the Fair Political Practices Commission are hereby incorporated by reference and will be applied in accordance with the provisions existing on the date that any issue arising under this code must be addressed.

1035.2 Individuals holding designated positions shall file their statements of economic interests with the Cambria Community Services District, which will make the statements available for public inspection and reproduction in accordance with Government Code Section 81008. Statements for all designated officers and employees will be retained by the District Clerk.

								No	o policy do	cument exists and no policy is currently being do	eveloped.				
entry added or	Policy#								TITLE	add'l notes	CSDA # assigned	BOD adoption	document date	title (or subject)(or notes)	hardcopy or online link
reviewed												date			
3/31/2021	SECTION 100	0			T				GENERAL						
3/31/1931		_													
	Policy 1000		х		,	κ .			Adoption	/Amendment of Policies					
7/1/2021	,									Staff needs to archive outdated documents.					
7/1/2021										1000 is the real one (tg).					
6/23/2021										multiple, possibly conflicting policy documents	Needs to be r	esolved. [dwh]			
4/22/2021										, , , , , , , , , , , , , , , , , , , ,		8/23/2018		Policy B-02-2018 New Policy	website - District Policies, New Polici
4/21/2021											1000	8/15/2019		Adoption/Amendment of Policies	website - CCSD Policy Handbok, Section 1000: General - Adoption/amendment of Policies
3/31/2021													8/23/2018	Policy B-02-2018 New Policy Creation	manual section
	Policy 1005	х	ΠŢ	Ħ	,	ĸ	\Box		Associati	on Memberships	Ī				
4/21/2021											1005	8/15/2019		Association Memberships	website - CCSD Policy Handbok, Section 1000: General Association Memberships Policy
	Policy 1010	х			,	ĸ			Basis of A	Authority					
4/21/2021											1010	8/15/2019		Basis of Authority	website - CCSD Policy Handbok, Section 1000: General Basis of Authority Policy Number 1010
	Policy 1015			х				х	Board Se	cretary					
7/7/2021										Included in Board bylaws (Section 4) but needs	to be applied t	to Secretary wh	o is a staff membe	er, not a director. (tg)	
7/1/2021										Duties are in job description. But the Board's r	n <u>i</u> nimun requir	ements should	be laid out in a po	licy document (dwh).	
	Policy 1020			х			х		Board/St	aff Communication					
7/7/2021			Ш	Ш	4	1				Need to verify that published policy 1020 does	<u>'t conflict with</u>	Bylaws 7. Pos	sibly include cross	reference in 1020 to Bylaws 7.	(dwh)
6/8/2021										need to compare w. Bylaws, Section 7					
5/19/2021			Ш	Ш	_	\perp	$\perp \downarrow$					2/11/2021		Director Guidelines	Bylaws 7
4/21/2021											1020	12/12/2019		Board/Staff Communication	website - CCSD Policy Handbok, Section 1000: General - Board/Staff Communication Policy Number 102
	Policy 1025	х)	ĸ			Claims A	gainst the District					
4/21/2021											1025	12/12/2019		Claims Against the District	website - CCSD Policy Handbok, Section 1000: General - Claims Agai the District Policy Number 1025
	Policy 1030		Ш	х			ot	х	Code of E	thics					
7/7/2021			\Box							No policy on record under this label; Board rev	ew needed to	see if topic is co	overed elsewhere.	(tg)	
6/21/2021			Щ				Ш			Not in bylaws or other Policies list.					
	Policy 1035		х	Ш	1	\perp	х		Conflict o	f Interest					
7/7/2021					_	\perp	\Box			neeeds Staff review to ensure that earlier p		still in effect. (t	g)		
7/1/2021			Ш	Ш	4	┵	\sqcup		ļ	Staff needs to verify that 1035 is in fact the cur					
6/23/2021			Ш	Ш	1	4	\perp		<u> </u>	Multiple, possibly conflicting policy documents	Needs to be	resolved. [dwh]			
5/16/2021													1/17/2013	Conflicts and Related Policy	2013 Bylaws 11
4/21/2021											1035	12/12/2019		Conflict of Interest	website - CCSD Policy Handbok, Section 1000: General - Conflict of Interest Policy Number 1035

								No	policy do	cument exists and no policy is currently bein	g developed.				
entry added or reviewed	Policy #								TITLE	add'l notes	CSDA # assigned	BOD adoption date	document date	title (or subject)(or notes)	hardcopy or online link
4/21/2021													2/28/2019	Conflict of Interest Code	manual section
3/31/2021													2018	Amending the list of designated positions subject to the Districts conflict of interest code	
	Policy 1040	х			х			Ш	Correspor	dence to the Board and Staff					
5/16/2021													1/17/2013	Correspondence Distrubution Policy	2013 Bylaws 10
3/31/2021											1040	2/20/2020		Correspondence to the Board and Staff	website - CCSD Policy Handbood, Section 1000: Board/Staff Comunication Policy 1040
7/1/2021	Policy 1040.2		х				х		Answering	g correspondence to the Board (addition to	1040)				
6/21/2021										Policy Committee currently working on poli	cy re. answering c	orrespondence	to the Board. [dw	rh]	
	Policy 1042	х			х				Use of Ele	ctronic Devices by Board Members During I	Public Meetings [a	idded]			
4/21/2021											1042	2/20/2020		Use of Electonic Devices by Board Members During Public Meetings Policy	website - CCSD Policy Handbok, Section 1000: General - Use of Electeonic Devices by Board Member: During Public Meetings Policy Numbe
	Policy 1045	11		х	+	х		Ħ	Legal Cou	nsel and Auditor					
6/23/2021	•			T			T			See CSDA manual for sample. [dwh]					
6/8/2021										Responsibilities not detailed in bylaws.					
5/17/2021										need to include evaluations in 2021 policy					
5/16/2021													1/17/2013	Evaluations	2013 Bylaws 13
5/16/2021												2/11/2021	2/11/2021	Authority of Directors	Bylaws 6.4 d)
	Policy 1050			х		х		П	Overview	of the General Manager's Role					
6/23/2021										Much of this is covered in the employment	agreement. Ques	tion is how mu	ch should be in a E	Board Policy. [dwh]	
6/8/2021										Responsibilities not detailed in bylaws.					
5/17/2021										need to include evaluations in 2021 policy					
5/16/2021													1/17/2013	Evaluations	2013 Bylaws 13
5/16/2021												2/11/2021	2/11/2021	Authority of Directors	Bylaws 6.4 c)

								N	o policy do	ocument exists and no policy is currently being de	veloped.				
entry added or reviewed	Policy #								TITLE	add'l notes	CSDA # assigned	BOD adoption date	document date	title (or subject)(or notes)	hardcopy or online link
	Policy 1055		+	х		H	\dagger	х	Legislativ	ve Advocacy					
7/7/2021	, ====	T	t			Ħ	T	Ť		No policy on record. (tg)					
6/8/2021			T			Ħ	t			Topic not in Bylaws					
	Policy 1060	х	(T	х	Privacy F	olicy [added]					
7/8/2021	,						T			Document is gone from Policy qluicklink at CCSI	D website; nee	ds regtrieval fo	r review. (tg)		
4/22/2021							Ť			no longer at policy quicklink - where is?	I				
7/15/2021			T			1 1	T							Privacy Policy	?
, -,	SECTION 2000						T		ADMINIS	TRATION				, , , , ,	
			Ť			Ħ	Ť								
	Section 2100	×					T		Financia	Management					
5/17/2021		Ť	T	T	1	$\dagger \dagger$	1	Ť		to be reviewed by Pam					
	Policy 2100	х		П	T	Ħ	1	х	Accounts	Receivable Policy					
6/21/2021	,	Ť	İ	$\dagger \dagger$	1	T	T	1		No adopted poliy on record.	1				
5/17/2021			T			tt	ı			to be reviewed by Pam					
	Policy 2105	х				1 1	T	х	Asset Pro	otection and Fraud in the Workplace					
6/21/2021	,		T				Ť			No adopted policy on record.					
5/17/2021			Ť			Ħ	Ť			to be reviewed by Pam					
, ,	Policy 2110	х				х	T		Budget F	reparation					
7/7/2021	,		T	Ħ		Ħ	Ť			CSDA style # not yet assigned. (dwh)					
5/17/2021			T				T	T		to be reviewed by Pam					
6/23/2021			Ť				T			Can a CSDA # be assigned to the adopted policy	·? [dwh]				
5/17/2021										[CCSD Budget Policy covers more than just prep					
5/17/2021											??????	5/13/2021		Budget Policy	website - District Policies, Budget
4/22/2021												12/10/2020		Budget Policy	website - District Policies, Budget Policy
4/22/2021											2110 proposed			Budget Preparation	working document
3/31/2021		+	+	$\dagger \dagger$		H							12/13/2018	Budget Policy	manual section
	Policy 2115	х	(П	T		x		Credit Ca	ird Use					
7/7/2021	-	T	T	Ħ	T	T	Ť	ı		Policy adopted Sept. 24, 2015; due for review. (tg)				
5/17/2021		T	İ	П		Ħ	T	T		to be reviewed by Pam					
4/22/2021			Ť	П		Ħ	T	1		·	2115			Credit Card Use	working document
											proposed				
3/31/2021													9/24/2015	Purchasing Policy [9/24/15]	manual section & website
	Policy 2120	- x	,	$\dagger \dagger$	+	 	x	+	Employn	nent of Outside Contractors and Consultants	1				
7/7/2021	,	Ť	t	H		Ħĺ	t			Policy adopted Sept. 24, 2015; due for review. (tg)				
5/17/2021		\top	\dagger	Ħ	T	$\dagger \dagger$	†	\dagger		to be reviewed by Pam	Ĭ				
			+	+	+	++	+	-	1	,	2120			Employment of Outside	working document
4/22/2021											2120 proposed			Employment of Outside Contractors and Consultants	working document
3/31/2021													9/24/2015	Purchasing Policy [9/24/15]	manual section & website

						No	policy do	cument exists and no policy is currently being de	veloped.				
entry added or eviewed	Policy #						TITLE	add'l notes	CSDA # assigned	BOD adoption date	document date	title (or subject)(or notes)	hardcopy or online link
	Policy 2125)			х		Expense A	Authorization					
7/7/2021								Policy adopted Sept. 24, 2015; due for review. (g)				
5/17/2021								to be reviewed by Pam					
4/22/2021									2125 proposed			Expense Authorization	working document
3/31/2021											9/24/2015	Purchasing Policy [9/24/15]	manual section & website
	Policy 2130	,			х		Investme	nt of District Funds					
7/7/2021			\sqcap					Policy adopted Sept. 2002; due for review. (tg)					
5/17/2021								to be reviewed by Pam					
4/22/2021											9/2002	Investment Policy September 2002	website - District Policies, Investment Policy
3/31/2021											9/2002	Investment Policy September 2002	manual section
	Policy 2135)			х		Purchasin	g					
7/7/2021								Policy adopted Sept. 24, 2015; due for review. ((g)				
5/17/2021								to be reviewed by Pam					
4/22/2021											9/24/2015	Purchasing Policy	manual section
4/22/2021											9/24/2015	Purchasing Policy	website
4/22/2021									2135 proposed			Purchasing	working document
	Policy 2140	١,		+	х	+	Receiving	/Depositing Remittances	1				
7/7/2021	,				Ħ	T		Policy adopted Jan. 27, due for review. (tg)	İ				
5/17/2021						İ		to be reviewed by Pam					
4/22/2022		+	\top	\dashv	H	1			1		11/27/2018	Cash Handling Policy	manual section
4/22/2021											11/27/2018	Cash Handling Policy	website - District Policies, Cash Handling Policy
	Policy 2145)	:	\dashv	H	х	Records R	Retention					
6/21/2021						1		No addopted poliy on record.					
5/17/2021								to be reviewed by Pam					

							N	lo policy	locument exists and no policy is currently being	g developed.				
entry added or reviewed	Policy #							TITLE	add'l notes	CSDA # assigned	BOD adoption date	document date	title (or subject)(or notes)	hardcopy or online link
	Policy 2150	х	Ħ			х		Reserve	Policy					
7/7/2021									Policy updated on May 13, 2021. (tg)					
6/22/2021									Need to check policy number on Website. I	s it 2150 or 2151?	[dwh]			
5/17/2021										2150	5/13/2021	5/13/2021?	Reserve Policy 2150	website - CCSD Policy Handbook, Section 2100 Financial Management, Reserve Policy number: 2151
4/21/2021										2150	8/15/2019		Reserve Policy	website - CCSD Policy Handbook, Section 2100 Financial Management, Reserve Policy number: 2150
	Policy 2155	х				х		Debt M	anagement					
7/7/2021			Ш						Policy adopted on Nov. 15, 2018; due for re	view. (tg)				
5/17/2021									to be reviewed by Pam					
4/22/2021											11/15/2018		Debt Management Policy	website -District Policiess, Debt Management Policy
3/31/2021												11/15/2018	Debt Management Policy	manual section
	Policy 2160	х				х		Interna	Controls				,	
7/7/2021									The old 'Purchasing Policy' does cover some	of this topic. (dwl	1)			
6/21/2021									No adopted policy on record.					
5/17/2021									to be reviewed by Pam					
	Policy 2170		,	K :	х			Applyir	g for Grants [added]					
7/7/2021									Policy adopted on Feb. 11, ;2021 but needs	review for possibl	e copnflict with	SST Project Gran	d policy (#2175). (tg)	
7/1/2021									Do we need a separate policy for the SST pr	oject? or? (dwh)				
5/17/2021									Check that outdated/superceeded policy is	no longer on webs	ite. [dwh]			
4/22/2021										2170	2/11/2021		Grants Policy	website - CCSD Policy Handbook, Section 2100 Financial Management, Grants Policy number: 2170
4/21/2021													CCSD Policy onApplying for	website - District Policies, Applying fo
3/31/2021												11/19/2015	Policy on Applying for Grants	manual section
	Policy 2175	х	Ħ		х		Ħ	Appllyi	ng for Grants for SST project [added]					
7/7/2021									Policy adopted Aug. 13, 2020, but needs rev	view for conistency	with Policy #2	170. (tg)		
7/7/2021											8/13/2020		Applying for Grants (SST project)	Policy location needs to be document
	Policy 2180	х				х		Fund B	alance Cash Reserves [added]					
7/7/2021			Ш	$\perp \! \! \perp \! \! \! \perp \! \! \! \! \! \! \! \! \! \! \! \!$					Current policy has no adoption date; due for	or review. (tg)				
5/17/2021									to be reviewed by Pam					
4/22/2021									What is adoption date of policy? 2016?					
4/22/2021													Fund Balance Cash Reserve Policy	website - District Policies, Fund Balance Cash Reserve Policy
3/31/2021													Fund Balance Cash Reserve Policy	manual section

	<u> </u>							No	policy dod	cument exists and no policy is currently being de	veloped.				
entry added or reviewed	Policy #								TITLE	add'I notes	CSDA # assigned	BOD adoption date	document date	title (or subject)(or notes)	hardcopy or online link
	Policy 2185		х			х			Interfund	Loans [added]					
7/7/2021										Poliy adopted Jan. 17, 2019, due for review. (tg)					
5/17/2021										to be reviewed by Pam					
4/22/2021												1/17/2019		Interfund Loan Policy	website - District Policies, Interfund Loan Policy
3/31/2021													1/17/2019	Interfund Loan Policy	manual section
	Policy 2190		х			х			Capitaliza	tion [added]				,	
7/7/2021										Policy adopted Jan. 22, 2004; due for review. (t	g)				
5/17/2021										to be reviewed by Pam					
4/22/2021													1/22/2004	Capitalization Policy	website - District Policies,
															Capitalization Policy
3/31/2021													1/22/2004	Capitalization Policy	manual section
	Policy 2195		х)	1		Travel [ad	<u> </u>					
7/7/2021			_			11	\perp			Policy adopted April 26,l 2007; due for review.		orated into #2	125. (tg)		
7/1/2021						1				old "Purchasing" policy does deal with travel ex	penses. (dwh)				
5/17/2021										to be reviewed by Pam					
4/22/2021													4/26/2007	Travel Pollicy	website - District Policies, Travel Policy
3/31/2021													4/26/2007	Travel Pollicy	manual section
	Section 2200	Ħ	1				ļ	П	Inventory	& Property Management					
	Policy 2200	\Box	×		\vdash	+	+	x	Disposal o	f Surplus Property or Equipment					
7/1/2021	,						+	Ħ	•	May be covered by state law. (dwh)					
6/21/2021						T I				No adopted poliy on record.					
	Policy 2205			х		,			District Ele	ectronic Resources Policy and Procedures					
7/7/2021										To be covered by updated policies, #2415, #242	0, A#2430 and	#2435. (tg)			
7/1/2021		+	1	+	\vdash	$\dagger\dagger$				see 2415 et seq. (tg,dwh)		1 3,			
6/21/2021		+	-	+	\vdash	++	+	\forall		Titled "Internet and Email Policy":needs update	1	+			
5/17/2021		+	+	+	+	+	+	${\mathbb H}$		Do we need something re Directors ? in bylaws	2 or 2				
5/17/2021		H		+	H	++	+	\vdash		GM says we have part.	. 51 :				
6/21/2021		\Box	t		\vdash	$\dagger \dagger$	+	H		om says no nave pare.			6/19/2003	????????	
,, ==, 2021	Policy 2210	H	х	+	Ħ	١,		H	Use/renta	l of District Facility			3, 22, 200		
6/21/2021		H	İ	1		ĦĨ		Ħ		No adopted policy on record; policy in preparati	ion?				
5/17/2021			ı			Ħ				GM says we have for Vets' Hall.					
6/21/2021												???????			Webite ????????
	Policy 2215		х					х	Naming o	District Parks and Facilities					
6/21/2021		Ш			Ш			Ш		No adopted policy on record.					
	Policy 2220	\coprod	х					х	Flag Displ						
6/21/2021		Ш				Ш				No adopted policy on record.					

assigned

2225

BOD

date

adoption

7/8/2021

document date title (or subject)(or notes)

Camping on District Properties

CCSD Owned Vehicle Policy

CCSD Owned Vehicle Policy

hardcopy or online link

website - District Policies, CCSD

manual section

CCSD Policy	Committee									CCSD Po and CSI	-
								No	policy do	cument exists and no policy is currently being de	veloped.
entry added or reviewed	Policy #								TITLE	add'l notes	CSDA # assigne
	Policy 2225	х			х		T		Camping	on District Properties [added]	
7/9/2021										Policy adopted by BOD 7/8/21	
7/1/2021										Policy ready for Board review/approval. [dwh]	

Owned Vehicle Policy [added]

Risk Management

Emergency Preparedness

Workers" Compensation

Customer Relations

x Press Relations

x Public Complaints

Social Media Use

Webpage

х

Policy in CCSD docs; no adoption date.

GM working w/ Chief on new emergency policy

GM working w/ Chef on new emergency policy

GM: all of Section 2400 to be reviewed with Halev

Draft policy is under Staff review; see also #2205. (tg)

Policy currently under development by GM. (dwh)

No adopted policy on record (see Govt. Code 6250 - 6276.48).

Emergency Response Guideline for Hostile or Violent Incidents

Policy Committee project - currently postoned 4/22/21

Included in personnel policies to be reviewd by Staff. (tg)

No adopted policy on record.

No adopted policy on record.

Included in Personnel Policies

No adopted policy on record.

No adopted policy on record.

No adopted policy on record.

GM has draft -- reviewing wth Haley

Probably covered under 2415 (dwh)

No adopted policy on record.

California Public Records Act Response Procedures

to be reviewed with Haley

to be reviewed with Haley

Draft under review.

See also #2205. (tg)

to be reviewed with Haley

to be reviewed with Haley

GM: this is part of HR

Communications & Technology

6/21/2021

6/21/2023

4/22/2021

3/31/2021

6/21/2023

5/17/2021

4/22/2021

6/21/2021

5/17/2021

7/7/2021

6/21/2021

5/17/2021

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7/7/2021

7/1/2021

6/21/2021

7/7/2021

6/21/2021

5/17/2021

4/22/2021 policy 2230

Section 2300

Policy 2300

Policy 2305

Policy 2310

Section 2400

Policy 2400

Policy 2405

Policy 2410

Policy 2415

Policy 2420

Policy 2425

		1 1		1 1	 1 1	_	I	P d .		-11	т -		T	
							NC	policy do	cument exists and no policy is currently being de	veioped.				
entry added or	Policy #							TITLE	add'I notes	CSDA # assigned	BOD adoption	document date	title (or subject)(or notes)	hardcopy or online link
reviewed											date			
	Policy 2430		(ĸ		Electronic	Document Retention Policy					
7/7/2021									No policy on record; see also #2205 and #4220 (regarding reten	tion of minute	es). (tg)		
6/21/2021									No adopted polcy on record (see #'s 2145, 2205	, 4220)				
5/17/2021									to be reviewed with Haley					
4/22/2021									Policy Comittee project currently postponed. Se	ee I-16 below				
5/16/2021												1/17/2013	retention of meeting audio/video recordings (see	2013 Bylaws 4.7
4/22/2021												??????	E-mail management and retention policies	
4/22/2021	Policy 2435		(,	ĸ		Internet a	nd E-mail Policy [added]					
7/1/2021									Rather keep this one and dispense with 2205. (c	lwh)				
6/21/2021									To be superseded by #2205					
5/17/2021									needs to be reviewed !!!!					
4/22/2021												6/19/2003		website - District Policies, Internet & Email Policy
3/31/2021												6/19/2003	Internet and E-mail Policy [6/19/03]	manual section
4/22/2021	Section 2500							[Miscellar	neous admin added]					
		\sqcup	_	igspace	\sqcup	\perp								
	Policy 2510		(Ш	х			Discontin	uance of Residential Water Service [added]					
7/7/2021		Ш		Ш	Ш				Policy adopted on Dec. 12, 2019. (tg) Needs CSI	DA style numbe	, ,			
4/22/2021											12/12/2019	12/12/2019	Discontinuance of	website - District Policies,
													Residential Water Service	Discontinuance of Residential Water
													Policy	Service Policy

					П			No polic	y document exists and no policy is currently being d	eveloped.				
ntry dded or viewed	Policy #							TIT	LE add'I notes	CSDA # assigned	BOD adoption date	document date	title (or subject)(or notes)	hardcopy or online link
	SECTION 3000	х						PERS	ONNEL					
/22/2021							Ħ		Not sure this is 100% true. Mou's have to be a	pproved by the	Board. Also ur	representd group	s aren't covered by any MOU.	[dwh]
21/2021									All personnel policies are uder Staff purview.					
17/2021									GM: HR in work w/Haley & LCW					
21/2021							Ħ		The District's Personnel policies are not part of	this survey				
												4/10/2000	Safety-Sensitive Position	manual section
												1/1/2000	Payment and Compensation Plan SEIU and Management and Confidential Employees	manual section
-			++				Ħ					6/24/1996	Sexual Harassment Policy	manual section
			11		Ħ		Ħ					10/26/1987	Personnel Pollicy,	manual section
													Procedures and Rules Adopted October 26, 1987	
												??????	Drug-Free Workplace Policy	manual section
	SECTION 4000							BOA	<u>RD</u>					
	Section 4100				Ш			Boar	d of Directors					
			$\bot \bot$	-	Ш	_		-						
21/2021	Policy 4100	-	X	-	Н	-	H	k Atte	Not in Current Bylaws					
17/2021			++				+		needs to looked at (NOT in curent bylaws)	-				
1//2021	Policy 4105		++	+	Н.	ĸ	+	Com	mittees of the Board of Directors		+			
/7/2021	FUILY 4103	^	++	+	H	`+	H	Com	In current bylaws (1.2). (tg)					
19/2021				-	H		+		in carreit bylaws (1.2). (tg)		2/11/2021		Committees	Bylaws 9
15, 2021	Policy 4110	x	$\dagger \dagger$	+	١,	ĸ	$\dagger\dagger$	Dutie	es of Board President		_,,			2,
/7/2021	,				HÍ		$\dagger \dagger$		In current bylaws (Section5). (tg)					
19/2021											2/11/2021		Officers of the Board of Directors	Bylaws 1
	Policy 4115		х			х		Ethic	s Training					
/21/2021									Not in Current Bylaws; (2013 Bylaws 14)					
/16/2021												1/17/2013		2013 Bylaws 14
	Policy 4120	х				ĸ	\coprod	Men	bers of the Board of Directors					
7/7/2021						T			In current bylaws (Section 5).					

								N	o policy do	cument exists and no policy is currently being de	veloped.				
entry added or reviewed	Policy #								TITLE	add'I notes	CSDA # assigned	BOD adoption date	document date	title (or subject)(or notes)	hardcopy or online link
5/19/2021												2/11/2021		Members of the Board of Directors	
	Policy 4125			х		х	T		Training,	Education and Conferences					
7/7/2021										Topic fully covered in Section 14 of 2013 bylaws					
6/21/2021										Bylaws 8.5, re. Reimbursement only; 2013 Bylav	vs 14				
5/17/2021										need to locate in current bylaws					
5/16/2021													1/17/2013	Continuing Education and	2013 Bylaws 14
	Policy 4150			х	х				Filling m	d-term vacancies on the Board of Directors [add	ed]				
7/9/2021										Procedure for ranked choice voting to be discus	sed and consid	ered by BOD a	nt Aug.meeting 202	21.	
7/7/2021										Policy adopted on jan. 21 2021.					
5/16/2021							T						1/17/2013	Board Member Vacancy	2013 Bylaws 12
4/21/2021											4150	1/21/2021		Policy and Procedures for Filling Vacancies on Board of Directors by Appointment	website - CCSD Policy Handbook, Section 4000: Board, Section 4100 Board of Directors, Board Vacancy Policy number: 4150
	Section 4200								Board M	eetings					
						ot									
	Policy 4200			х		х			Board Ad	tions and Decisions					
6/21/2021										Bylaws 6 covers this topic in part only.					
	Policy 4205	х				х	_		Board M	eeting Agenda					
7/7/2021										In current bylaws (Section 3).					
5/19/2021						\bot	_					2/11/2021		Agendas	Bylaws 3
	Policy 4210	х				Х	4		Board M	eeting Conduct					
7/7/2021							4			In current bylaws (5.2-3). (tg)					
5/19/2021				\perp		+	4	_	<u> </u>			2/11/2021		Meetings	Bylaws 2
	Policy 4215			х		Х	4		Brown A	ct Compliance - Open Meeting Requirements	.				
7/7/2021							+	-		Review needed to decide what aspects of Act, if		in bylaws. (tg)			
6/21/2021				+			-	-		Brown Act not specifically referenced in current	bylaws.				
5/17/2021	D. II. 4220		-	+	-	+	+	+		check current bylaws if adequately covered					
7/7/2021	Policy 4220	-		х	-	Х	+	+	iviinutes	of Board Meetings In current bylaws (Section 4), but needs review	for consiston a	, , , ith alastran	is decument rotan	tion policy (see #4220) (ta)	
6/21/2021							-	-		See also 2430 Electronic Document Retention	Tor consistency	with electron	document reten	tion policy (see #4220). (tg)	
5/17/2021						+	+			check for full coverage of topic					
5/19/2021										check for full coverage of topic		2/11/2021		Preparation of Minutes	Bylaws 4
5/16/2021	- "												1/17/2013	retention of meeting	2013 Bylaws 4.7
	Policy 4225			х		\perp	_	х	Review o	f Administrative Decisions					
7/7/2021										See Code of Civil Procedure Sec. 1094.6.					
6/21/2021										Not in Bylaws; applies Code of Civil Procedure S					
	Policy 4230			х		х			Rules of	Order of Conduct of Board and Committee Meet	ings				
7/7/2021				Ш	_		⅃			See Jan. 17, 2013 bylaws for relevant material.					
6/21/2021		\perp		Ш		\perp	_			Bylaws 5.4 (re. Rosenberg's and Robert's Rules)		1			
5/17/2021				Ш		\perp	_			need rules re super majority, abstentions, etc.		1			
5/17/2021		\perp		Щ		$\downarrow \downarrow$	_	_		need rules re public recording etc.					
5/16/2021												2/11/2021		parliamentary authority - Rosenberg & RRO	Bylaws 5.4

	•		1 1		1 1	_	-	 							
								No p	olicy do	cument exists and no policy is currently being de	veloped.				
entry added or reviewed	Policy #								TITLE	add'l notes	CSDA # assigned	BOD adoption date	document date	title (or subject)(or notes)	hardcopy or online link
5/16/2021											Î		1/17/2013	conduct of meetings	2013 Bylaws 2.5
5/16/2021													1/17/2013	quorum defined	2013 Bylaws 2.6
5/16/2021													1/17/2013	role-call vote, how to treat abstentions	2013 Bylaws 2.7
5/16/2021													1/17/2013	public may record meetingss	2013 Bylaws 2.8
5/16/2021													1/17/2013	rules about placement of recorders & cameras	2013 Bylaws 2.9
	Policy 4235			х				x T	ypes of I	Board Meetings					
7/7/2021										Not in current bylaws.					
7/7/2021										CSDA rule summarizes Brown Act on meeting ty	pes; see also #4	1125.			
5/17/2021										needs investigation.					
	SECTION 430	00	х			х		St	tanding	Committees [added]					
7/7/2021										Need to be included in Website text of current be	ylaws. (tg)				
7/1/2021										need reference to standing committee bylaws.					
	Policy 4350	х				х		R	eimburs	ement of Standing Committee Travel Expenses [added]				
4/21/2021											4350	8/13/2020		Reimbursement of Standing Committee Members' Expenses	website - CCSD Policy Handbook, Section 4000: Board, Section 4350 Standing Committees, Reimbursement of Standing Committee Members' Expenses Policy
7/1/2021	I (internal)							P	olicies a	nd Policy Topics that need a 'home'	1				