

Policy 1030 Code of Ethics

1030.1 Background information:

Cambria Community Service District designed its Code of Ethics and Values (hereinafter "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:

- a) To make the Cambria Community Service District 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 Cambria Community Service District 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 Values:

As representatives of the Cambria Community Service District, we subscribe to the following Core Values:

- a) I will be professional. I will apply my knowledge and skills to my assigned activities in a consistent, competent, and productive manner. I will keep my knowledge and skills current and growing.
- b) I will be service-oriented. In my interactions with constituents, I will be interested, engaged and responsive with respect to their needs and concerns. I will provide friendly, receptive, and courteous service.
- c) I will be fiscally responsible. I will make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the District. I will demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
- d) I will be organized. I will act in an efficient manner, making recommendations and decisions based upon ~~research and facts~~ available information and familiarity with short-term and long-term goals. I will be diligent in being prepared for and following through on all of my duties and responsibilities in a timely way.
- e) I will be communicative. In the way that I respond to others and keep them well informed, I will convey the District's care for and commitment to its citizens. I will engage in effective two-way communication by listening carefully, asking questions, and responding in a manner that adds value to conversations.

- f) I will be collaborative. I will act in a cooperative manner with other individuals and groups, working together in a spirit of tolerance and understanding. I will work towards consensus building and strive to gain value from diverse opinions.
- g) I will be ethical honorable. In all my public roles, I will be viewed by others as dependable and trustworthy, acting with utmost full integrity. I will make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that might impair my independence of judgment or action.
- h) I will be a conservator. I will work toward the responsible use and appropriate protection of Cambria's natural environment through sustainable practices. I will be viewed by others as a good steward of the valuable resources—air, water, land, flora, and fauna—that might be enhanced or degraded by my choices.

Draft Note: The Committee has found no CCSD policies pertaining to "code of ethics."

Draft Recommendation: The Committee recommends that the Board consider adopting a somewhat reduced form of CSDA Policy 1030 as shown above.

Policy 1035 Conflict of Interest

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. **Resolution 03-2019 of the Board of Directors of the Cambria Community Services District Amending the District Conflict of Interest Code (approved and adopted February 28, 2019)**, ~~This cover page,~~ the referenced and incorporated regulation, and the attached appendixes designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Cambria Community Services District.

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 employees will be retained by the District Clerk.

Draft Notes: The text for Policy 1035 shown above is exactly and fully contained in CCSD Resolution 03-2019 (February 28, 2019) except for the one insertion (in bold and underlined) and one deletion.

Draft Recommendations: The Committee recommends that the Board maintain its current Conflict of Interest Code. For the purpose of assembling a policy manual consistent with the format of the CSDA Sample Policy Handbook, the Committee recommends including Policy 1035 Conflict of Interest as shown above, followed immediately with the text of Resolution 03-2019 (approved and adopted February 28, 2019), as well as Appendix A Designated Positions and Appendix B Disclosure Categories that this resolution references.

Policy 1040 Correspondence to the Board

1040.1 All written or electronic correspondence addressed to the Board of Directors is to be sent to the District office. Copies of the written or electronic correspondence and written responses in reply thereto, if any, shall be distributed to each member of the Board, together with the next regular agenda or at the next regular meeting of the Board, depending on date of receipt or response. Individual Board members may receive correspondence addressed to him or her in his or her official capacity. However, Board members are not permitted to use agency resources for sending or receiving personal correspondence.

Draft Note: The Committee has found no CCSD policies pertaining to “correspondence to the Board.”

Draft Recommendation: The Committee recommends that the Board consider adopting CSDA Policy 1040.

1030.6 Cambria has the legacy to follow the codes and guide lines of the Environmentally Sensitive Habitat Area including the Coastal Commission and

6A. Title 23 purpose: 23.01.010 - 022

- a. To implement the San Luis Obispo County General Plan and the San Luis Obispo County Local Coastal Program, and to guide and manage the future growth of the county in accordance with those plans; and
- b. To regulate land use in a manner that will encourage and support the orderly development and beneficial use of lands within the county; and
- c. To minimize adverse effects on the public resulting from the inappropriate creation, location, use or design of building sites, buildings, land uses, parking areas, or other forms of land development by providing appropriate standards for development; and
- d. To protect and enhance the significant natural, historic, archeological and scenic resources within the county as identified by the county general plan.
- e. To assist the public in identifying and understanding regulations affecting the development and use of land.

6B. Local Coastal Program (LCP) policies, such as NCAP Planning Area Standard 4, Coastal Watersheds Policies 1 and 2, and ESHA Policies 2, 7, and 20. NCAP Planning Area Standard 4A requires that development “assure no adverse impacts to Santa Rosa and San Simeon Creeks.” Coastal Watersheds Policy 1 provides that the “long-term integrity of groundwater basins within the coastal zone shall be protected.” In addition, Coastal Watershed Policy 2 states that “[g]round water levels and surface flows shall be maintained to ensure the quality of coastal waters, wetlands and streams is sufficient to provide for optimum populations of marine organism, and for the protection of human health.” ESHA Policy 7 adds: “Coastal wetlands are recognized as environmentally sensitive habitat areas. The natural ecological functioning and productivity of wetlands and estuaries shall be protected, preserved and where feasible, restored.” Finally, ESHA Policy 20 provides: “Coastal streams and adjoining riparian vegetation are environmentally sensitive habitat areas and the natural hydrological system and ecological function of coastal streams shall be protected and preserved.” CZLUO Section 23.04.430, in conjunction with these LCP coastal resource policies, demonstrates the strong emphasis that the LCP places on ensuring that instream flows are adequate to protect groundwater aquifers, wetlands, and sensitive riparian habitats – including, importantly, the Santa Rosa and San Simeon Creeks.

6C. CCSD Buildout Reduction Program Item 3- State Fire Code. Not less than 20 feet of unobstructed width of public rights of way (Fire Code, Section 902.2.2.1). Since this requirement is for unobstructed access, the requirement is even greater in width to the extent a particular road allows for parking of vehicles on that street. Areas within the CCSD are constrained by development by this access requirement.

6D. The awareness of the Special Monterey Pine Tree Forest protection through management by a forest manager working with the State Parks, Fish and Wildlife, CAL Fire, Local Fire Chief and following organizations of the Forest Committee, Green Space, Fire Safe, Friends of Fasilaniti Ranch etc.

6E. Coastal protection working with NOAA, NMS, Coastal Monuments, National Marine Fishery Service, The Marine Mammal Center, Coastal Commission, Grand Jury, BLM, County Commissioners and planners etc.