

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@camabriacsd.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.camabriacsd.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=L294ZXlZRU9VUVZ3STI0cTI6ZFpKdz09>

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/j/81471793980>

1. OPENING

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

D. PUBLIC COMMENT ON AGENDA ITEMS

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 AGENDA ITEMS**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.



Board Approved on 12/12/2019

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.

**CCSD Policy Inventory
and CSDA Checklist**

entry added or reviewed	Policy #														No policy document exists and no policy is currently being developed.							
															TITLE	add'l notes	CSDA # assigned	BOD adoption date	document date	title (or subject)(or notes)	hardcopy or online link	
	Policy 1055														x	Legislative Advocacy						
7/7/2021																No policy on record. (tg)						
6/8/2021																Topic not in Bylaws						
	Policy 1060														x	Privacy Policy [added]						
7/8/2021																Document is gone from Policy quicklink at CCSD website; needs retrieval for review. (tg)						
4/22/2021																no longer at policy quicklink - where is?						
7/15/2021																				Privacy Policy	?	
	SECTION 2000															ADMINISTRATION						
	Section 2100														x	Financial Management						
5/17/2021																to be reviewed by Pam						
	Policy 2100														x	Accounts Receivable Policy						
6/21/2021																No adopted policy on record.						
5/17/2021																to be reviewed by Pam						
	Policy 2105														x	Asset Protection and Fraud in the Workplace						
6/21/2021																No adopted policy on record.						
5/17/2021																to be reviewed by Pam						
	Policy 2110														x	Budget Preparation						
7/7/2021																CSDA style # not yet assigned. (dwh)						
5/17/2021																to be reviewed by Pam						
6/23/2021																Can a CSDA # be assigned to the adopted policy? [dwh]						
5/17/2021																[CCSD Budget Policy covers more than just preparation]						
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																				Budget Preparation	working document	
3/31/2021																			12/13/2018	Budget Policy	manual section	
	Policy 2115														x	Credit Card Use						
7/7/2021																Policy adopted Sept. 24, 2015; due for review. (tg)						
5/17/2021																to be reviewed by Pam						
4/22/2021																				2115 proposed	Credit Card Use	working document
3/31/2021																			9/24/2015	Purchasing Policy [9/24/15]	manual section & website	
	Policy 2120														x	Employment of Outside Contractors and Consultants						
7/7/2021																Policy adopted Sept. 24, 2015; due for review. (tg)						
5/17/2021																to be reviewed by Pam						
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	

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5/19/2021																			2/11/2021		Members of the Board of Directors	
	Policy 4125															Training, Education and Conferences						
7/7/2021																						
6/21/2021																						
5/17/2021																						
5/16/2021																				1/17/2013	Continuing Education and	2013 Bylaws 14
	Policy 4150																					
7/9/2021																						
7/7/2021																						
5/16/2021																				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 Meetings						
	Policy 4200																					
6/21/2021																						
	Policy 4205																					
7/7/2021																						
5/19/2021																				2/11/2021	Agendas	Bylaws 3
	Policy 4210																					
7/7/2021																						
5/19/2021																				2/11/2021	Meetings	Bylaws 2
	Policy 4215																					
7/7/2021																						
6/21/2021																						
5/17/2021																						
	Policy 4220																					
7/7/2021																						
6/21/2021																						
5/17/2021																						
5/19/2021																				2/11/2021	Preparation of Minutes	Bylaws 4
5/16/2021																				1/17/2013	retention of meeting	2013 Bylaws 4.7
	Policy 4225																					
7/7/2021																						
6/21/2021																						
	Policy 4230																					
7/7/2021																						
6/21/2021																						
5/17/2021																						
5/17/2021																						
5/16/2021																				2/11/2021	parliamentary authority - Rosenberg & RRO	Bylaws 5.4

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5/16/2021														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 meetings	2013 Bylaws 2.8
5/16/2021														1/17/2013	rules about placement of recorders & cameras	2013 Bylaws 2.9
	Policy 4235															
7/7/2021																
7/7/2021																
5/17/2021																
	SECTION 4300	x														
7/7/2021																
7/1/2021																
	Policy 4350	x														
4/21/2021																
7/1/2021	l (internal)															