

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](mailto:boardcomment@cambriacsd.org).



## POLICY COMMITTEE

REGULAR MEETING  
Thursday, January 26, 2023 - 3:00 PM

### AGENDA

**Please click the link below to join the webinar:**

<https://us06web.zoom.us/j/82089978511?pwd=OVMyMVlWNIUxMFVPRmFvbURmUUUpYZz09>

**Passcode: 910318**

**Or One tap mobile:**

US: +16699006833,,82089978511# or +16694449171,,82089978511#

**Or Telephone: dial \*6 to mute/unmute; dial \*9 to raise/lower hand**

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 669 444 9171 or +1 253 215 8782 or +1 346 248 7799 or +1 719 359 4580 or +1 253 205 0468 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860

**Webinar ID: 820 8997 8511**

International numbers available: <https://us06web.zoom.us/j/82089978511>

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](http://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.

- A. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. ELECTION OF OFFICERS
- D. AD HOC SUBCOMMITTEE REPORT
- E. CHAIRMAN'S REPORT

Any Committee Member may make an announcement, report briefly on his or her activities, or ask a question for clarification.

**1. PUBLIC COMMENT**

Members of the public may now address the Committee on any item of interest within the jurisdiction of the Committee but not on its agenda today. Future agenda items can be suggested at this time. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda. Each speaker has up to three minutes.

**2. CONSENT AGENDA**

- A. Consideration to Approve the December 29, 2022 Regular Meeting Minutes

**3. REGULAR BUSINESS**

- A. Approve Forwarding the Code of Ethics CSDA Policy 1030 to the Board of Directors to Either Determine a Needs Assessment be Required, or that Code of Ethics Policy 1030 be Adopted as District Policy
- B. Further Discussion, Evaluation, and Potential Revision of the CCSD Policy Handbook
- C. Discuss and Consider the Frequency of Policy Committee Meetings

**4. FUTURE AGENDA ITEMS**

**5. ADJOURN**

**POLICY COMMITTEE****REGULAR MEETING**

Thursday, December 29, 2022 - 3:00 PM

**MINUTES****A. CALL TO ORDER**

Chairperson Farmer called the meeting to order at 3:05 p.m.

**B. ESTABLISH QUORUM**

A quorum was established.

Committee members present - Harry Farmer, Gordon Heinrichs, Claudia Harmon, Ted Key, and James Townsend.

**C. AD HOC SUBCOMMITTEE REPORT**

Committee member Townsend provided information he had gathered regarding having Needs Assessment for a District Code of Ethics Policy.

The Committee voted unanimously to forward this request to the Board of Directors at the January Policy Committee meeting.

**D. CHAIRMAN'S REPORT**

There was no Chairman's report.

**E. COMMITTEE MEMBER COMMUNICATIONS**

There were no Committee Member communications.

**1. PUBLIC COMMENT**

Public Comment:

Members of the Public in attendance were Christine Heinrichs, Debra Scott, Michael Thomas, Donn Howell, and Michael Calderwood. There was no public comment at this time.

A written comment was again submitted by Linda Prentiss requesting that Property Taxes be reduced by 50% for property owners who are unable to build on land they own.

**2. CONSENT AGENDA****A. Consideration to Approve the December 1, 2022 Regular Meeting Minutes**

Committee member Townsend moved to approve the meeting minutes.

Committee member Key seconded the motion.

Motion unanimously passed: Ayes – 5; Nays – 0; Absent - 0

### **3. REGULAR BUSINESS**

#### **A. Discussion Regarding the Policy Handbook Checklist**

A lively discussion among all committee members took place with varied opinions and suggestions being voiced. Concern was expressed as to how to determine what Policies needed to be addressed. In addition, the question was posed as to whether the Committee was allowed by the Board of Directors to write Policy. Frustration was voiced as to the lack of freedom available to the Committee to discuss a Needs Assessment for a particular Policy. Public comment was voiced by Christine Heinrichs suggesting an adjustment be made in the Board Bylaws regarding this issue at the next CCSD Board meeting. Former Board member and Policy Committee Chair Donn Howell gave a presentation regarding the District Policy Handbook Checklist, the need to redefine the headings in the Checklist, and for improved clarification as to the status of individual Policies. The observation was made by Mr. Key that the Committee should determine and then address the Policies most pertinent to the current and future functioning of the District. He also said we should get feedback and clarity from the Board as to how the Board would want the Committee to assist them. Mr Heinrichs expressed his ongoing concern regarding the need for an Emergency Preparedness Policy, and Ms Harmon added that the Committee should revisit, determine and move forward with Policies that are in limbo. The decision was made to have a more extensive and detailed discussion of the District Policy Handbook Checklist at our January Committee meeting.

#### **B. Discussion Regarding a Whistleblower Policy**

Mr. Townsend began by stating that whistleblowers are already protected under the State Labor Code, therefore it was not critical for the District to have a Policy of this type. Ms. Harmon stated that a Whistleblower Policy was needed to allow for Staff to feel more secure when expressing their concerns as to conduct and decision making, they believed was detrimental to the wellbeing and functioning of the District. After much discussion of this topic Mr. Key recommended the Policy Committee submit the CSDA (California Special District Association) Whistleblower Policy #3142 for consideration of a Needs Assessment in this area by the CCSD Board of directors.

### **4. FUTURE AGENDA ITEMS**

Chairperson Farmer asked for any future agenda items.

Mr. Townsend recommended the Committee consider the adoption of a Code of Ethics Policy into the District Policy Handbook or the Board Bylaws.

Ms. Harmon said the Committee should consider a Needs Assessment for a District Outdoor Lighting Policy, especially regarding saving the District money by lowering electricity costs.

In Public Comment, Mr. Howell remarked that the District Purchasing Policy was in serious need of revision, and that the Committee examine how changes could be implemented.

Mr. Calderwood stated he was puzzled as to whether the Policy Committee had ever been tasked with actually writing Policy. Ms. Harmon replied that the Committee had written Policy in the past and it had been accepted by the Board. Mr Calderwood also expressed concern as to what Bylaw changes were made in the past, and why, and that all efforts in this area are important for continuity and better decision making.

Finally, Vice Chair Heinrichs reminded all Committee members that they need to submit their application to remain on the Committee by January 12, 2023.

## **5. ADJOURN**

Chairperson Farmer adjourned the meeting at 4:45 p.m.



**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:



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- 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.



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**APPENDIX**  
**Policy Handbook Checklist -- redline**

<b>Part 1: General Policies (1000 et Seq.)</b>				
Number and Title	No action	Staff Review	Board Review	Reason for Classification
1000: Adoption/Amendment of Policies		√		Policy adopted on Aug. 15, 2019 <u>and on website.</u> <del>Earlier policy B-02-2018 also</del> <u>now on website needs to be archived removed and archived.</u>
1005: Association Memberships	√			Policy adopted on Aug. 15, 2019.
1010: Basis of Authority	√			Policy adopted on Aug. 15, 2019.
1015: Board Secretary	<del>√</del>		√	Included in Board bylaws (Section 4). <u>Reword bylaws to specify the Board secretary is a staff member (not a director). Suggest cross-ref. from numbered policy on website to relevant bylaws section.</u>
1020: Board/Staff Communication			√	Policy adopted on Dec. 12, 2019; needs to be reconciled to Board bylaws.
1025: Claims Against the District	√			Policy adopted on Dec. 12, 2019.
1030: Code of Ethics			√	<u>Board considered and tabled this topic on Jan. 16, 2020. Review now underway per Standing Committee Bylaws Section 1.7.3 (b).</u>
1035: Conflict of Interest		√		Policy adopted on Dec. 12, 2019; needs Staff review to ensure that earlier policies are not still in effect.
1040: Correspondence to the Board and Staff	√			Policy adopted on Feb. 20, 2020.
<del>1042</del> : Use of Electronic Devices by Directors in Meetings	√			Policy Adopted on Jan. 20, 2020.
1045: Legal Counsel and Auditor			√	Responsibilities not described in Board bylaws.
1050: Overview of General Manager's Role			√	Responsibilities not described in Board bylaws.
1055: Legislative Advocacy			√	No policy on record.
<del>1060</del> : Privacy Policy		√		Document is gone from Policy quicklink at CCSD website; needs retrieval for review.
<b>Part 2: Administration – Financial Management (2100 et Seq.)</b>				
2100: Accounts Receivable Policy		√		No policy on record.

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Commented [TG1]: Review now underway per Standing Committee Bylaws Section 1.7.3 (b)

2105: Asset Protection and Fraud in the Workplace		√		No policy on record.
2110: Budget Preparation		√		Policy adopted on Dec. 10, 2020 & updated May 13, 2021; <a href="#">on website but needs CSDA number</a> ; needs Staff review to harmonize with Purchasing Policy (#2135)
2115: Credit Card Use		√		Policy adopted Sept. 24, 2015 <a href="#">as part of #2135 Purchasing</a> ; due for review.
2120: Employment of Outside Contractors		√		Policy adopted Sept. 24, 2015 <a href="#">as part of #2135 Purchasing</a> ; due for review.
2125: Expense Authorization		√		Policy adopted Sept. 24, 2015 <a href="#">as part of #2135 Purchasing</a> ; due for review.
2130: Investment of District Funds		√		Policy adopted Sept. 2002; due for review.
2135: Purchasing Policy		√		Policy adopted Sept. 24, 2015; due for review.
2140: Receiving/Depositing Remittances		√		Policy adopted Jan. 27, 2018; due for review. <a href="#">Un-numbered "Cash Handling Policy is a memorandum from P. Duffield dated 5/19/22 as an update to CCSD's Cash Handling Policy dated 1/27/2016.</a>
2145: Records Retention		√		No policy on record.
2150: Reserve Policy			√	Policy last updated on May 13, 2021; needs Board review pending long-term financial plan. <del>Does this policy supersede old "Fund Balance Cash Reserve Policy" on website with no number, adoption date unknown?</del>
2155: Debt Management	√	—√		<del>Policy adopted on Nov. 15, 2018; due for review</del> <a href="#">New policy adopted 8/31/22.</a>
2160: Internal Controls		√		<del>No policy on record.</del> <a href="#">Partly covered in 2155 Debt Management and 2135 Purchasing.</a>
2170: Applying for Grants	√			Policy adopted on Feb. 11, 2021.
2175: Policy on Applying for Grants for SST Projects	√	√		Policy adopted <del>Aug. 13, 2020, but Aug. 13, 2020</del> <a href="#">but needs review for consistency with Policy #2170.</a>
<u>2180</u> : Fund Balance Cash Reserves		√		Current policy <a href="#">on website</a> has no <a href="#">CSDA # and no adoption date</a> ; due for review.
<u>2185</u> : Interfund Loans		√		Policy adopted Jan. 17, 2019, due for review. <a href="#">On website, no CSDA #.</a>
<u>2190</u> : Capitalization		√		Policy adopted Jan. 22, 2004; due for review. <a href="#">On website, no CSDA #.</a>

Commented [TG2]: Does this policy supersede old "Fund Balance Cash Reserve Policy" on website with no number, adoption date unknown?

Commented [d3]: This is an older policy, retained only for SST projects. Doesn't need to be consistent with #2170.

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<u>2195</u> : Travel		√		Policy adopted April 26, 2007; due for review. May be incorporated into #2125. <a href="#">Also covered in #2135 Purchasing. Needs to be checked for consistency.</a>
<b>Part 3: Administration – Inventory &amp; Property Management (2200 et Seq.)</b>				
2200: Disposal of Surplus Property or Equipment		√		No policy on record.
2205: District Electronic Resources Policies and Procedures	<u>√</u>	<u>—√</u>		To be covered by <a href="#">new or</a> updated policies #2415, #2420, #2430 and #2435.
2210: Use/Rental of District Facility		√		No policy on record.
2215: Naming of District Parks and Facilities		√		No policy on record.
2220: Flag Display Policy		√		No policy on record.
<u>2225</u> : Camping on District Property	√			Policy adopted on July 8, 2021
<u>2230</u> : District-owned Vehicle Policy		√		Policy on <a href="#">record-website</a> with no <a href="#">CSDA #</a> and no adoption date; needs review.
<b>Part 4: Administration – Risk Management (2300 et Seq.)</b>				
2300: Emergency Preparedness		√		No policy on record.
2305: Emergency Response Guidelines for Hostile or Violent Incidents		√		No policy on record.
2310: Workers Compensation		√		Included in personnel policies to be reviewed by Staff.
<b>Part 5: Administration – Communications and Technology (2400 et Seq.)</b>				
2400: Customer Relations		√		No policy on record.
2405: Press Relations		√		No policy on record.
2410: Public complaints		√		No policy on record.
2415: Social Media Use	<u>√</u>	<u>—√</u>		<a href="#">Draft policy is under Staff review</a> <a href="#">Adopted 9/16/21; see also #2205.</a>
2420: Web Page		√		No policy on record; <a href="#">see also #2205</a>
2425: California Public Records Act Response Procedures		√		<a href="#">No policy on record.</a> <a href="#">BOD approved 8/12/21.</a>
2430: Electronic Document Retention Policy		√		No policy on record; see also <a href="#">#2205</a> and <a href="#">#4220</a> (regarding retention of Board minutes).
2435: Internet and Email policy		√		Policy adopted in 2003, needs updating; see also <a href="#">#2205-#2415</a> ,

Part 6: Administration – Miscellaneous (2500 et Seq.)			
2510: Discontinuance of Residential Water Service		√	Policy adopted on Dec. 12, 2019, needs to be assigned number on website.
Part 7: Board of Directors (4000 et Seq.)			
4100: Attendance at Meetings	√		<del>In Not in</del> current (2022) bylaws.
4105: Committees of the Board of Directors	√		In current (2022) bylaws (Sections 9 & 10).
4110: Duties of Board President	√		In current (2022) bylaws (1.2).
4115: Ethics Training	√	√	Not in current (2022) bylaws; <u>Covered by current ethics training requirement of Board, Senior Staff and Committee members; (included in Section 14 of 2013 bylaws).</u>
4120: Members of the Board of Directors	√		In current (2022) bylaws (Section 5).
4125: Training, Education and Conferences			√ Only reimbursement covered in current (2022) bylaws (8.5); (topic fully covered in Section 14 of 2013 bylaws).
4150: Filling Mid-Term Vacancies on Board of Directors	√		Policy adopted on Jan. 21, 2021.
4200: Board Actions and Decisions	√	√	Section 6 of current (2022) bylaws. <u>covers topic in part only.</u>
4205: Board Meeting Agenda	√		In current (2022) bylaws (Section 3).
4210: Board Meeting Conduct	√		In current (2022) bylaws (5.2-3).
4215: Brown Act Compliance; Open Meeting Requirements			√ Brown Act not specifically referenced in current bylaws. Review needed to decide what aspects of Act, if any, to include in bylaws.
4220: Minutes of Board Meetings			√ In current (2022) bylaws (Section 4) but needs review for consistency with <u>a new</u> electronic document retention policy ( <u>see #4220 to be #2430</u> ).
4225: Review of Administrative Decisions			√ Not in current bylaws; see Code of Civil Procedure Sec. 1094.6.
4230: Rules of Order of Conduct of Board and Committee Meetings	√	√	Rosenberg's/Roberts rules referenced in current (2022) bylaws (5.4). <u>(Clarification of - but review needed to clarify policies as to abstentions, roll-call votes &amp; public's right to record meetings was added in 2022.)</u> —See Jan. 17, 2013 bylaws for relevant material.

Commented [TG4]: Added in 2022 revision of Bylaws (Section 2.4)

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Commented [TG5]: Covered by current ethics training requirement of Board, Senior Staff and Committee members;

Commented [TG6]: Covered by 2022 update of Bylaws.

Commented [TG7]: Relevant provisions added in 2022 revision of Bylaws (Sections 2.5-2.7)

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4235: Types of Board Meetings			√	Not in current bylaws. CSDA rule summarizes Brown Act on meeting types; see also #4215.
<del>4300</del> : Board Standing Committees	<del>√</del>	<del>√</del>		<del>Needs to be included</del> in Website text of <del>2022 Standing Committee current</del> bylaws.
<del>4350</del> : Reimbursement of Standing Committee Travel Expenses	√			Policy adopted on Aug. 13, 2020.

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2200: Disposal of Surplus Property or Equipment		√		No policy on record.

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2300: Emergency Preparedness		√		No policy on record.
2305: Emergency Response Guidelines for Hostile or Violent Incidents		√		No policy on record.
2310: Workers Compensation		√		Included in personnel policies to be reviewed by Staff.
<b>Part 5: Administration – Communications and Technology (2400 et Seq.)</b>				
2400: Customer Relations		√		No policy on record.
2405: Press Relations		√		No policy on record.
2410: Public complaints		√		No policy on record.
2415: Social Media Use	√			Adopted 9/16/21;
2420: Web Page		√		No policy on record;
2425: California Public Records Act Response Procedures		√		BOD approved 8/12/21.
2430: Electronic Document Retention Policy		√		No policy on record; see also #4220 (regarding retention of Board minutes).
2435: Internet and Email policy		√		Policy adopted in 2003, needs updating; see also #2415,
<b>Part 6: Administration – Miscellaneous (2500 et Seq.)</b>				
<u>2510</u> : Discontinuance of Residential Water Service		√		Policy adopted on Dec. 12, 2019, needs to be assigned number on website.
<b>Part 7: Board of Directors (4000 et Seq.)</b>				
4100: Attendance at Meetings	√			In current (2022) bylaws.
4105: Committees of the Board of Directors	√			In current (2022) bylaws (Sections 9 & 10).
4110: Duties of Board President	√			In current (2022) bylaws (1.2).



4115: Ethics Training	√			Not in current (2022) bylaws; Covered by current ethics training requirement of Board, Senior Staff and Committee members; (included in Section 14 of 2013 bylaws.).
4120: Members of the Board of Directors	√			In current (2022) bylaws (Section 5).
4125: Training, Education and Conferences			√	Only reimbursement covered in current (2022) bylaws (8.5); (topic fully covered in Section 14 of 2013 bylaws).
4150: Filling Mid-Term Vacancies on Board of Directors	√			Policy adopted on Jan. 21, 2021.
4200: Board Actions and Decisions	√			Section 6 of current (2022) bylaws.
4205: Board Meeting Agenda	√			In current (2022) bylaws (Section 3).
4210: Board Meeting Conduct	√			In current (2022) bylaws (5.2-3).
4215: Brown Act Compliance; Open Meeting Requirements			√	Brown Act not specifically referenced in current bylaws. Review needed to decide what aspects of Act, if any, to include in bylaws.
4220: Minutes of Board Meetings			√	In current (2022) bylaws (Section 4) but needs review for consistency with a new electronic document retention policy (to be #2430).
4225: Review of Administrative Decisions			√	Not in current bylaws; see Code of Civil Procedure Sec. 1094.6.
4230: Rules of Order of Conduct of Board and Committee Meetings	√			Rosenberg's/Roberts rules referenced in current (2022) bylaws (5.4). (Clarification of y policies as to abstentions, roll-call votes & public's right to record meetings was added in 2022.)See Jan. 17, 2013 bylaws for relevant material.
4235: Types of Board Meetings			√	Not in current bylaws. CSDA rule summarizes Brown Act on meeting types; see also #4215.
4300: Board Standing Committees	√			Included in Website text of 2022 Standing Committee bylaws.
4350: Reimbursement of Standing Committee Travel Expenses	√			Policy adopted on Aug. 13, 2020.