



CAMBRIA COMMUNITY SERVICES DISTRICT

MEETING	TIME & DATE	LOCATION
Policy Committee	3:00 PM Thursday, October 24, 2024	Cambria Veterans' Memorial Hall 1000 Main Street, Cambria, CA 93428

AGENDA

Regular Policy Committee Meeting

Thursday, October 24, 2024 3:00 PM

In person at:

**Cambria Veterans' Memorial Hall
1000 Main Street, Cambria, CA 93428**

AND via Zoom at:

Please click the link to join the webinar: [HERE](#)

Webinar ID: 814 8066 2974

Passcode: 159930

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the CCSD Administration Office, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at <https://www.cambriacsd.org/>. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or if you need the agenda or other documents in the agenda packet provided in an alternative format, contact the Confidential Administrative Assistant at 805-927-6223 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. The Confidential Administrative Assistant will answer any questions regarding the agenda.

1. OPENING

1.A Call to Order

1.B Establishment of Quorum

1.C Chair Report

1.D Ad Hoc Subcommittee Report(s)

1.E Committee Member Communications

2. 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.

3. CONSENT AGENDA

3.A Consideration to Approve the August 22, 2024 Regular Meeting Minutes

4. REGULAR BUSINESS

4.A Discuss, Review and Approval of the Procurement Policies and Procedures Policy 2135 Revisions for Recommendations to the Board of Directors

4.B Discuss and Consider a Draft Policy to Address the Streetlights and Lights at Other Facilities under CCSD's Jurisdiction

4.C Update and Discussion on the Climate Adaptation Policy Number 1060

4.D Discussion Regarding CCSD Policy Handbook Index Contents and Direction for the Policy Committee

4.E Discussion Regarding Schedule for the 2025 Policy Committee Meetings

5. FUTURE AGENDA ITEM(S)

6. ADJOURN



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF AUGUST 22, 2024, REGULAR POLICY COMMITTEE MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT

A regular meeting of the Policy Committee of the Cambria Community Services District was held at the Cambria Veterans' Memorial Hall, located at 1000 Main Street, Cambria, CA 93428, on Thursday, August 22, 2024, at 3:00 PM

1. **OPENING**

1.A **Call to Order** (00:20)

Committee Chair Scott called the meeting to order at 3:01 p.m.

1.B **Establishment of Quorum** (00:39)

A quorum was established.

Committee members present: Committee Chair Debra Scott, Vice Chair Gordon Heinrichs, Ted Key, James Townsend, Claudia Harmon-Worthen and Secretary Donn Howell.

Staff members present: Confidential Administrative Assistant Haley Dodson; Administrative Department Manager, Denise Fritz and General Manager Matthew McElhenie present via Zoom.

Members of the Public present on Zoom: Jeff Wilson, Crosby and Laura Swartz.

1.C **Chair Report** (01:00)

Committee Chair Scott took questions from the Committee.

1.D **Ad Hoc Subcommittee Report(s)**

Chair Scott directed that the report from the Subcommittee on Climate Change be deferred to item 4.C of this agenda.

1.E **Committee Member Communications**

Member Key reported on some aspects of the recent NCAC meeting.

2. **PUBLIC COMMENT** (05:03) There was no public comment at this time.

3. **CONSENT AGENDA** (06:30)

3.A **Consideration to Approve the July 25, 2024 Regular Meeting Minutes**

Secretary Howell noted that the title of the minutes should read: "MINUTES OF JULY 25, . . ." not JUNE 27. And, the next sentence should read "A regular meeting of the Policy Committee . . . was held . . . on July 25 . . ." not June 27.

Motion: to accept the minutes as corrected. (09:52)

Motion by: Townsend
Second by: Key

Motion passed: Ayes – 5; Nays – 0; Chair not voting.

Call for public comment on consent agenda. (10:18) There was none.

4. REGULAR BUSINESS

4.A Discuss, Review and Approve the Procurement Policies and Procedures Policy 2135 (10:24)

Administrative Department Manager Fritz presented the new policy document. She noted that this version of the document had been reviewed by the Finance Committee but that their suggested changes have not yet been incorporated into it.

The Committee reviewed the new policy document page-by-page and made suggestions which were noted by Ms. Fritz.

After extensive discussion Chair Scott called for public comment on this agenda item. (1:18:22)

Chair Scott tabled this item so that the Committee would have an opportunity to review the new policy after the changes requested by the Finance Committee had been incorporated.

4.B Discussion and Consideration of the Change in Board and Standing Committee Schedules (1:19:16)

As indicated in this meeting's agenda packet, next year's Policy Committee meetings are scheduled to be from 3:00 to 5:00 PM on the Thursday following the monthly CCSD Board meeting. Thus, in most cases Committee meetings would be on the third Thursday of the month.

During discussion, Chair Scott reminded the Committee members that, as their terms end this coming January, they will need to reapply if they want to continue to serve next year.

Call for Public Comment (1:21:30). There was none.

Motion: to approve the new schedule as indicated in this meeting's [agenda] packet.

Motion by: Howell
Second by: Key

Motion passed: Ayes – 5; Nays – 0; Chair not voting. (1:21:59)

4.C Discussion and Consideration of the Draft CCSD's Climate Adaptation Policy (1:23:59)

Chair Scott presented this item. She reported that, based on the Ad Hoc Committee's suggested wording for a Climate Adaptation Policy and the subsequent discussion at the

Committee's July meeting she has brought forth a draft policy for the Committee's further discussion and consideration.

Chair Scott indicated that last sentence of the draft policy (attached to this meeting's agenda packet) is missing the final words. The sentence should read "The District is dedicated to making serious changes to its actions to preserve the natural resources and environment."

Call for Public Comment (1:31:40): Jeff Wilson and Crosby Swartz made comments.

The Committee and the public recommended the following changes.

- In the first paragraph, second sentence: delete 'potential' so that it reads "The District recognizes the impact of sea level rise . . ."
- Under the "Carbon Sequestration" bullet: move the third sentence, "Work with appropriate agencies . . . hardening structures for fire resistance." to a separate bullet about fire safety.
- Under the "Lighting" bullet: in the first sentence replace the word "renewable" with "energy efficient."
- Also, under the "Lighting" bullet: change the last sentence to read "As budget constraints dictate, move toward the goal of replacing current lighting with energy efficient, warm lighting."
- Under XXXX.2 Policy Procedures: change the second to last sentence to read "Development of a Climate Action Plan, including timelines, is the next step."

Motion: that Chair Scott make these changes [as discussed today] and send it [this policy] on to the Board. (1:43:53)

Motion by: Key

Second by: Heinrichs

Motion passed: Ayes – 3; Nays – 2 (Townsend, Howell); Chair not voting.

4.D Discussion and Consideration of Adding the Citation from the County Code to Policy Number 2225 Encampments on District Property. (1:44:21)

Chair Scott reported that the citation of the county code as communicated to her by Member Harmon is not germane to this policy.

However, after discussion, it was decided that Chair Scott would consult with Facilities and Resources Manager Aguirre to see what might be needed in a policy to provide him further guidance in this area

4.E Discussion Related to the Board's Direction for the Committee to Propose a District Lighting Policy (1:52:03)

Chair Scott reported that this matter will be on the Board's agenda for its October 10 meeting.

Call for public comment on agenda items 4.D. and 4.E. (1:52:13) There was none.

5. FUTURE AGENDA ITEM(S) (1:52:19)

Member Key suggested the District should consider lobbying against the proposed wind farm off the central coast. Chair Scott said that that would be appropriate when specific legislation on this matter is being considered by the legislature.

Chair Scott reminded the members to review the CCSD Policy Handbook index to see if there is anything they think should be brought forward to the Committee.

Other future addenda items include

- CCSD Procurement Policy
- Follow-up discussion with Facilities Mgr. Aguirre about additional guidance in dealing with encampments on District property

6. ADJOURN (1:57:17)

Committee Chair Scott adjourned the meeting at 4:58 p.m.

DRAFT

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee

AGENDA NO. 4.A

FROM: Debra Scott, Committee Chair

Meeting Date: October 24, 2024

Subject: Discuss, Review and Approval of the
Procurement Policies and Procedures
Policy 2135 Revisions for
Recommendations to the Board of
Directors

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The Policy Committee discussed this draft policy at its August meeting and tabled the item so that the committee could review the changes that were suggested by the Finance Committee. The policy is here so that the Committee Members may further review the changes suggested by the Finance Committee and add any additional suggestions for consideration by the Board of Directors.

ATTACHMENT(S): Purchasing Policy Number 2135

Draft Procurement Policies and Procedures Policy 2135 with suggested edits by the Finance Committee.



CAMBRIA COMMUNITY SERVICES DISTRICT

PROCUREMENT POLICIES AND PROCEDURES POLICY 2135

Chapter 1 – Policy

Chapter 2 – General

Chapter 3 – Procurement of Materials, Supplies, Equipment, and Recurring Expenditures

Chapter 4 – Procurement of Professional Services

Chapter 5 – Procurement of Public Works

Chapter 6 – Payment

Chapter 1 - Policy

1.1 Purpose

It is in the interest of the Cambria Community Services District (CCSD) to establish administrative procurement practices that facilitate efficient business operations and provide fair compensation and local workforce opportunities whenever possible within a framework of high quality, competitive service offerings, and to establish procurement standards that comply with requirements contained in Federal regulations.

1.2 Procedures

This Procurement Policy provides the authority, approval requirements, and procedures for the procurement of materials, supplies, equipment, services, and Public Works referenced in the approved fiscal year budget.

1.3 Definitions

- A. CCSD: Cambria Community Services District.
- B. General Manager: The CCSD General Manager.
- C. Administrative Department Manager: The Administrative Department Manager.
- D. Board of Directors or Board: The CCSD Board of Directors, which establishes policies for the operation of the CCSD.
- E. Capital Equipment: Equipment with a useful life of two years or more and value of more than five thousand dollars (\$5,000) as designated by the General Manager.
- F. Contract: A written agreement covering the performance of work or services, including the furnishing of labor, materials, tools, and equipment in performing services to the CCSD. The term Contract includes Purchase Orders.
- G. Department Manager: The Administrative Department Manager, Facilities & Resources Department Manager, Utilities Department Manager, and/or Fire Chief.
- H. Change Order or Contract Amendment: Alterations, deviations, additions to or deletions from the plan, specifications, and/or scope of services, including the right to increase or decrease the quantity of any item or portion of the work or services or to delete any item or portion of the work or services as may be deemed to be necessary, as determined by the CCSD, for the proper completion and/or construction of the work or services contemplated.
- I. Task Order Contract: A Contract with a pre-qualified consultant or contractor in which specific services are contracted through Task Orders. Task Order Contracts for public works projects are limited to amounts up to \$60,000 as negotiated Contracts pursuant to Public Contracts Code Section 22032(a).
- J. Emergency: A sudden, unexpected occurrence involving a clear and imminent danger that demands immediate action to prevent or mitigate loss of or damage to life, health, property, or essential public services.

- K. Purchasing Agent: Department Manager.
- L. Purchase Order: A form designed to contain all necessary information and signatures relevant to purchases by the CCSD and used as a written order to a vendor and may be either an original order or a verbal order. The current Purchase Order forms may be developed and/or modified from time to time at the discretion of the General Manager.
- M. Recurring Expenditures: Administrative expenditures that occur from time to time in the normal course of CCSD business, including, but not limited to, the following: utilities (electricity, natural gas, telephone service, etc.), servicing of CCSD equipment under Contract, fuel for the operation of CCSD vehicles and equipment, debt service payments, payroll, payroll taxes and benefits, insurance, postage, postage meter rental, and ongoing rental payments.
- N. Warrants: Checks and electronic payment for materials, supplies, equipment, Public Works, and services received by the CCSD.
- O. Public Works: A broad category of infrastructure projects procured by a government body for recreational, health, and safety uses in the greater community, and includes any “public project” as set forth in Public Contracts Code Section 22002.
- P. Procurement: The process of locating and agreeing to terms and purchasing goods, services, or other works from an external source, often with the use of a tendering or competitive bidding process.

1.4 Fiscal Year Budget

The fiscal year budget approved by the Board provides the authority to CCSD staff to procure materials, supplies, equipment, services, and Public Works referenced in the approved budget for the upcoming fiscal year.

To the extent any provision herein conflicts or is inconsistent with State or Federal law, then said State or Federal law shall control, but only to the extent of the inconsistency, and no other provisions herein shall be affected.

1.5 Severability

If any one or more of the provisions/sections contained in this Procurement Policy shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Procurement Policy shall be construed as if such invalid, illegal or unenforceable provision had not been contained herein.

1.6 Monitoring

- A. It is important for the CCSD to evaluate materials, equipment, and services of all current suppliers. Suppliers with a low rating can be viewed as costing the CCSD time and money and therefore should be terminated upon documentation.
- B. In an effort to obtain the best prices possible, vendors contacted for quotes and/or bids shall be reviewed periodically to ensure competitive pricing and maintenance of vendor lists.

- C. This Procurement Policy shall be reviewed periodically and updated where deemed appropriate to reflect changes in the CCSD's operations, with Board approval. The General Manager, acting with the Board, may at any time make changes to this Procurement Policy to facilitate a more efficient and accountable procurement process for the CCSD.

1.7 Procurements Containing Both Equipment and Services

When contracting for services that include the purchase and installation of equipment such as computers and electronic devices, the determination of whether the purchase should be as a procurement of material, supplies, and equipment or the procurement of services shall be made at the General Manager's discretion after giving consideration to the costs of the equipment, whether the equipment is unique to the person or firm providing the services, and regardless of the cost of the services.

1.8 Compliance with Other District Policies and Potential Conflicts

Procurement practices must comply with other District policies and procedures such as the CCSD Recycled Content Paper Procurement Policy. If there is a conflict between policies, the General Manager's discretion will determine the appropriate solution.

1.9 Federally Declared Emergencies

In the event of an emergency declared by the President of the United States, CCSD must comply with Federal procurement standards as a condition of receiving public assistance funding from the Federal Emergency Management Agency (FEMA) for contract costs for eligible work. FEMA funding is governed by Title 2 of the Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In a Federally declared emergency, CCSD will utilize the required FEMA purchasing regulations for all new expenditures eligible for reimbursement. When possible, CCSD will still abide by the District's Procurement Policies, but if a conflict exists, the Federal regulations will take precedence.

1.10 Procurement Related to Federal Grants

In the event the CCSD receives Federal grant awards, CCSD must comply with Federal procurement standards as a condition of receiving funding as governed by Title 2 of the Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for all related purchases. When possible, CCSD will still abide by the District's Procurement Policies, but if a conflict exists, the Federal regulations will take precedence.

1.11 Conflicts of Interest

- A. CCSD employees, Department Managers, and Directors are prohibited from using the following practices in conducting business activities:
 - 1. Practices that might result in unlawful activity, including rebates, kickbacks, commissions, or other unlawful considerations.
 - 2. Participating in the selection process when the employee, Department Manager, or Director has a relationship with a person or business entity seeking a contract which would subject the employee to the same prohibition as in Government Code Section 87100 related to Conflicts of Interest, which provides:

"No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest."

3. Purchasing or otherwise acquiring CCSD property and equipment, including surplus property and equipment, for personal use or profit.
4. CCSD employees may not perform services for the CCSD on a contractual basis. Employees may not economically benefit from their employment within the CCSD except as related to their approved salary and benefits.

Any employee who fails to adhere to the provisions of this Section may be subject to disciplinary action in accordance with the CCSD's Personnel Policy, Procedures and Rules.

- B. No CCSD employee, Department Manager, or Director shall accept, directly or indirectly, any gift, rebate, money, or anything else of value from any person or entity if such gift, rebate, money, or anything of value is intended to reward or be an inducement for conducting business, placing orders with, or otherwise using the recipient's position with CCSD to secure an agreement with the CCSD.

1.12 Ethical Conduct in Procurement

- A. Ethical conduct in managing the CCSD's procurement activities is essential. Staff must always be mindful that they represent the District and the Board of Directors and share a professional trust with other staff and the public. Therefore, when making a purchase, they must keep in mind the following factors:
 1. Is this purchase necessary for the job at hand or for the CCSD to carry on its normal business activities?
 2. Is this purchase reasonable and/or the lowest cost?
- B. This Policy explicitly prohibits splitting Purchase Orders in a fiscal year to evade the specified dollar limits and avoid its procurement requirements. Splitting purchases does not allow for a competitive marketplace, increases administrative workflow, and may create ethical issues.

Chapter 2 - General

2.1 Signing Authority

The General Manager, or in their absence, the Administrative Department Manager, is hereby authorized to sign on behalf of the CCSD the following documents:

1. Any documents necessary to conduct the general business of the CCSD that do not require prior approval of the Board of Directors.
2. Any documents necessary to conduct the general business of the CCSD requiring approval of the Board after said documents have received approval of the Board of Directors.
3. Any agreements or other documents necessary to secure and receive state, federal, or other agency grants or loans.

4. Any agreements or documents necessary for the receipt and/or disbursement of any grant monies contracted for by the CCSD.

2.2 Budgeted Procurements

- A. Budget: At the beginning of each Fiscal Year, the Administrative Department Manager shall issue a complete CCSD budget approved by the Board. This budget will contain the purchasing account titles and numbers corresponding to the budgeted funds for each item. Each CCSD department will receive its budget for conducting purchasing transactions. Each Department Manager is responsible for controlling spending and monitoring the funds in the account line items. A quarterly status report will show a comparison between budgeted amounts and the department's purchasing activity.

The General Manager is authorized to exceed budgeted expenditures by twenty percent (20%) without Board approval. If this occurs, the General Manager shall account to the Board at the mid-year budget review, or after its completion, within sixty (60) days of the expenditures, and request the appropriate budget amendments and/or transfers.

- B. General Manager Approval: Subject to Section C below, the General Manager or, in their absence, the Administrative Department Manager shall approve all Contracts, Contract Amendments, Change Orders, Task Order Contracts (and related Task Orders), and Purchase Orders. "Absence" means the General Manager's inability to exercise their authority at the time when the CCSD needs to take the necessary steps to procure goods or services.

1. If the total price of a budget line item exceeds the budgeted amount by more than 20%, the General Manager's approval will be required.

- C. Board Approval Required: Board approval is required for the following.

1. Contracts, Contract Amendments, and Purchase Orders for the purchase of supplies, equipment, materials, or recurring expenditures outside of the already approved fiscal year budget, where the estimated cumulative cost is fifty thousand dollars (\$50,000) or more.
2. Professional service Contracts and Amendments where the estimated cumulative cost is fifty thousand dollars (\$50,000) or more.
3. Public Works Contracts where the estimated cumulative cost is two hundred thousand dollars (\$200,000) or more, or the threshold specified in Public Contract Code Section 22032(c) as it may be amended.
4. Task orders or Task Order amendments where the original scope of service or work is exceeded by twenty thousand dollars (\$20,000), provided that for Public Works projects, such total contract amount does not exceed the amount specified in Public Contract Code Section 22032(a).
5. All capital improvement projects through the yearly budget process or a budget adjustment.

2.3 Emergency Procurements

Upon the written finding of the General Manager that an emergency exists, the General Manager is authorized to approve unbudgeted expenditures up to fifty thousand dollars (\$50,000). The General Manager shall account to the Board within thirty (30) days of the expenditures and request the appropriate budget amendments and/or transfers.

2.4 Methods of Procurements

The following chart summarizes methods of procurement by category.

A. Supplies, Equipment, and Recurring Expenditures: See Chapter 3 below for procedures and limitations.

DOLLAR AMOUNT	PROCUREMENT METHOD
\$0-\$4,999	No Purchase Order Required.
\$5,000-\$9,999	Verbal Quote, (minimum 2 quotes) Purchase Order, or Contract Required.
\$10,000-\$24,999	Written Quote, (minimum 2 quotes) Purchase Order, or Contract Required.
\$25,000-\$49,999	Prepare Request for Proposal
\$50,000+	Prepare Request for Proposal – Board Approval Required for Contract or Purchase Order if Amount is equal to or exceeds Fifty Thousand dollars (\$50,000)

B. Professional Services: See Chapter 4 below for procedures and limitations.

DOLLAR AMOUNT	PROCUREMENT METHOD
\$0-\$24,999	Solicit Proposals from a Qualified Consultant/Professional by Whatever Method the Purchasing Agent Deems Appropriate Under the Circumstances.
\$25,000-\$49,999	Prepare Request for Qualification and/or Request for Proposal
\$50,000+	Prepare Request for Qualification and/or Request for Proposal – Board Approval Required for Contract or Purchase Order if Amount is equal to or exceeds Fifty Thousand dollars (\$50,000)

C. Public Works: See Chapter 5 below for procedures and limitations.

<p style="text-align: center;">DOLLAR AMOUNT</p> <p style="text-align: center;">(Dollar limits are provided in the Uniform Public Construction Cost Accounting Act and may subsequently be amended.)</p>	<p style="text-align: center;">PROCUREMENT METHOD</p> <p style="text-align: center;">(Informal bidding procedures are provided in the Uniform Public Construction Cost Accounting Act and may subsequently be amended.)</p>
<p style="text-align: center;">\$0-\$59,999</p>	<p>May be performed by CCSD employees by force account, by negotiated Contract, or by Purchase Order.</p>
<p style="text-align: center;">\$60,000-\$199,999</p>	<p>Contract by informal procedures as set forth in the Uniform Public Construction Cost Accounting Act. General Manager may approve in accordance with CCSD Municipal Code Section 1.06.010(D).</p>
<p style="text-align: center;">\$200,001+</p>	<p>Contract by formal procedures as set forth in the Uniform Public Construction Cost Accounting Act. Board approval of Contract required.</p>

Chapter 3 – Procurement of Materials, Supplies, Equipment, and Recurring Expenditures

3.1 Introduction

- A. The following procedures are established for the procurement of materials, supplies, and equipment, as referenced in Government Code Section 54202.
- B. In addition to the procedures of this Chapter:
 1. The CCSD may request the State Department of General Services to make purchases of materials, equipment, supplies, or recurring expenditures on its behalf pursuant to Public Contract Code Section 10298.
 2. The CCSD may request the Purchasing Agent of the County of San Luis Obispo to make purchases of materials, equipment, supplies, or recurring expenditures on its behalf pursuant to Article 7 (commencing with Section 25500) of Chapter 5 of Division 2 of Title 3 of the Government Code.
 3. The CCSD may rely on a legally compliant solicitation conducted by another local, regional, state, or national public agency or cooperative purchasing entity provided that the materials,

supplies, and equipment are provided to the CCSD at the same price and on the same terms and conditions as in that solicitation.

C. Methods of Procurement

1. Purchases of materials, supplies, equipment, and recurring expenditures are normally made pursuant to Purchase Orders as described in this Chapter.
2. A Contract may substitute for a Purchase Order at the discretion of the Purchasing Agent and with the approval of the General Manager and CCSD Legal Counsel.

3.2 Purchases of Materials, Supplies, and Equipment with an Estimated Cost of Less Than Twenty-Five Thousand Dollars (\$25,000)

For purchases of materials, supplies, and equipment with an estimated cost of less than \$25,000, the following shall apply:

A. Types of Quotations

1. No Purchase Order is required for standard or non-complex materials with an estimated price of less than \$5,000.
2. Verbal. Verbal requests for quotations will be requested from a minimum of two (2) vendors for purchases of standard or non-complex materials with an estimated price of \$5,000 to \$10,000 and not covered by a contractual agreement.
3. Written. Under the following conditions, written requests for quotations (RFQ) will be sent to a minimum of two (2) vendors:
 - a. Purchases are estimated to total between \$10,000 and \$24,999.
 - b. All Capital Equipment purchases total between \$10,000 and \$24,999.
 - c. Non-standard conditions, requirements, instructions, etc.
 - d. Any occasion where more permanent documentation is advisable.
 - e. Any purchase is based on best value rather than lowest price.

B. Award of Purchase Orders: The Department Manager will examine the quotations for completion and then determine the most responsive bidder with consideration of price and date of delivery. The quotation will be attached to the Purchase Order. The Purchase Order and the award will be made by the Department Manager after review by the General Manager. The Department Manager or their designee will notify the successful and unsuccessful vendors.

3.3 Purchases of Materials, Supplies and Equipment Equal to or greater Than Twenty-Five Thousand Dollars (\$25,000)

- A. Purchases of material, supplies, and equipment greater than twenty-five thousand dollars (\$25,000) shall be approved by the Board with the vendor who, in response to the Request for Proposal, submits a

proposal that most closely meets the CCSD's specifications with the consideration of price and delivery dates.

B. The Request for Proposals (RFP) shall be published and distributed by the Department Manager in a manner to reasonably assure that the proposed purchase is made to a vendor that most closely meets the CCSD's specification with consideration of price and delivery date.

C. The Request for Proposals shall include the following:

1. A statement of specifications of equipment and/or supplies to be purchased;
2. The location and deadline for submission of proposals;
3. The location where the specifications and proposal forms, if required, may be secured;
4. The proposed delivery date and place of delivery;
5. The date, time, and place assigned for the opening of sealed proposals;
6. The type and character of proposal security required, if any;
7. A statement that the CCSD intends to award the Contract to the vendor who submits a proposal that most closely meets the CCSD specifications with the consideration of price and delivery dates.
8. That the CCSD reserves the right to reject all proposals; and
9. Notice that no vendor can withdraw its proposal for a period of sixty (60) days from the date of opening proposals.

D. Alternative Procedure. As an alternative to the procedures described in Paragraphs A, B, and C above, the Board may approve the purchase of supplies and equipment by accepting a proposal submitted by a vendor to another public agency for similar equipment and/or supplies upon the Board approving the purchase by Resolution making the following findings:

1. The other agency's procedures for the purchase were substantially similar to the CCSD's procedures as stated in Paragraphs A, B, and C above.
2. The equipment and/or supplies to be purchased by CCSD are substantially similar to those purchased by the other agency, so the submitted proposals would be responsive to CCSD's specifications.
3. The negotiations regarding the purchase are minor, and the proposed purchase is consistent with the policy of awarding the contract to the most responsive vendor with the consideration of price and delivery date.

3.4 Non-Competitive Negotiations

A. Under some circumstances, the CCSD competitive solicitation requirements may be dispensed with

when the services, materials, supplies, equipment, and recurring expenditures are only available from one source, either because the brand or trade name article, goods, or product is the only one that will properly meet the needs of the CCSD or because the item is unique and available only from a sole source.

B. This approach involves procurement of materials, supplies, and equipment through solicitation of a proposal from only one source. Such negotiations may be used in limited situations when the award of a Contract or Purchase Order is not feasible under other methods upon the following findings:

1. The purchase price is reasonable; and
2. One or more of the following exists:
 - a. The product is the only one that will properly meet the needs of the CCSD because:
 - i. The item is unique and is available only from a sole source; or
 - ii. The item is unique and is designed to match others used in or furnished to a particular installation, program, facility, or location.
 - b. The product will be used in a field test or experiment to determine the product's suitability for future use.
 - c. The procurement is for the renewal or extension of a Contract for continuing professional services to the CCSD.
 - d. Public exigency or emergency will not permit delay.
 - e. A Federal Grantor authorized non-competitive negotiations.

C. Findings

1. The Department Manager shall make written findings referenced in subparagraph B2 above to be approved by the General Manager for purchases less than fifty thousand dollars (\$50,000) not otherwise approved by the Board.
2. The Board, by Resolutions, shall adopt findings for purchases referenced in subparagraph B2 above for purchases of fifty thousand dollars (\$50,000) or more.

3.5 Purchase Order Preparation

- A. Purchase Orders shall be prepared using a properly completed Purchase Order form. The form is designed to contain all the necessary information and signatures relevant to the purchase within the CCSD.
- B. The Purchase Order form is a written order to a vendor and shall include a Purchase Order number. A Purchase Order may also serve as a written change order. Purchase Orders must be approved as referenced in Section 3.2 above.

- C. Each Purchase Order form shall be filled out by the CCSD employee prior to CCSD funds being obligated for purchase and shall contain the following information:
1. Purchase Order number, date, department, and who wrote it;
 2. To whom the Purchase Order is issued, together with a complete address;
 3. Quantity/unit and description of the item(s) to be purchased;
 4. General Ledger account number to be charged;
 5. Unit price and extended amount (depending upon quantity);
 6. If applicable, the words "OPEN PO" and "EXPIRATION DATE" are not to exceed past the end of the current fiscal year at the top of the purchase order form;
 7. The words "NOT TO EXCEED" if it is for a repetitive purchase or a Contract amount;
 8. The total amount of the Purchase Order, including charges for freight and tax, if applicable;
 9. The written quote or estimate, a copy of the Contract, or other backup supporting documentation.
- D. The following intermediate supervisory or management staff, as approved by the General Manager, can initiate and authorize a Purchase Order up to \$9,999:
1. Facilities & Resources Manager
 2. Fire Chief
 3. Utilities Department Manager
 4. Wastewater Systems Superintendent
 5. Water Systems Superintendent
- E. All Purchases of \$10,000 or over will require the signature of a Department Manager.
- F. The General Manager or their designee must approve all Purchase Orders. The Purchase Order date must precede the order date.
- G. Any incomplete Purchase Orders will be returned to the Department Manager for completion.
- H. Insofar as it does not conflict with any other Procurement Policy limitations, a Purchase Order may be exceeded by up to 10% of the original Purchase Order amount. No increase may be given for quoted prices.

3.6 Open Purchase Orders

- A. A blanket or open Purchase Order can be used to reduce the time-consuming process of filling out a Purchase Order form for each purchase when it is with the same vendor and for repeat materials.
- B. Open Purchase Orders are to be used when the CCSD will:
1. Purchase repetitive, specified services or items or categories of items from the same vendor over a period of less than one year or on a monthly basis.
 2. Order standard materials or maintenance supplies which require numerous shipments.
 3. Obtain more favorable pricing through volume commitments.
- C. An employee making a purchase with an open Purchase Order vendor shall immediately transmit the invoice to their Department Manager for processing. The Department Manager shall sign the invoice

and indicate the budgetary account on the face of the invoice and promptly route the invoice to Accounts Payable for payment.

D. Open Purchase Orders generally must NOT be used when:

1. No benefit will be derived over and above a regular purchase.
2. Prices are unknown at ordering time or subject to change later without notice.
3. The quality of the vendor or service is questionable.
4. Control over CCSD expenditures would be weakened significantly.

E. An open Purchase Order differs from a standard Purchase Order only in the date entry block, with a date range that does not exceed the end of the current fiscal year.

F. Each year during June, each Department Manager will review all department blanket Purchase Orders and reissue all necessary blanket Purchase Orders effective July 1.

Chapter 4 – Procurement of Professional Services

4.1 Applicability

A. The procedures established herein are for the procurement of professional and consulting services including, but not limited to, auditors, financial advisors, technology advisors, rate consultants, private architects, landscape architects, engineers, environmental consultants, land surveyors, and/or construction project managers, or other individuals or organizations possessing a high degree of professional, unique, specialized technical skill or expertise which is not always adaptable to competitive bidding. Special provisions apply if the CCSD is seeking the professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms. The selection must then be based on the demonstrated competence and the professional qualifications necessary for the satisfactory performance of the services required in accordance with Government Code Section 4526. Government Code Section 4526 does not apply when the CCSD determines that the services are of a more technical nature and involve little professional judgment and that requiring bids would not be in the public interest. (Government Code Section 4529.)

B. It is the policy of the CCSD to employ professional and other consultant services whenever it is in the CCSD's best interest.

C. The requirements to solicit proposals referenced in Sections 4.4 & 4.5 below do not apply to:

1. Contract Amendments so long as the Amendment is related to the completion of the contemplated work or services of the original Contract.
2. Contracts for the continuation of professional service where the key personnel providing services have relocated to a different firm or company.
3. Contracts for services related to litigation.

4.2 Method of Procurement

Procurement of Professional Services is normally made pursuant to a contract or Task Order Contract.

4.3 Qualifications

Professional service Contracts shall be awarded based on demonstrated competence and qualifications for the type of service to be performed and at a fair and reasonable price to the CCSD.

4.4 Professional Services with An Estimated Cost of Less Than Fifty Thousand Dollars (\$50,000)

- A. For Contracts estimated to be less than fifty thousand dollars (\$50,000), the Department Manager will solicit proposals from three (3) qualified consultants and professionals by whatever method the Department Manager deems most appropriate.
- B. Professional services will only be procured through a Contract approved by the General Manager and CCSD legal counsel.

4.5 Professional Services with An Estimated Cost of Fifty Thousand Dollars (\$50,000) Or More

- A. For Contracts estimated to be greater than fifty thousand dollars (\$50,000), the Board of Directors shall approve the award of professional service contracts.
- B. The written Contract shall be awarded to the professional service provider who, in response to a request for proposal, submits a statement of qualifications and proposal for services that most closely meets the CCSD's requirements at a fair and reasonable cost.

4.6 Non-Competitive Negotiations

- A. Under some circumstances, the CCSD competitive solicitation requirements may be dispensed with when the professional service is only available from one source, either because the professional service provider is the only provider that will properly meet the needs of the CCSD, or the professional service is unique and available only from a sole source.
- B. This approach involves the procurement of professional services through the solicitation of proposals from only one source. Such negotiations may be used in limited situations based on the following findings:
 - 1. The service provider is qualified pursuant to Section 4.3;
 - 2. The cost of the services is reasonable;
 - 3. One or both of the following exists:
 - a. The proposed service provider is uniquely knowledgeable and qualified because similar/related services have been previously provided to the CCSD; or
 - b. An emergency will not permit delay.

C. Findings

1. The Department Manager shall submit written findings referenced in subparagraph A above to be approved by the General Manager for Professional Services Contracts where the cumulative costs are estimated at less than fifty thousand dollars (\$50,000) and the costs are not otherwise approved by the Board.
2. The Board, by Resolutions, shall adopt the findings referenced in subparagraph A above for Professional Services Contracts where the cumulative costs are estimated at fifty thousand dollars (\$50,000) or more.

Chapter 5 – Procurement of Public Works

5.1 Uniform Public Construction Cost Accounting Act (UPCCAA)

Pursuant to Public Contract Code Section 20682(g), the CCSD has elected to become subject to the Uniform Public Construction Cost Accounting Act (UPCCAA), Public Contract Code Sections 22000 et seq., when contracting for the construction of public projects as defined by Public Contract Code Section 22002 (reference CCSD Municipal Code Section 1.06.010). Where applicable, the CCSD will adhere to the alternative bidding procedures provided by the UPCCAA. Public projects (as defined in Public Contract Code Section 22002) that do not exceed the dollar limits in Public Contract Code Section 22032(b) (as such limits currently exist or may subsequently be amended) may be let to contract by informal procedures as set forth in the UPCCAA.

5.2 UPCCAA Contracting Procedures and Dollar Amount Limitations

Contracts for public projects shall be awarded pursuant to the dollar limitations established by the UPCCAA (Public Contract Code Section 22032), which, as of the time of the adoption of this Policy, are as follows:

- A. Public projects of sixty thousand dollars (\$60,000) or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.
- B. Public projects of two hundred thousand dollars (\$200,000) or less may be let to contract by informal procedures as set forth in the UPCCAA. Contracts between \$60,001 and \$200,000 requires Board approval.
- C. Public projects of more than two hundred thousand dollars (\$200,000) shall, except as otherwise provided in the UPCCAA, be let to contract by formal bidding procedures. Contracts over \$200,000 require Board approval.

Pursuant to Public Contract Code Section 22033, it shall be unlawful to split or separate into smaller work orders or projects any public project for the purpose of evading the requirements of the UPCCAA.

5.3 Informal Bidding Procedures

Pursuant to the UPCCAA (Public Contract Code Section 22034), the CCSD enacted an informal bidding ordinance to govern the selection of contractors to perform public projects subject to informal bidding procedures under Public Contract Code Section 22032(b). The CCSD's informal bidding ordinance is codified in Section 1.06.010 of the CCSD Municipal Code.

Pursuant to Public Contract Code Section 22034(d), if all bids received pursuant to the CCSD's informal bidding procedures are in excess of two hundred thousand dollars (\$200,000), the Board may, by adoption of a resolution by a four-fifths vote, award the Contract, at two hundred twelve thousand five hundred dollars (\$212,500) or

less, to the lowest responsible bidder, if it determines the cost estimate of the CCSD was reasonable.

5.4 Formal Bidding Procedures

The formal bidding procedures provided by the UPCCAA (Public Contract Code Sections 22037 et seq.) will govern the selection of contractors to perform public projects subject to formal bidding procedures under Public Contract Code Section 22032(b).

5.5 Emergencies

- A. Pursuant to Public Contract Code Section 22035, in cases of emergency when repair or replacements are necessary, the Board may proceed at once to replace or repair any public facility without giving notice for bids let to contracts. The work may be done by day labor under the direction of the Board, by contractor, or by a combination of the two.
- B. In case of an emergency, if notice for bids let to contracts will not be given, the public agency shall comply with Chapter 2.5 of the Public Contract Code (commencing with Section 22050).

Chapter 6 – Payment

6.1 Warrants

- A. All supporting documents, including the Purchase Order, Task Order, proof of receipt, packing slip, etc., will be attached to the invoice and presented to the General Manager for payment pursuant to subparagraph B below. The invoices will be reviewed and approved (paper or digital signature) by the General Manager verifying that the documents are internally consistent, that invoices being paid are original, that receipt of goods or services has been acknowledged by the CCSD Department Manager, and that the amounts agree between documents.
- B. A copy of the warrant shall be made prior to mailing. The invoice and supporting documentation shall be attached to the copy of the warrant and then filed (paper or digital) by vendor/service provider and separated by the fiscal year in which the payment was made.

6.2 Check Signing Procedures

- A. All checks must have two authorized signatures per the current bank resolution adopted by the CCSD Board of Directors.
- B. Checks in an amount less than \$25,000 require two computer-generated signatures.
- C. Checks in the amount of \$25,000 to \$99,999 require one handwritten signature, which shall be the General Manager or their designee, and one computer-generated signature.
- D. Checks in the amount of \$100,000 and greater require two handwritten signatures, one of which shall be the General Manager or their designee.
- E. The General Manager has the authority to authorize the employee signatories.
- F. The General Manager shall review and initial issued checks in the amount of \$25,000 and greater.

6.3 Payment Via CCSD Credit Cards

- A. All purchases using a CCSD credit card are subject to the same requirements and procedures as outlined

in this policy and the following additional requirements:

1. All CCSD credit cards shall be issued on a department basis in the name of each Department Manager. An additional credit card may be issued for the department's general use; in such cases, the Department Manager will have oversight, responsibility and signature authority for the expenditures. For example, a general Fire Department credit card may be issued for use by Captains with the Fire Chief's permission.
2. The General Manager shall manage the administration of CCSD credit cards.
3. Only the General Manager and Department Managers may sign credit card purchases. Department Managers may allow their department employees to use the department credit card; however, the Department Manager is responsible for its care and control.
4. Credit card purchases related to travel will adhere to the District's Travel Policy.
5. The credit limit on the CCSD credit cards shall be ten thousand dollars (\$10,000) per month for the General Manager and five thousand dollars (\$5,000) per month for each Department Manager.
6. Credit card purchases for orders made via telephone or Internet are permitted. A receipt must be obtained and forwarded to Accounts Payable.
7. CCSD credit cards may not be used for personal purchases or spending. Violations of this policy will result in the loss of CCSD credit card privileges and are subject to disciplinary action.
8. Cash advances on any CCSD credit card are prohibited. Any violation of this policy will result in disciplinary action.

6.4 Payment by Electronic Funds Transfer

- A. CCSD may make payments by Electronic Funds Transfer (EFT), Automated Clearing House network (ACH), and electronic check(s) in compliance with the applicable payment provisions of Chapter 6 and banking rules and regulations.
- B. CCSD may make payments by wire transfer for exceptional circumstances with prior approval from the General Manager or the Board. Examples of exceptional circumstances include when expediency is required or for real estate transactions. If other types of payment options are available, wire transfers should not be used due to their increased cost and lower security than other electronic payment forms.

6.5 Invoice Approval Procedures

- A. Invoices shall be approved based on the same monetary limits as applicable to Purchase Order signatory.
- B. Invoices should only be approved for payment if all related goods and/or services have been satisfactorily received. Registrations for seminars/workshops/classes, subscriptions, membership dues, and payments to government agencies are exempt from this process. Any other prepayments require the approval of the Administrative Department Manager.

6.6 Petty Cash Procedures

- A. The CCSD Administrative Department Manager or their designee shall maintain a petty cash fund of \$300.00.
- B. This fund will be used to purchase items costing no more than \$25.00 and must be authorized by the Department Manager or their designated employee.
- C. Purchase Orders should be used whenever practical, and receipts are required for reimbursement. There are no exceptions to the receipt rule.
- D. The CCSD Administrative Department Manager or their designee shall reconcile the petty cash fund on a monthly basis.

DRAFT



POLICY TITLE: Purchasing

POLICY NUMBER: 2135

I. PURPOSE

- A. The Board of Directors for the Cambria Community Services District (“CCSD”) adopts the overall CCSD purchasing policy and implements it through the adoption of the annual budget, which is then administered by the General Manager. This policy will be used by CCSD staff to secure supplies and equipment at the lowest possible cost commensurate with quality needed and to exercise positive financial control over purchases. In the event that the CCSD does not have an approved budget, only essential goods and services may be obtained until such time as the annual budget is adopted. The responsibility for buying materials and services is assigned to staff members skilled in negotiating cost reductions and purchasing within the budgeted funds.
- B. Goals of this policy are:
- to purchase needed items at the best possible price and at the best possible value within the required deadlines and maintain the necessary support for CCSD operations; and
 - to establish procurement standards that comply with requirements contained in Federal regulations to receive grant funding.

When the best possible value conflicts with the best possible price, a detailed justification for the best possible value shall be prepared.

- C. At the beginning of each fiscal year the Finance Manager will issue a complete CCSD Budget approved by the Board of Directors. This budget contains the purchasing account titles, description of line items, and numbers corresponding with budgeted funds for each item. Each CCSD department will receive its own budget for conducting purchasing transactions. It is the responsibility of each department manager to control spending and monitor the funds in the account line items that they are authorized to use. A monthly or quarterly status report will be issued showing a comparison between budgeted amounts and the department purchasing activity. All CCSD department purchases will be identified with the appropriate line item account number by the requestor. All unbudgeted expenditures that are approved and paid through the system are to be tracked. The following will occur if a department must purchase an item that that is not authorized on its chart of accounts:
1. Obtain the approval from a department that is authorized to purchase the items. This will require the authorized department manager to initial the purchase order.
 2. The General Manager or Administrative Services Officer approves the purchase transaction.

II. PROCUREMENT STANDARDS

- A. **All materials, goods and services shall be procured using one of the following five methods of procurement.**
1. **Procurement by micro-purchases.** Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold, currently \$3,000 established in Federal Code of Regulations (§200.67). To the extent practicable, micro-purchases will be distributed equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the price is reasonable.
 2. **Procurement by small purchase procedures.** Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or property that do not cost more than the

Simplified Acquisition Threshold, currently \$150,000, established in the Federal Code of Regulations. Price or rate quotations must be obtained from an adequate number of qualified sources.

3. Procurement by sealed bids (formal advertising). Bids for materials, goods and services will be publicly solicited and a firm fixed price contract (lump sum or unit price) will be awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids is the lowest price. In order for sealed bidding to be feasible, the following conditions should be present:

- a complete, adequate and realistic specification or purchase description should be present;
- two or more responsible bidders are willing and able to compete effectively for the business; and
- the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

- Bids will be solicited from an adequate number of known suppliers;
- The invitation for bids will be publicly advertised;
- Sufficient time will be provided to allow bidders sufficient response time prior to the date set for opening the bids;
- The invitation for bids will adequately define the items or services in order for the bidders to properly respond;
- All bids will be opened publicly at the time and place prescribed in the invitation for bids;
- Any or all bids may be rejected if there is a sound documented reason; and
- A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.

4. Procurement by competitive proposals. This method is used when conditions are not appropriate for the use of sealed bids and is normally conducted with more than one source submitting an offer and either a fixed price or cost-reimbursement type contract is awarded. The following requirements apply:

- Requests for proposals which identify all evaluation factors and their relative importance will be publicized;
- Proposals will be solicited from an adequate number of qualified sources;
- Responders will be rated by a committee assigned by the General Manager with scores assigned for each evaluation factor;
- Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program with price and other factors included in the evaluation factors considered; and
- CCSD will use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualification are evaluated and the most qualified competitor is selected consistent with the requirements of Government Code Section 4526, subject to negotiation of fair and reasonable compensation. This method cannot be used to purchase other types of services even if A/E firms are a potential source to perform the proposed effort. (Also see Section IX, herein, relating to Professional Services Agreements)

5. Procurement by non-competitive proposals. Procurement through solicitation of a proposal from only one source will be used only when one or more of the following circumstances apply.

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay from competitive solicitation; or
- After solicitation of a number of sources, competition is determined inadequate.

See Section IX(E) relating to sole source contracts for professional services.

- B. **Purchasing materials, goods and services from small and minority businesses, women’s business enterprises, and labor surplus area firms.** It is the express intent of CCSD to award as much business as practical to small and minority businesses, women’s business enterprises and labor surplus area firms. To that end, the following policies shall apply:
- Qualified small and minority businesses and women’s business enterprises will be included on all solicitation lists;
 - Qualified small and minority businesses and women’s’ business enterprises will be directly solicited whenever they are a potential source of required materials or services;
 - When economically feasible, requirements will be divided into smaller tasks or quantities to permit maximum participation by small and minority businesses and women’s business enterprises;
 - When feasible, delivery schedules will be established that encourage participation by small and minority businesses and women’s business enterprises;
 - When appropriate, the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce will be consulted concerning maximizing the participation of small and minority businesses and women’s business enterprises; and
 - Prime contractors will be required to take the affirmative steps listed above.
- C. Procurement of recovered materials. The District will comply and will require compliance by all contractors with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, in all of its procurement solicitations and contract awards. When a purchase price exceeds \$10,000, only items designated in guidelines of the EPA (40 FR part 247) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition will be purchased. Solid waste management services will be procured in a manner that maximizes energy and resource recovery.

III. SIGNING AUTHORITY

- A. The General Manager, or in his/her absence the Administrative Services Officer, is hereby authorized to sign on behalf of the CCSD the following documents:
1. Any documents necessary to conduct the general business of the CCSD that does not require prior approval of the Board of Directors.
 2. Any documents necessary to conduct the general business of the CCSD requiring approval of the Board, after said documents have received approval of the Board of Directors.
 3. Any agreements or other documents necessary to secure and receive state, federal, or other agency grants or loans.
 4. Any agreements or documents necessary for the receipt and/or disbursement of any grant monies contracted for by the CCSD.

IV. COMMITMENT AUTHORITY

- A. The General Manager and department heads identified below are responsible for conducting purchasing transactions within the guidelines and procedures set forth in this policy. Transactions involving contractual agreements must be reviewed and approved by District Counsel and are subject to Section VII.

Employee

Category

General Manager

Legal Services (at the direction of the Board).
All categories listed below.

Administrative Services Officer

Parks and recreation planning and development materials and supplies.
Human resources and training services.
Departmental operational materials and supplies for Administration.
Office supplies, dues and subscriptions, and travel arrangements.

All categories listed below.

District Engineer	Engineering and professional consulting services. Departmental operational supplies for Water and Wastewater, and Property Management, repair, training, and maintenance materials, equipment rentals, employee clothing, fuel & oil, vehicle repair services and janitorial supplies.
Fire Chief	Departmental operational supplies, repair, training, and maintenance materials, equipment rentals, employee clothing, fuel & oil, vehicle repair services and janitorial supplies.
Finance Manager	Financial services and arrangements; audit engagements; office supplies; computer equipment.

V. APPROVAL REQUIREMENTS

- A. A system of approval limits is the next element of purchasing control. Within the authorized categories, employees may commit CCSD funds up to their maximum approval amounts. Department managers are authorized to purchase items that fall within the approved budget's amount for their department and account category. Department managers may delegate purchasing authority to any employee within his/her department as necessary.
- B. Board approval is required for all purchases of \$25,000 or more, unless the purchase is for equipment, materials or services that has been previously approved by the General Manager and is contained within the CCSD's budget. If the total price exceeds the budgeted amount by more than 5%, the General Manager's approval shall be required.
- C.
- D. A CCSD Purchase Order is required for all purchases greater than \$250.00. Exceptions to the policy are listed below. Any CCSD employee authorized by his/her department manager can sign a purchase order up to \$500.00. The department manager will provide a written list of his/her authorized employees, who can sign purchase orders, to the Finance Manager or his/her designee. The department manager will be responsible for updating the employee signatory list as needed.

Purchase Orders are not required for:

- Regular, recurring utility services.
 - Payroll, including payroll vendor payments.
 - Petty cash.
 - Travel advances when a Travel Advance Claim form is used.
 - Travel expenses when a Travel Expense Claim form is used.
 - Credit card payment if related to approved travel or meeting expenses.
- E. The following intermediate supervisory or management staff, as approved by the General Manager, can initiate and authorize a purchase order up to \$5,000.00:
 - FACILITIES AND RESOURCES SUPERVISOR
 - FIRE CAPTAIN
 - WASTEWATER SUPERVISOR
 - WATER SUPERVISOR

Purchases over \$5,000.00 will require the signature of a department manager.

VI. PURCHASE ORDER PREPARATION

- A. All formal purchase orders shall be prepared from a properly completed purchase order form. The form is designed to contain all the necessary information and signatures relevant to the purchase within the CCSD. The current

purchase order form may be redesigned from time to time at the discretion of the General Manager, or his/her designee, whenever conditions warrant.

- B. Each purchase order shall include a purchase order number only after the appropriate approval procedures are completed. The purchase order form is used as a written order to a vendor and may be either an original order or may confirm a verbal order. This form may also serve as a written change order.
- C. Each purchase order form (Attachment P-1) shall be filled out by the CCSD employee prior to CCSD funds being obligated for a purchase and shall contain the following information:
 - 1. Purchase order number, date, department, and who wrote it.
 - 2. To whom the purchase order is issued, together with a complete address.
 - 3. Quantity/unit and description of item(s) to be purchased.
 - 4. Account number to be charged.
 - 5. Unit price and extended amount (depending upon quantity).
 - 6. If applicable, the words "OPEN PO" and "EXPIRATION DATE," not to exceed past the end of the current fiscal year, at the top of the purchase order form.
 - 7. The words "NOT TO EXCEED" if it is for a repetitive purchase or a contract amount.
 - 8. The total amount of the purchase order shall include charges for freight and tax, if applicable.
 - 9. The initial purchase order MUST have attached to it the following: the written quote or estimate or a copy of the contract, or other backup supporting documentation.
- D. The purchase order must be submitted immediately to the Finance Manager or his/her designee. The purchase order date must precede the order date.
- E. Any incomplete purchase orders will be returned to the department manager for completion.
- F. Insofar that it does not conflict with any other Purchasing Policy limitations, a purchase order may be exceeded by up to 10% of the original purchase order amount. No increase may be given for quoted prices.
- G. When a purchase order is intended to be used to issue a check, write "Check Request" on the purchase order.

VII. OPEN PURCHASE ORDERS

- A. A blanket or open purchase order can be used to reduce the time consuming process of filling out a purchase order form for each purchase when it is with the same vendor and for repeat materials.
- B. Open purchase orders are to be used when the CCSD will:
 - 1. Purchase repetitive, specified services or items, or categories of items from the same vendor over a period of less than one year, or on a monthly basis.
 - 2. Order standard materials or maintenance supplies, which require numerous shipments.
 - 3. Obtain more favorable pricing through volume commitments.
- C. Open purchase orders generally should NOT be used when:
 - 1. No benefit will be derived over and above a regular purchase.
 - 2. Prices are unknown at ordering time, or subject to change later without notice.
 - 3. Quality of vendor or service is questionable.
 - 4. Control over CCSD expenditures would be weakened significantly.
- D. An open purchase order differs from the normal purchase order only in the date entry block that now has a date range not to exceed past the end of the current fiscal year.
- E. Each year during the month of June, each department manager will review all department blanket purchase orders and reissue all necessary blanket purchase orders effective July 1.

VIII. QUOTATION

- A. The policy of obtaining competitive quotes applies to purchase of materials and/or services with an estimated price of greater than \$100 but less than \$25,000 and not covered by a contractual agreement.
- B. Types of quotations:
1. Verbal – Verbal quotations will be obtained for purchases of standard or non-complex materials with an estimated price of under \$1,000 and not covered by a contractual agreement. Prices are to be recorded on a quotation sheet that will serve as backup documentation after the order is placed and will be attached to the purchase order. The quotation sheet will be attached to the original purchase order and shall contain the name of the vendor, the person giving the quote, the date and time of the verbal quote, and the price quoted. A minimum of two (2) suppliers is acceptable for verbal requests providing the buyer is familiar with the market and prices of the materials in question.
 2. Written – Written requests for quotations (RFQ) will be sent to vendors under the following conditions:
 - a) Purchases estimated to exceed \$1,000, but less than a total of \$25,000.
 - b) All capital equipment purchases exceeding \$1,000, but less than a total of \$25,000.
 - c) Non-standard conditions, requirements, instructions, etc.
 - d) Any occasion where more permanent documentation is advisable.
 - e) Any purchase based on best value rather than lowest price.
- D. Written requests for quotations will incorporate a clear and accurate description of the technical requirement of the material, product or service to be procured.
1. The description will not contain features which unduly restrict competition.
 2. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.
 3. Detailed product specifications should be avoided if at all possible.
 4. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly state.
 5. The description will identify all requirements which the offerors must fulfill and all other factors to be used in evaluating the bids or proposals.
- E. The CCSD employee, when purchasing materials and/or services requiring written request for quotations, will solicit prices from three (3) or more vendors. After the quotations have been received and examined for completeness, a determination of the low bidder and award of the order will be made by the department manager and reviewed with the General Manager or Administrative Services Officer. The department manager or his/her designee will notify unsuccessful vendors that the quotations have been closed and the contract awarded.

IX. BIDS

- A. For bids estimated to exceed the Simplified Acquisition Threshold established in the Federal Code of Regulations, (\$150,000 on June 1, 2015), the following actions must be taken:
- CCSD staff must make or have made an independent estimate of the expected cost before receiving bids or proposals;
 - CCSD staff must negotiate a fair and reasonable profit as a separate element of the price of the contract considering things such the complexity of the work, the risk borne by the contractor, the contractor’s investment, the quality of the contractor’s past performance and industry profit rates in the surrounding geographical area for similar work;

- The cost plus a percentage of cost and percentage of cost methods of contracting will not be used.
 - CCSD staff will ensure contracts include administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and will specify sanctions and penalties to be applied in each circumstance;
 - All contracts in excess of \$10,000 will include provisions for termination for cause and for convenience of the District including the manner by which it will be effected and the basis of settlement.
- B. The CCSD may require a performance bond before entering a contract in such amount as it finds reasonably necessary to protect the interests of the CCSD. For purchasing contracts that exceed the Simplified Acquisition Threshold and for which grant funds have been received, the following minimum bonding requirements will be established:
- A bid guarantee from each bidder equivalent to five percent of the bid price consisting of a firm commitment such as a bid bond, certified check, or other negotiable instrument as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified;
 - A performance bond on the part of the contractor for 100 percent of the contract price;
 - A payment bond on the part of the contractor for 100 percent of the contract price to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.
- C. At its discretion, the Board of Directors may reject any bids presented and re-advertise.
- D. The CCSD may dispense with bidding when an emergency is declared.

X. PROFESSIONAL SERVICES AGREEMENTS

- A. The CCSD may contract with any specially trained and experienced person, firm, or corporation for special services and advice in financial, economic, accounting, legal or administrative matters. Contracts for professional services are not subject to competitive bidding requirements. (Government Code Section 4526. Also, however, see Sections II(A)(4) and (5), herein).
- B. If the CCSD is seeking the professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms, special provisions apply. The selection must then be based upon the demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Government Code Section 4526 does not apply when the CCSD determines that the services are more of a technical nature and involve little professional judgment and that requiring bids would not be in the public interest. (Government Code Section 4529.)
- C. It is the policy of the CCSD to conform to the preceding paragraphs in using professional and other contract services whenever it is in the CCSD's best interest. This may be when outside professionals will be less expensive than in-house staff; a project or study is of a limited duration and not warranting permanent staff; or existing staff is unavailable to undertake the project or they lack the expertise and/or ability necessary.
- D. For contracts estimated to be less than \$25,000, the General Manager or department manager, or his/her designee, will solicit proposals from the qualified consultants and negotiate the fee.
- E. Sole source contracts are permitted only when the product or service has limited availability and/or is proprietary (copyrighted or patented), or under emergency conditions such as those implemented with an Emergency Operations Center situation or a State or Federal Disaster Declaration. Under such emergency conditions, the General Manager, or his/her designee, with consultation of one or more Directors, has full authority to complete sole source purchasing transactions. In such situations, every attempt shall be made to obtain the best value to the CCSD. Only the minimal amount of goods and services required to address the emergency conditions shall be obtained and normal documentation and approvals shall be obtained in a timely fashion once the emergency situation has

stabilized. (Also see Section II(A)(5))

XI. PURCHASES VIA DISTRICT CREDIT CARD

A. The primary use of a CCSD credit card is for CCSD travel. All purchases using a CCSD credit card are subject to the same procedures as outlined previously in this policy, plus the following additional requirements:

1. All CCSD credit cards shall be issued on a department basis in the name of each department manager, the on-staff District Counsel, and each Board Member. The Administrative Services Officer shall manage the administration of CCSD credit cards.
2. Only the General Manager, Administrative Services Officer, District Engineer, department managers, or Board Members are authorized to sign credit card purchases. Department managers can allow their department employees to use the department credit card; however, they are fully responsible for its care and control.
3. Travel on CCSD business is to be paid for via CCSD credit card. Telephone calls to the CCSD when out of town, expenses related to travel by car on CCSD business, lodging and meals when out of town on CCSD business, and CCSD approved seminars and business meetings, are expenses authorized to be paid with the CCSD credit cards.

Credit card receipts MUST BE obtained for these expenses and turned in immediately upon return to the Finance Manager or his/her designee. If a credit card receipt is lost or misplaced, the receipt replacement form needs to be promptly filled out by the responsible party and turned in to the Finance Manager or his/her designee.

Other purchases requiring instant payment ability must be accompanied by a purchase order.

4. The credit limit on the CCSD credit cards shall be no more than \$5,000 for each department and on-staff, \$5,000 for each Director, and \$10,000 for the General Manager.
5. Credit card purchases for orders that are made via telephone or Internet are permitted in limited circumstances (e.g., offsite internet connections while traveling, on-line registrations, manual/resource guide/book orders, etc.). A receipt or quote sheet must be obtained and turned in immediately to the Finance Manager or his/her designee.
6. Personal purchases or spending on a CCSD credit card are prohibited. Any violation of this policy will result in loss of CCSD credit card privileges and may include disciplinary action.
7. Cash advances on any CCSD credit card are prohibited. Any violation of this policy will result in disciplinary action.

XII. CHECK SIGNING PROCEDURES

A. All checks must have two (2) authorized signatures per the current bank resolution adopted by the CCSD Board of Directors.

1. Checks in the amount of \$100,000 and greater require two (2) handwritten signatures, one of which shall be the General Manager's or his/her designee.
2. Checks in the amount of \$25,000-\$99,999 require one (1) handwritten signature, which shall be the General Manager's or his/her designee, and one (1) computer generated signature.

3. Checks in the amount of \$24,999 and less require two (2) computer-generated signatures.
- B. The General Manager has the authority to authorize employee signatories.
- C. The General Manager shall review and initial all issued checks in the amount of \$5,000 - \$24,999.

XIII. INVOICE APPROVAL PROCEDURES

- A. Invoices shall be approved based on the same monetary limits as applicable to Purchase Order signatory.
- B. Invoices should only be approved for payment if all related goods and/or services have been satisfactorily received. Registrations for seminars/workshops/classes are exempt from this process as are subscriptions, membership dues, and payments to government agencies. Any other prepayments require the approval of the Finance Manager.

XIV. PETTY CASH PROCEDURES

- A. The CCSD Finance Manager or his/her designee shall maintain a petty cash fund of \$300.00.
- B. This fund will be used to purchase items costing no more than \$25.00 and must be authorized by department managers or his/her designated employee.
- C. Purchase orders should be used whenever practical and receipts are required for reimbursement. There are no exceptions to the receipt rule.
- D. The CCSD Finance Manager or his/her designee shall perform a reconciliation of the petty cash fund on a monthly basis.

XV. CONFLICT OF INTEREST

- A. Employees must recuse themselves from all purchasing activities when a real or apparent economic conflict of interest exists. CCSD employees may not perform services for the CCSD on a contractual basis. Employees may not economically benefit from their employment within the CCSD except as related to their approved salary and benefits.
- B. Employees shall not use their employment status with the CCSD to obtain discounts or any other advantage for personal purchases. Unsolicited discounts offered by vendors for all CCSD employees are exempt.
- C. Failure of any employee to adhere to the provisions of this Section may be subject to disciplinary action in accordance with the CCSD's Personnel Policy, Procedures and Rules.

XVI. ADDITIONAL PURCHASING POLICIES AND PROCEDURES

- A. It is important for the CCSD to evaluate materials, equipment, and services of all current suppliers. Suppliers with a low rating can be viewed as costing the CCSD time and money, and, therefore, should be terminated upon documentation.
- B. In an effort to obtain the best prices possible, vendors contacted for quotes and/or bids shall be regularly reviewed to ensure competitive pricing and maintenance of vendor lists.

- C. Documentation associated with procurements exceeding the micro-purchase threshold, currently \$3,000 established in Federal Code of Regulations (§200.67) shall be maintained for auditing purposes for at least ten years. As a minimum, the following will be maintained:
- Technical specifications on procurements to ensure that the item or service specified is the one being proposed for acquisition;
 - Requests for proposals, invitation for bids, and/or independent cost estimates;
 - Any proposed or actual contract modifications that change the scope of the contract;
- D. All contracts exceeding micro-purchase threshold must include the equal opportunity clause provided under 41 CFR 60-1.4(b),
- E. All contracts in excess of \$2,000 will include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented. Contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. A contract will not be issued unless the contractor accepts the wage determination. CCSD will report all suspected or reported violations to the Federal Awarding Agency.
- F. All contracts in excess of \$2,000 will include a provision for compliance with the Copeland Anti-Kickback Act (40 U.S.C. 3145)
- G. All contracts in excess of \$100,000 that involve the employment of mechanics or laborers will comply with 40 U.S.C. 3702 and 3704 requiring that work in excess of the standard work week will be compensated at a rate of not less than one and a half times the basic rate of pay and further requiring that no laborer or mechanic may be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.
- H. All contracts in excess of \$150,000 will comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations will be reported to the Federal awarding agency (if grant funds are involved) and to the Regional Office of the Environmental Protection Agency (EPA).
- I. Contracts will not be awarded to parties listed on the government wide exclusions in the System for Award Management (SAM).
- J. Contractors that apply or bid for an award exceeding \$100,000 will file the required certifications under the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) certifying that it has not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352.

XVII. REVIEW

This policy should be reviewed on an annual basis and changed where deemed appropriate to reflect changes in the CCSD's operations. The General Manager, acting with the Board of Directors, may at any time make changes to this policy to facilitate a more efficient purchasing process for the CCSD.



CAMBRIA COMMUNITY SERVICES DISTRICT

P.O. Box 65, Cambria, California 93428

PURCHASE ORDER

OPEN	
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MAIL: MONTHLY STATEMENT
MAIL: 2 COPIES OF YOUR INVOICE
TO
CAMBRIA COMMUNITY SERVICES DISTRICT
PHONE: 927-6223
P.O. BOX 65
Cambria, CA 93428

NOT VALID WITHOUT NUMBER AND SIGNATURE OF PURCHASING AGENT. ALL PURCHASES ARE SUBJECT TO THE CONDITIONS PRINTED BELOW.

PURCHASE ORDER NO.

THIS ORDER NO. MUST APPEAR ON ALL INVOICES, BILLS OF LADING, AND CORRESPONDENCE.

DELIVER ALL MERCHANDISE TO:

CAMBRIA, CALIFORNIA 93428

VENDOR:

DATE _____

WRITTEN BY _____

DEPT _____

COST CENTER _____

EXPIRES ON _____

QUANTITY	UNIT	DESCRIPTION	ACCOUNT TO BE CHARGED	UNIT PRICE	AMOUNT

- TERMS AND CONDITIONS**
1. Statements must be mailed to the Accounts Payable Department at the address of the District Office printed above.
 2. The Cambria Community Services District will not be responsible for articles or services furnished officials or employees without a Purchase Order signed by the authorized purchasing agent.
 3. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid or contract.
 4. Whenever a delivery is rejected, the Vendor shall be notified and given reason for rejection. All rejected deliveries shall be held at Vendor's risk and he shall bear the expense of removal.
 5. We reserve the right to take cash discounts if paid within 30 days of receipt of statement.

SUBTOTAL →	
FREIGHT	
TAX	
TOTAL AMOUNT →	

I HEREBY AUTHORIZE PURCHASE OF THE ABOVE DESCRIBED GOODS OR SERVICES

AUTHORIZED SIGNATURE

NOTE: WHITE - ACCTS PAYABLE CANARY - WRITTEN BY PINK - LOG BOOK

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee

AGENDA NO. **4.B**

FROM: Debra Scott, Committee Chair

Meeting Date: October 24, 2024

Subject: Discuss and Consider a Draft Policy to Address the Streetlights and Lights at Other Facilities under CCSD's Jurisdiction

FISCAL IMPACT:

There is no fiscal impact associated with this item at this time, although there will be costs to update the lights that are under the jurisdiction of the CCSD.

DISCUSSION:

The Policy Committee requested that the Board of Directors direct the committee to draft a Streetlight and Lights at Other Facilities under CCSD's Jurisdiction. At its October 10, 2024, meeting, the Board directed the Policy Committee to draft such a policy. There was much discussion over the contents of the draft policy which can be seen by reviewing the video of the Board's discussion which can be found at this link: <https://www.cambriacsd.org/2024-10-10-board-meeting>.

There may be a need for the Chair to assign an ad hoc committee to draft the initial version of the policy. If there are committee members who are interested in volunteering to craft this policy, please inform the Chair.

ATTACHMENT(S): None.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee

AGENDA NO. **4.C**

FROM: Debra Scott, Committee Chair

Meeting Date: October 24, 2024

Subject: Update and Discussion on the Climate
Adaptation Policy Number 1060

FISCAL IMPACT:

There is no fiscal impact associated with this item at this time, although there may be costs to the District when the Policy and the future Climate Adaptation Plan is instituted.

DISCUSSION:

The Board will consider the Draft Climate Adaptation Policy Number 1060 at its October 17, 2024 Board meeting. During the Committee meeting, the Chair will update the members on the actions and comments made by the Board at that meeting.

ATTACHMENT(S): Draft Climate Adaptation Policy Number 1060



POLICY TITLE: CLIMATE ADAPTATION POLICY

POLICY NUMBER: 1060

Purpose: The purpose of this policy is to guide the Cambria Community Services District (CCSD) Board of Directors and staff in addressing the challenges of the Earth’s impending climate emergency. The District recognizes the impact of sea level rise on the fresh water storage capacity of the San Simeon and Santa Rosa Creek aquifers and on the associated water supply and wastewater treatment infrastructure.

The District understands its responsibility for environmental stewardship while providing water and wastewater services to meet the needs of the community’s residents, businesses and guests. The District is committed to meeting water needs with production, storage, and efficient equipment for energy reduction practices throughout the system, which may result in lowering overall District expenses.

The District is invested in contributing to community awareness of its intentions to adapt its actions to minimize the impact of the climate crisis on the community.

1060.1 Policy Principles and Goals

- **Water Efficiency:** To reduce consumption and losses with programs and processes to eliminate waste and reduce discharge
- **Building Efficiency:** To reduce energy consumption both environmentally and with equipment in offices and in the field
- **Renewable Energy:** To utilize passive systems to reduce power costs and batteries to provide storage generally and for emergencies
- **Transportation:** To reduce the overall utilization (miles driven) on all vehicles and implement fleet wide hybrid and EV transition for all District transportation needs. Implement the use of electric equipment as soon as available and within budgetary constraints.
- **Zero Waste:** Eliminate solid waste with aggressive waste recycling utilizing new technologies as developed and evaluated to be of benefit for the District. Forge relationships with other organizations to enhance recycling efforts such as the Integrated Waste Management Authority (IWMA)
- **Carbon Sequestration:** Maintain and increase forest carbon sequestration by regularly assessing the health and safety of District forestlands. Management of the District forest properties to maintain or increase the overall health, size and count of existing tree species while selectively reducing dead, highly flammable vegetation. Encourage participation in and support local groups and any government sponsored urban tree planting programs in tree planting efforts.
- **Lighting:** Encourage utilization of energy efficient light sources to save energy, provide safety for Cambrians, visitors, and wildlife, and decrease the District’s carbon footprint. As budget constraints dictate, move toward the goal of replacing current lighting sources with useful, targeted, low level, controlled, and warm colored lighting to reduce the level of Cambria’s light pollution.
- **Fire Safety**
Work with appropriate agencies to improve compliance with existing ordinances for defensible space around structures, ember-proofing and hardening structures for fire resistance.
- **Informed Decision Making:** Prior to making decisions related to climate adaptation actions within the jurisdiction of the District, the Board will consider the following:

- Has the Board considered all appropriate alternatives, addressing the identified causes of the climate crisis and where the District may alter its actions to prevent and address the crisis?
- Is the information the Board has received clear, reliable, meaningful, and based on documented research related to the climate crisis?
- Has an adequate, unbiased analysis of the possible actions been considered?
- When considering spending financial and/or manpower resources, does the District have adequate reserves to utilize in this endeavor? Have all grant opportunities been exhausted? Are there other governmental resources available to support the District's actions?

1060.2 Policy Procedures

This policy serves as a first step in the District's intent to address its role in Climate Adaptation within its jurisdiction. Development of a Climate Action Plan is the next step and will include measurable goals and timelines. The District is dedicated to making serious changes in its actions to preserve Cambria's natural environmental resources, while providing improved safety measures for all inhabitants.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee

AGENDA NO. **4.D**

FROM: Debra Scott, Committee Chair

Meeting Date: October 24, 2024

Subject: Discussion Regarding the CCSD Policy Handbook Index Contents and Direction for the Policy Committee

FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

DISCUSSION:

This agenda item is for the Committee to review the CCSD Policy Handbook Index contents and brainstorm direction for the future of the Policy Committee.

ATTACHMENT(S): Current CCSD Policy Handbook Index



CCSD Policy Handbook Index

SECTION 1000

GENERAL

- Policy 1000 Adoption/Amendment of Policies – Board approved on 8/15/2019; discussed at 9/28/2023 Policy Committee meeting and established as current policy.
- Policy 1005 Association Memberships – Board approved on 8/15/2019; discussed at 9/28/2023 Policy Committee meeting and established as current policy.
- Policy 1010 Basis of Authority – Board approved on 8/15/2019; discussed at 9/28/2023 Policy Committee meeting and established as current policy.
- Policy 1015 Board Secretary – Board agreed to not utilize this policy on 12/12/2019; discussed at 9/28/2023 Policy Committee meeting and established as current policy.
- Policy 1020 Board/Staff Communication - Board approved on 12/12/2019.
- Policy 1025 Claims Against the District - Board approved on 12/12/2019.
- Policy 1030 Code of Ethics - Board approved on 3/9/2023.
- Policy 1035 Conflict of Interest - Board approved on 12/12/2019.
- Policy 1040 Correspondence to the Board & Staff – Board approved on 2/20/2020; discussed at 3/25/2021, 4/29/2021, 5/27/2021 Policy Committee meetings.
- Policy 1040.2 Response to Correspondence to the Board– Board approved on 1/18/2024
- Policy 1042 Use of Electronic Devices by Board Members During Public Meetings - Board approved on 2/20/2020.
- Policy 1045 Legal Counsel and Auditor – Board approved on 5/9/2024.
- Policy 1050 Overview of the General Manager’s Role – Policy Committee voted to not have this policy.
- Policy 1055 Legislative Advocacy - Board approved on 6/20/2024.

SECTION 2000

ADMINISTRATION

Section 2100

Financial Management

- Policy 2100 Accounts Receivable Policy
- Policy 2105 Asset Protection and Fraud in the Workplace
- Policy 2110 Budget Preparation
- Policy 2115 Credit Card Use
- Policy 2120 Employment of Outside Contractors and Consultants
- Policy 2125 Expense Authorization
- Policy 2130 Investment Policy – Board approved on 6/20/2024.
- Policy 2135 Purchasing – Board approved on 9/24/2015; discussed at 2/23/2022, 3/23/2023 & 4/27/2023 Policy Committee meetings; referred to the Finance Committee; discussed at 11/30/2023 Policy Committee meeting
- Policy 2140 Receiving/Depositing Remittances
- Policy 2145 Records Retention; Records Retention Policy referred to the Policy Committee by the Board of Directors on 5/14/2020; discussed at 6/19/2020 Policy Committee meeting. Board approved Resolution 03-2024 adopting a records retention schedule and

- Policy 2150 authorized destruction of certain agency records and rescinded Resolution 6-2000.
- Policy 2155 Reserve Policy – Board approved on 4/18/2024
- Policy 2156 Debt Management – Board approved on 8/31/2022
- Policy 2160 Disclosure Policies & Procedures Relating to the Issuance of Debt Obligations – Board approved on 8/31/2022
- Policy 2170 Internal Controls
- Policy 2171 Grants Policy – Board approved on 2/11/2021
- Policy 2172 Applying for Grants for SST Projects Policy – Board approved 8/13/2020
- Policy 2173 Capitalization Policy – Board approved 1/22/2004
- Policy 2174 Cash Handling Policy – Updated 5/19/2022
- Policy 2175 Interfund Loan Policy – Board approved on 1/17/2019
- Policy 2175 Discontinuance of Residential Water Service Policy – Board approved on 12/12/2019

Section 2200

Inventory & Property Management

- Policy 2200 Disposal Surplus Property or Equipment
- Policy 2205 District Electronic Resources Policy and Procedures
- Policy 2210 Use/rental of District Facility
- Policy 2215 Naming of District Parks and Facilities
- Policy 2220 Flag Display Policy
- Policy 2225 Encampments on District Property – Board approved on 7/08/2021

Section 2300

Risk Management

- Policy 2300 Emergency Preparedness
- Policy 2305 Emergency Response Guideline for Hostile or Violent Incidents
- Policy 2310 Workers’ Compensation

Section 2400

Communications & Technology

- Policy 2400 Customer Relations
- Policy 2405 Press Relations
- Policy 2410 Public Complaints
- Policy 2415 Social Media Use – Board approved on 9/16/2021; discussed at 3/23/2023 & 4/27/2023
- Policy 2420 Policy Committee meetings
- Policy 2420 Webpage
- Policy 2425 California Public Records Act Response Procedures – Board approved on 8/12/2021
- Policy 2430 Electronic Document Retention Policy
- Policy XXX Clean Desk Policy

SECTION 3000

PERSONNEL

Section 3100

Employment Practices

- Policy 3100 Accommodations for Disability
- Policy 3102 Demotion – Nondisciplinary
- Policy 3104 Disciplinary Action
- Policy 3106 Driver Training and Record Review
- Policy 3108 Drug and Alcohol Testing
- Policy 3110 Employee Information/Emergency Data
- Policy 3112 Employee Promotion
- Policy 3114 Employee Records
- Policy 3116 Employee Status
- Policy 3118 Equal Opportunity

Policy 3120	Grievance Procedure
Policy 3122	Hours of Work and Overtime
Policy 3124	Letters of Recommendation
Policy 3126	Nepotism
Policy 3128	Payroll Deductions for Salaried Employees
Policy 3130	Performance Evaluation
Policy 3134	Recruitment & Hiring
Policy 3136	Separation from District Employment
Policy 3138	Temporary Reclassifications
Policy 3140	Unlawful Harassment – Policy Committee assigned to Sub Committee (Heinrichs, Key, Rohrbaugh) on 10/31/2019; discussed at 1/2/2020 Policy Committee meeting
Policy 3141	Inclusive Workplace Policy
Policy 3142	Whistleblowing Policy; discussed at 1/2/2020 Policy Committee meeting; discussed at 11/30/2023 Policy Committee meeting

Section 3200

Standards of Conduct

Policy 3200	Dress Code & Personal Standards
Policy 3205	Housekeeping
Policy 3210	Outside Employment
Policy 3215	Receipt of Gifts
Policy 3220	Uniforms and Protective Clothing
Policy 3230	CCSD Operating Principles for the Board of Directors, Standing Committee Members & Staff Policy Number 3230 – Board approved on 12/14/2023

Section 3300

Communications

Policy 3300	Internet & Email Policy – Board approved on 6/19/2003; discussed at 11/30/2023 Policy Committee meeting.
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Section 3400

Compensation & Benefits

Policy 3400	Authorized Leave
Policy 3405	Bereavement Leave
Policy 3410	Catastrophic Time Bank
Policy 3415	Compensation
Policy 3420	Educational Assistance
Policy 3425	Family and Medical Leave
Policy 3430	Holidays
Policy 3435	Jury Duty
Policy 3440	Leave for Crime Victims and Family Members
Policy 3445	Military Leave
Policy 3450	Pregnancy Disability Leave
Policy 3455	Rest & Meal Periods
Policy 3460	Sick Leave
Policy 3465	Time Keeping/Time Records
Policy 3470	Time off for Children – School Activities
Policy 3475	Time off to Vote
Policy 3480	Unauthorized Voluntary Absence
Policy 3485	Use of Make up Time
Policy 3490	Vacations
Policy 3495	Workers’ Compensation Leave

Section 3500	Health, Safety & Security
Policy 3500	Employee Assistance During Response to Emergency Situations
Policy 3505	Health and Welfare Benefits
Policy 3510	Illness and Injury Prevention Program – Board approved on 4/16/2020
Policy 3515	Smoke-free Workplace
Policy 3520	Substance Abuse
Policy 3525	Workplace Violence Prevention Plan – Board approved on 6/20/2024
Section 3600	District Travel
Policy 3600	Travel Policy – Board approved on 4/26/2007
Policy 3605	CCSD Owned Vehicle Policy – Board approved on 7/18/2024
Section 3700	COVID-19
Policy 3700	Emergency Paid Sick Leave Policy - In accordance with the Federal Families First Coronavirus Response Act, the District adopted the policy effective July 1, 2021. On March 19, 2021, Governor Newsom signed into law Senate Bill ("SB") 95, codifying Labor Code section 248.2 regarding new obligations on public agency employers to provide COVID-19 Supplemental Paid Sick Leave to employees who are unable to work or telework and have certain enumerated qualifying reasons for such paid leave. SB 95 provides a new employee entitlement to such leave retroactive to January 1, 2021, and effective through September 30, 2021. The policy expired on 9/30/2021.
<u>Section 4000</u>	<u>BOARD</u>
Section 4100	Board of Directors
Policy 4100	Attendance at Meetings
Policy 4105	Committees of the Board of Directors
Policy 4110	Duties of Board President
Policy 4115	Ethics Training
Policy 4120	Members of the Board of Directors
Policy 4125	Training, Education and Conferences
Policy 4150	CCSD Policy and Procedures for Filling Vacancies on Board of Directors by Appointment - Board approved on 11/10/2021
Section 4200	Board Meetings
Policy 4200	Board Actions and Decisions
Policy 4205	Board Meeting Agenda
Policy 4210	Board Meeting Conduct
Policy 4215	Brown Act Compliance – Open Meeting Requirements
Policy 4220	Minutes of Board Meetings
Policy 4225	Review of Administrative Decisions
Policy 4230	Rules of Order for Conduct of Board and Committee Meetings
Policy 4235	Types of Board Meetings
Section 4350	Standing Committees
Policy 4351	Reimbursement of Standing Committee Members’ Expenses – Board approved on 8/13/2020

Policies Not Assigned a Policy #:

- CCSD Recycled Content Paper Procurement Policy – Board approved on 12/16/2021
- Budget Policy – Board approved on 12/14/2023
- Cambria’s Homeless Population Policy – Policy Committee assigned to Sub Committee (Heinrichs, Richards, Worthen) on 4/30/2020; discussed at 1/2/2020, 2/27/2020, 4/30/2020, 8/27/2020, 10/29/2020, 11/20/2020 & 12/28/2020 Policy Committee meetings
- Email Management and Retention Policies – Policy regarding Retention of Emails referred to the Policy Committee by the Board of Directors on 2/13/2020 & 5/14/2020; Policy Committee assigned to Sub Committee (Key and Nixon) on 4/30/2020
- Outdoor and Street Lighting Policy
- Disaster Preparedness – Policy Committee assigned to Sub Committee (Heinrichs) on 10/9/2019
- Veterans’ Hall Fees – Policy Committee assigned to Sub Committee (Key) on 10/9/2019
- East-West Ranch Bench Policy – Board approved on 6/24/2004
- Event Policy for Fiscalini Ranch Preserve – Board approved on 2/28/2013

Policies Discussed at Policy Committee Meetings:

- Climate Change Policy (discussed at 5/27/2021, 8/26/2021, 12/8/2021, 12/30/2021, 1/27/2022, 4/28/2022, 5/26/2022, 8/4/2022 Policy Committee meetings; referred to the Resources & Infrastructure Committee)
- Emergency Preparedness Policy Number 2300 (discussed at 12/30/2021, 1/27/2022, 9/22/2022, 10/27/2022 Policy Committee meetings)
- Purchase of Used Equipment Policy (discussed at 1/2/2020, 11/20/2020, 1/28/2021, 4/29/2021, 5/27/2021, 6/24/2021 Policy Committee meetings)
- Use of Surveillance Cameras on District Properties (discussed at 8/27/2020, 1/28/2021, 3/25/2021, 4/29/2021, 5/27/2021, 6/24/2021, 8/26/2021, 9/30/2021 Policy Committee meetings)
- Community Evacuation Plan in the Event of a Wildfire (discussed at 9/30/2021 Policy Committee meeting)
- Annual Evacuation Drill Policy (discussed at 10/28/2021, 12/8/2021 Policy Committee meetings)
- Discussion of Policies Relating to the District’s Issuance of Intent to Serve (ITS) Letters (discussed at 1/2/2020 Policy Committee meeting)
- Discussion of a Proposal for Policies Related to Environmental Issues (discussed at 1/2/2020 Policy Committee meeting)
- Discussion of a Proposal for Policies Concerning the Maintenance and Upkeep of Cambria (discussed at 1/2/2020 Policy Committee meeting)
- Discussion of Creating an Ad Hoc Subcommittee to Research and Make Recommendations Regarding Email Management & Retention Policies (discussed at 2/27/2020, 4/30/2020, 7/30/2020, 8/27/2020 Policy Committee meetings)
- Discussion of a Policy Regarding Street Lighting (discussed at 9/24/2020, 10/29/2020 Policy Committee meetings)

Policies Eliminated by the CCSD Board of Directors:

- New Policy Creation Policy 1056 – Board approved on 8/23/2018 and eliminated this policy on 12/14/2023.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee

AGENDA NO. **4.E**

FROM: Debra Scott, Committee Chair

Meeting Date: October 24, 2024

Subject: Discussion Regarding the Schedule for
the 2025 Policy Committee Meetings

FISCAL IMPACT:

There is no fiscal impact associated with this agenda item.

DISCUSSION:

Please review the 2025 Policy Committee meeting schedule.

ATTACHMENT(S): Draft CCSD Meeting Schedule

January 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7	8	9 CCSD Board Meeting	10	11
12	13 Finance Mtg 10am R&I Mtg 2pm	14	15	16 PROS Mtg 1pm Policy Mtg 3pm	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	NOTES				

February 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
				CCSD Board Meeting		
16	17	18	19	20	21	22
		Finance Mtg 10am R&I Mtg 2pm		PROS Mtg 1pm Policy Mtg 3pm		
23	24	25	26	27	28	1
2	3	NOTES				

March 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
23	24	25	26	27	28	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
				CCSD Board Meeting		
16	17	18	19	20	21	22
	Finance Mtg 10am R&I Mtg 2pm			PROS Mtg 1pm Policy Mtg 3pm		
23	24	25	26	27	28	29
30	31	NOTES				

April 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7	8	9	10 CCSD Board Meeting	11	12
13	14 Finance Mtg 10am R&I Mtg 2pm	15	16	17 PROS Mtg 1pm Policy Mtg 3pm	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	NOTES				

May 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
4	5	6	7	8	9	10
CCSD Board Meeting						
11	12	13	14	15	16	17
Finance Mtg 10am R&I Mtg 2pm						
PROS Mtg 1pm Policy Mtg 3pm						
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	NOTES				

June 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
CCSD Board Meeting						
15	16	17	18	19	20	21
Finance Mtg 10am R&I Mtg 2pm						
PROS Mtg 1pm Policy Mtg 3pm						
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	NOTES				

July 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
29	30	1	2	3	4	5	
6	7	8	9	10 CCSD Board Meeting	11	12	
13	14 Finance Mtg 10am R&I Mtg 2pm	15	16	17 PROS Mtg 1pm Policy Mtg 3pm	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31	1	2	
3	4	NOTES					

August 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
				CCSD Board Meeting		
17	18	19	20	21	22	23
	Finance Mtg 10am R&I Mtg 2pm			PROS Mtg 1pm Policy Mtg 3pm		
24	25	26	27	28	29	30
31	1	NOTES				

September 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10	11 CCSD Board Meeting	12	13
14	15 Finance Mtg 10am R&I Mtg 2pm	16	17	18 PROS Mtg 1pm Policy Mtg 3pm	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6 NOTES					

October 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
5	6	7	8	9 CCSD Board Meeting	10	11
12	13	14 Finance Mtg 10am R&I Mtg 2pm	15	16 PROS Mtg 1pm Policy Mtg 3pm	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	NOTES				

November 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
				CCSD Board Meeting		
16	17	18	19	20	21	22
	Finance Mtg 10am R&I Mtg 2pm			PROS Mtg 1pm Policy Mtg 3pm		
23	24	25	26	27	28	29
30	1	NOTES				

December 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
30	1	2	3	4	5	6	
7	8	9	10	11 CCSD Board Meeting	12	13	
14	15 Finance Mtg 10am R&I Mtg 2pm	16	17	18 PROS Mtg 1pm Policy Mtg 3pm	19	20	
21	22	23	24	25	26	27	
28	29	30	31	1	2	3	
4	5	NOTES					