

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



POLICY COMMITTEE

REGULAR MEETING

Thursday, October 28, 2021 - 2:30 PM

AGENDA

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/89768345116?pwd=RzR0QVlBNHhrciBKU3lGSVV2WEh6dz09>

Passcode: 405794

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Webinar ID: 897 6834 5116

International numbers available: <https://us06web.zoom.us/j/89768345116>

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

- A. ESTABLISH QUORUM
- B. CALL TO ORDER
- C. CHAIRMAN'S REPORT
- D. AD HOC SUBCOMMITTEE REPORTS
- E. COMMITTEE MEMBER COMMUNICATIONS

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

1. PUBLIC COMMENT

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

2. CONSENT AGENDA

- A. Consideration to Approve the September 30, 2021 Regular Meeting Minutes

3. REGULAR BUSINESS

- A. Discussion of Board AD Hoc Subcommittee Report on Policy Inventory
- B. Review Potential Agenda Items for the Next Year
- C. Discuss and Consider Sending a Request to the Board to Authorize Policy Committee to Pursue an Annual Evacuation Drill Policy

4. FUTURE AGENDA ITEMS**5. ADJOURN**

POLICY COMMITTEE
REGULAR MEETING
Thursday, September 30, 2021 - 2:30 PM
MINUTES

A. ESTABLISH QUORUM

A quorum was established.

Committee members present – Donn Howell, Gordon Heinrichs, Ted Key, and Claudia Harmon-Worthen.

District staff present – General Manager John Weigold and Board Secretary Ossana Terterian.

B. CALL TO ORDER

Chair Howell called the meeting to order at 2:30 p.m.

C. CHAIRMAN'S REPORT

Chair Howell

D. COMMITTEE MEMBER COMMUNICATIONS

Member Key stated that he is waiting for GM Weigold to get back to him regarding how the District is responding or plans to respond to the climate emergency.

1. PUBLIC COMMENT

No Members of the public presented live or written comment.

2. CONSENT AGENDA

- A. Consideration to Approve the July 29, 2021 and August 26, 2021 Regular Meeting Minutes and August 10, 2021 Adjourned Meeting Minutes

Member Key moved approval of the minutes; Member Harmon-Worthen seconded the motion.

Motion passed: Ayes – 3, Nays – 0, Chair not voting.

3. REGULAR BUSINESS

A. Discussion and Consideration of a Policy Regarding Surveillance Cameras on District Properties

GM Weigold gave a detailed report on current placement of surveillance cameras on District Properties.

There was no public comment on this item.

After the Committee members voiced their concerns, Vice-chair Heinrichs moved that the Policy Committee recommend that the CCSD have a policy regarding surveillance cameras. Member Key seconded the motion.

Motion passed: Ayes – 3, Nays – 0, Chair not voting.

The motion passed with the understanding that along with the Committee's recommendation, Chair Howell will include some bullet points summarizing the Committee's concerns.

B. Review Potential Agenda Items for the Next Year

It was agreed that this item can be combined with item D below.

C. Discussion and Consideration of Policy 1040.2 Regarding Responding to Correspondence to the Board

Public comment: Elizabeth Bettenhausen.

After extensive discussion by the Committee Member Key moved to recommend Policy 1040.2 as presented and move it forward to the Board. Vice-chair Heinrichs seconded the motion.

Motion passed: Ayes - 2, Nays - 1, Member Harmon-Worthen dissenting, Chair not voting.

Member Harmon-Worthen moved to adopt the ad hoc subcommittee's report regarding Policy 1040.2 as modified and forward it to the Board [along with the above-mentioned Policy 1040.2].

Motion passed: Ayes - 3, Nays - 0, Chair not voting.

D. Discussion of the Board Ad Hoc Subcommittee Report on Policy Inventory

The Committee agreed to postpone this item (and item B above) to a future meeting.

E. Discussion of a Policy Regarding a Community Evacuation Plan in the Event of Wildfire

Vice-chair Heinrichs introduced this item. His concern is the current problem in evacuating Cambria in the face of a rapidly advancing wildfire and the importance of coordination among entities that have responsibility for, or an interest in, protecting the community.

Vice-chair Heinrichs had located a YouTube video announcing Mill Valley's plan for its annual evacuation drill. As this video is an illustration of how the various community groups can cooperate in setting up an evacuation drill he felt it was important for our Committee to view the video and discuss the issue.

Chair Howell shared his screen and played the video for the Committee and anyone else who might view the meeting recording later.

Chair Howell and Vice-chair Heinrichs agreed to consult with each other and, depending on what happens in the next few weeks, include this item on the agenda for next month's Committee meeting.

4. FUTURE AGENDA ITEMS

See Agenda Item 5 below.

5. ADJOURN

As Member Harmon-Worthen had to leave the meeting a little early, Chair Howell adjourned the meeting for lack of quorum at 4:20 pm.

DRAFT

REPORT BY AD HOC COMMITTEE ON CCSD POLICIES – UPDATED 7-26-21

Introduction and Summary:

On March 11, 2021, the Cambria Community Services District Board of Directors appointed an ad hoc committee, made up of directors Tom Gray and Donn Howell, “to inventory existing District policies and make recommendations to the full Board.”

Specifically, the ad hoc committee, in the words of the Staff Report, was to “review the CSDA Policy Handbook in comparison with current CCSD policies” and “make recommendations to the full Board regarding policies to consider for development or review, and a process to determine which policies should be developed or reviewed in the future.”

The following is the ad hoc committee’s report to the Board on its findings, including recommendations for future action by the Board.

Our recommendations are as follows:

-- Existing and future District policies are to be presented in a public document titled “CCSD Policy Handbook.” Policies will be organized by topic following the framework of the California Special District Association (CSDA) Policy Handbook. CCSD policies that correspond to numbered model CSDA policies are to be numbered accordingly.

-- CCSD policies not analogous to particular CSDA models are to be organized by CSDA topic areas (e.g., “General,” “Board of Directors,” “Inventory & Property Management”) but will have CCSD-assigned numbers. These include policies previously adopted and currently posted on the District website without CSDA Handbook numbers.

-- CSDA model policies are to be used only for convenience in classifying CCSD policies and as a general guide to the range of topics that the CCSD’s policies need to cover. They are not to be treated as requirements, and the CCSD Board is free to depart from CSDA recommendations as it sees fit. The existence of a numbered CSDA policy does *not* necessarily mean that the CCSD needs a policy for that topic.

-- In considering policies for development or review, the ad hoc committee recommends organizing all existing policies and topics for future policy development into three action categories, as follows:

- No action needed.
- For Staff review.
- For Board review.

-- “No action needed” covers policies that have recently been updated (as a rule, in 2019 or later), other existing policies (e.g., Board bylaws) that adequately cover the topic, or CSDA topics that are not relevant to the CCSD.

-- "For Staff review" covers policy that are administrative in nature – i.e., that apply only to activities under the purview of the General Manager and other CCSD managers. Though the Board of Directors has discretion to make changes to existing policies in this category or adopt new ones, such changes or additions will normally originate with staff and will be submitted to the Board for approval. Included in this category are cases in which multiple administrative policies exist on the same or similar topics. In such cases, the Staff will recommend changes to the Board to clarify which policies are in to be in force.

-- "For Board review" covers policies that apply to procedures or powers of the Board of Directors or that apply to the Board and Staff generally. This category includes, but is not limited to, Board bylaws. As with policies for Staff review, the Board will review cases in which multiple policies apply to a given topic.

-- Any action to adopt new policies or amend existing ones shall be governed by the Board's current Policy No. 1000 ("Adoption/Amendment of Policies").

--The Board at its discretion may refer a proposed policy adoption or amendment to a standing committee or ad hoc committee. However, it will not be required to do so.

Policies and Policy Topics: A Framework for Review

In consultation with General Manager John Weigold, the ad hoc committee conducted a review of general, administrative, and Board-specific CCSD policies. The committee sought to determine which existing policies are adequate as is, which need updating, and where a policy is needed but none currently exists.

As a result of that review, the committee has organized the CCSD's general, administration and Board policies – existing, prospective, or currently under development – into the following **Policy Handbook Checklist** based on the CSDA categories and numbering system. For policies not fitting a specific CSDA description, numbers consistent with broad CSDA categories have been assigned. CSDA numbers are in Roman type, CCSD numbers in underlined italics.

Each policy or policy topic is assigned an action category – no action, Staff review or Board review – with a brief explanation as to why it is assigned to that category.

Not included here are the policies in the CSDA's "Personnel" section (No. 3000 et seq.). These are administrative in nature and are all subject to Staff review as needed; in the interest of brevity, they are not spelled out in this report.

See the Appendix to this report for a complete inventory of policies, showing multiple versions, adoption history and current status.

Policy Handbook Checklist

Part 1: General Policies (1000 et Seq.)				
Number and Title	No action	Staff Review	Board Review	Reason for Classification
1000: Adoption/Amendment of Policies		√		Policy adopted on Aug. 15, 2019; earlier policy now on website needs to be archived.
1005: Association Memberships	√			Policy adopted on Aug. 15, 2019.
1010: Basis of Authority	√			Policy adopted on Aug. 15, 2019.
1015: Board Secretary	√			Included in Board bylaws (Section 4).
1020: Board/Staff Communication			√	Policy adopted on Dec. 12, 2019; needs to be reconciled to Board bylaws.
1025: Claims Against the District	√			Policy adopted on Dec. 12, 2019.
1030: Code of Ethics			√	Board considered and tabled this topic on Jan. 16, 2020.
1035: Conflict of Interest		√		Policy adopted on Dec. 12, 2019; needs Staff review to ensure that earlier policies are not still in effect.
1040: Correspondence to the Board and Staff	√			Policy adopted on Feb. 20, 2020.
<u>1042</u> : Use of Electronic Devices by Directors in Meetings	√			Policy Adopted on Jan. 20, 2020.
1045: Legal Counsel and Auditor			√	Responsibilities not described in Board bylaws.
1050: Overview of General Manager's Role			√	Responsibilities not described in Board bylaws.
1055: Legislative Advocacy			√	No policy on record.
<u>1060</u> : Privacy Policy		√		Document is gone from Policy quicklink at CCSD website; needs retrieval for review.
Part 2: Administration – Financial Management (2100 et Seq.)				
2100: Accounts Receivable Policy		√		No policy on record.
2105: Asset Protection and Fraud in the Workplace		√		No policy on record.
2110: Budget Preparation		√		Policy adopted on Dec. 10, 2020 & updated May 13, 2021; needs Staff review to harmonize with Purchasing Policy (#2135)

2115: Credit Card Use		√		Policy adopted Sept. 24, 2015; due for review.
2120: Employment of Outside Contractors		√		Policy adopted Sept. 24, 2015; due for review.
2125: Expense Authorization		√		Policy adopted Sept. 24, 2015; due for review.
2130: Investment of District Funds		√		Policy adopted Sept. 2002; due for review.
2135: Purchasing Policy		√		Policy adopted Sept. 24, 2015; due for review.
2140: Receiving/Depositing Remittances		√		Policy adopted Jan. 27, 2018; due for review.
2145: Records Retention		√		No policy on record.
2150: Reserve Policy			√	Policy last updated on May 13, 2021; needs Board review pending long-term financial plan.
2155: Debt Management		√		Policy adopted on Nov. 15, 2018; due for review.
2160: Internal Controls		√		No policy on record.
2170: Applying for Grants	√			Policy adopted on Feb. 11, 2021.
2175: Policy on Applying for Grants for SST Projects		√		Policy adopted Aug. 13, 2020, but needs review for consistency with Policy #2170.
<u>2180</u> : Fund Balance Cash Reserves		√		Current policy has no adoption date; due for review.
<u>2185</u> : Interfund Loans		√		Policy adopted Jan. 17, 2019, due for review.
<u>2190</u> : Capitalization		√		Policy adopted Jan. 22, 2004; due for review.
<u>2195</u> : Travel		√		Policy adopted April 26, 2007; due for review. May be incorporated into #2125.
Part 3: Administration - Inventory & Property Management (2200 et Seq.)				
2200: Disposal of Surplus Property or Equipment		√		No policy on record.
2205: District Electronic Resources Policies and Procedures		√		To be covered by updated policies #2415, #2420, #2430 and #2435.
2210: Use/Rental of District Facility		√		No policy on record.
2215: Naming of District Parks and Facilities		√		No policy on record.
2220: Flag Display Policy		√		No policy on record.
<u>2225</u> : Camping on District Property	√			Policy adopted on July 8, 2021
<u>2230</u> : District-owned Vehicle Policy		√		Policy on record with no adoption date; needs review.

Part 4: Administration – Risk Management (2300 et Seq.)				
2300: Emergency Preparedness		√		No policy on record.
2305: Emergency Response Guidelines for Hostile or Violent Incidents		√		No policy on record.
2310: Workers Compensation		√		Included in personnel policies to be reviewed by Staff.
Part 5: Administration – Communications and Technology (2400 et Seq.)				
2400: Customer Relations		√		No policy on record.
2405: Press Relations		√		No policy on record.
2410: Public complaints		√		No policy on record.
2415: Social Media Use		√		Draft policy is under Staff review; see also #2205.
2420: Web Page		√		No policy on record; see also #2205
2425: California Public Records Act Response Procedures		√		No policy on record.
2430: Electronic Document Retention Policy		√		No policy on record; see also #2205 and #4220 (regarding retention of Board minutes).
2435: Internet and Email policy		√		Policy adopted in 2003, needs updating; see also #2205.
Part 6: Administration – Miscellaneous (2500 et Seq.)				
<u>2510</u> : Discontinuance of Residential Water Service		√		Policy adopted on Dec. 12, 2019, needs to be assigned number on website.
Part 7: Board of Directors (4000 et Seq.)				
4100: Attendance at Meetings			√	Not in current bylaws.
4105: Committees of the Board of Directors	√			In current bylaws (Sections 9 & 10).
4110: Duties of Board President	√			In current bylaws (1.2).
4115: Ethics Training			√	Not in current bylaws; included in Section 14 of 2013 bylaws.
4120: Members of the Board of Directors	√			In current bylaws (Section 5).
4125: Training, Education and Conferences			√	Only reimbursement covered in current bylaws (8.5); topic fully covered in Section 14 of 2013 bylaws.
4150: Filling Mid-Term Vacancies on Board of Directors	√			Policy adopted on Jan. 21, 2021.

4200: Board Actions and Decisions			√	Section 6 of current bylaws covers topic in part only.
4205: Board Meeting Agenda	√			In current bylaws (Section 3).
4210: Board Meeting Conduct	√			In current bylaws (5.2-3).
4215: Brown Act Compliance; Open Meeting Requirements			√	Brown Act not specifically referenced in current bylaws. Review needed to decide what aspects of Act, if any, to include in bylaws.
4220: Minutes of Board Meetings			√	In current bylaws (Section 4) but needs review for consistency with electronic document retention policy (see #4220).
4225: Review of Administrative Decisions			√	Not in current bylaws; see Code of Civil Procedure Sec. 1094.6.
4230: Rules of Order of Conduct of Board and Committee Meetings			√	Rosenberg's/Roberts rules referenced in current bylaws (5.4), but review needed to clarify policies as to abstentions, roll-call votes & public's right to record meetings. See Jan. 17, 2013 bylaws for relevant material.
4235: Types of Board Meetings			√	Not in current bylaws. CSDA rule summarizes Brown Act on meeting types; see also #4215.
<u>4300</u> : Board Standing Committees		√		Needs to be included in Website text of current bylaws.
<u>4350</u> : Reimbursement of Standing Committee Travel Expenses	√			Policy adopted on Aug. 13, 2020.

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	BOD adoption date	document date	CSDA-style #	hardcopy or online link
SECTION 1000 GENERAL					
Policy 1000	Adoption/Amendment of Policies				
	Policy B-02-2018 New Policy Creation	8/23/2018			website - District Policies, New Policy Creation Policy
	Adoption/Amendment of Policies	8/15/2019		1000	website - CCSD Policy Handbook, Section 1000: General - Adoption/amendment of Policies Policy Number:1000
	Policy B-02-2018 New Policy Creation		8/23/2018		manual section
Policy 1005	Association Memberships				
	Association Memberships	8/15/2019		1005	website - CCSD Policy Handbook, Section 1000: General - . . . Association Memberships Policy Number: 1005
Policy 1010	Basis of Authority				
	Basis of Authority	8/15/2019		1010	website - CCSD Policy Handbook, Section 1000: General - . . . Basis of Authority Policy Number 1010
Policy 1015	Board Secretary				
Policy 1020	Board/Staff Communication				
	Director Guidelines	2/11/2021			Bylaws 7
	Board/Staff Communication	12/12/2019		1020	website - CCSD Policy Handbook, Section 1000: General - Board/Staff Communication Policy Number 1020
Policy 1025	Claims Against the District				
	Claims Against the District	12/12/2019		1025	website - CCSD Policy Handbook, Section 1000: General - Claims Against the District Policy Number 1025
Policy 1030	Code of Ethics				
Policy 1035	Conflict of Interest				

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	BOD adoption date	document date	CSDA-style #	hardcopy or online link
	Conflicts and Related Policy		1/17/2013		2013 Bylaws 11
	Conflict of Interest	12/12/2019		1035	website - CCSD Policy Handbook, Section 1000: General - Conflict of Interest Policy Number 1035
	Conflict of Interest Code		2/28/2019		manual section
	Amending the list of designated positions subject to the Districts conflict of interest code		2018		
Policy 1040	Correspondence to the Board and Staff				
	Correspondence Distrubution Policy		1/17/2013		2013 Bylaws 10
	Correspondence to the Board and Staff	2/20/2020		1040	website - CCSD Policy Handbood, Section 1000: Board/Staff Comunication Policy 1040
Policy 1040.2	Answering correspondence to the Board (addition to 1040)				
Policy 1042	Use of Electronic Devices by Board Members During Public Meetings [added]				
	Use of Electonic Devices by Board Members During Public Meetings Policy	2/20/2020		1042	website - CCSD Policy Handbook, Section 1000: General - Use of Electeonic Devices by Board Members During Public Meetings Policy Number 1042
Policy 1045	Legal Counsel and Auditor				
	Evaluations		1/17/2013		2013 Bylaws 13
	Authority of Directors	2/11/2021	2/11/2021		Bylaws 6.4 d)
Policy 1050	Overview of the General Manager's Role				
	Evaluations		1/17/2013		2013 Bylaws 13

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	BOD adoption date	document date	CSDA-style #	hardcopy or online link
	Authority of Directors	2/11/2021	2/11/2021		Bylaws 6.4 c)
Policy 1055	Legislative Advocacy				
Policy 1060	Privacy Policy [added]				
	Privacy Policy				?
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				
	Budget Policy	5/13/2021		????	website - District Policies, Budget Policy
	Budget Policy	12/10/2020			website - District Policies, Budget Policy
	Budget Preparation			2110 p	working document
	Budget Policy		12/13/2018		manual section
Policy 2115	Credit Card Use				
	Credit Card Use			2115 p	working document
	Purchasing Policy [9/24/15]		9/24/2015		manual section & website
Policy 2120	Employment of Outside Contractors and Consultants				
	Employment of Outside Contractors and Consultants			2120 p	working document
	Purchasing Policy [9/24/15]		9/24/2015		manual section & website
Policy 2125	Expense Authorization				
	Expense Authorization			2125 p	working document
	Purchasing Policy [9/24/15]		9/24/2015		manual section & website
Policy 2130	Investment of District Funds				
	Investment Policy September 2002		9/2002		website - District Policies, Investment Policy
	Investment Policy September 2002		9/2002		manual section
Policy 2135	Purchasing				

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	BOD adoption date	document date	CSDA-style #	hardcopy or online link
	Purchasing Policy		9/24/2015		manual section
	Purchasing Policy		9/24/2015		website
	Purchasing			2135 p	working document
Policy 2140	Receiving/Depositing Remittances				
	Cash Handling Policy		11/27/2018		manual section
	Cash Handling Policy		11/27/2018		website - District Policies, Cash Handling Policy
Policy 2145	Records Retention				
Policy 2150	Reserve Policy				
	Reserve Policy 2150	5/13/2021	5/13/2021	2150	website - CCSD Policy Handbook, Section 2100 Financial Management, Reserve Policy number: 2151
	Reserve Policy	8/15/2019		2150	website - CCSD Policy Handbook, Section 2100 Financial Management, Reserve Policy number: 2150
Policy 2155	Debt Management				
	Debt Management Policy	11/15/2018			website -District Policiess, Debt Management Policy
	Debt Management Policy		11/15/2018		manual section
Policy 2160	Internal Controls				
Policy 2170	<i>Applying for Grants [added]</i>				
	Grants Policy	2/11/2021		2170	website - CCSD Policy Handbook, Section 2100 Financial Management, Grants Policy number: 2170
	CCSD Policy onApplying for Grants fot e SST Projects Included in the SST Program				website - District Policies, Applying for Grants for the SST Projects included in the SST Program
	Policy on Applying for Grants		11/19/2015		manual section
Policy 2175	<i>Applying for Grants for SST project [added]</i>				
	Applying for Grants (SST project)	8/13/2020			Policy location needs to be documented and a CSDA style number assigned. (dwh)
Policy 2180	<i>Fund Balance Cash Reserves [added]</i>				

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	BOD adoption date	document date	CSDA-style #	hardcopy or online link
	Fund Balance Cash Reserve Policy				website - District Policies, Fund Balance Cash Reserve Policy
	Fund Balance Cash Reserve Policy				manual section
Policy 2185	<i>Interfund Loans [added]</i>				
	Interfund Loan Policy	1/17/2019			website - District Policies, Interfund Loan Policy
	Interfund Loan Policy		1/17/2019		manual section
Policy 2190	<i>Capitalization [added]</i>				
	Capitalization Policy		1/22/2004		website - District Policies, Capitalization Policy
	Capitalization Policy		1/22/2004		manual section
Policy 2195	<i>Travel [added]</i>				
	Travel Pollicy		4/26/2007		website - District Policies, Travel Policy
	Travel Pollicy		4/26/2007		manual section
<u>Section 2200 INVENTORY AND PROPERTY MANAGEMENT</u>					
Policy 2200	Disposal of Surplus Property or Equipment				
Policy 2205	District Electronic Resources Policy and Procedures				
	?????????		6/19/2003		
Policy 2210	Use/rental of District Facility				
	?????????	?????????			Webite ???????????
Policy 2215	Naming of District Parks and Facilities				
Policy 2220	Flag Display Policy				
Policy 2225	<i>Camping on District Properties [added]</i>				
	Camping on District Properties	7/8/2021		2225	
Policy 2230	<i>Owned Vehicle Policy [added]</i>				
	CCSD Owned Vehicle Policy		?		website - District Policies, CCSD Owned Vehicle policy
	CCSD Owned Vehicle Policy		?		manual section

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	BOD adoption date	document date	CSDA-style #	hardcopy or online link
Section 2300 RISK MANAGEMENT					
Policy 2300	Emergency Preparedness (Under development)				
Policy 2305	Emergency Response Guideline for Hostile or Violent Incidents (Under development)				
Policy 2310	Workers' Compensation (Part of HR)				
Section 2400 Communications & Technology (All of 2400 to be reviewed by Haley)					
Policy 2400	Customer Relations				
Policy 2405	Press Relations				
Policy 2410	Public Complaints				
Policy 2415	Social Media Use				
Policy 2420	Webpage				
Policy 2425	California Public Records Act Response Procedures				
Policy 2430	Electronic Document Retention Policy (retention of meeting audio/video recordings) (see also 4220 Meeting Minutes)		1/17/2013		2013 Bylaws 4.7
	E-mail management and retention policies		??????		
Policy 2435	Internet and E-mail Policy [added]				
			6/19/2003		website - District Policies, Internet & Email Policy
	Internet and E-mail Policy [6/19/03]		6/19/2003		manual section
Section 2500 MISCELLANEOUS ADMIN [added]					

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	BOD adoption date	document date	CSDA-style #	hardcopy or online link
Policy 2510	<i>Discontinuance of Residential Water Service [added]</i>				
	Discontinuance of Residential Water Service Policy	12/12/2019	12/12/2019		website - District Policies, Discontinuance of Residential Water Service Policy
SECTION 3000 PERSONNEL					
	Section 3000 is not part of this inventory.				
SECTION 4000 BOARD					
Section 4100	Board of Directors				
Policy 4100	Attendance at Meetings				
Policy 4105	Committees of the Board of Directors				
	Committees	2/11/2021			Bylaws 9
Policy 4110	Duties of Board President				
	Officers of the Board of Directors	2/11/2021			Bylaws 1
Policy 4115	Ethics Training				
			1/17/2013		2013 Bylaws 14
Policy 4120	Members of the Board of Directors				
	Members of the Board of Directors	2/11/2021			
Policy 4125	Training, Education and Conferences				
	Continuing Education and Ethics Training		1/17/2013		2013 Bylaws 14
Policy 4150	Filling mid-term vacancies on the Board of Directors [added]				
	Board Member Vacancy		1/17/2013		2013 Bylaws 12

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	BOD adoption date	document date	CSDA-style #	hardcopy or online link
	Policy and Procedures for Filling Vacancies on Board of Directors by Appointment	1/21/2021		4150	website - CCSD Policy Handbook, Section 4000: Board, Section 4100 Board of Directors, Board Vacancy Policy number: 4150
Section 4200	Board Meetings				
Policy 4200	Board Actions and Decisions				
Policy 4205	Board Meeting Agenda				
	Agendas	2/11/2021			Bylaws 3
Policy 4210	Board Meeting Conduct				
	Meetings	2/11/2021			Bylaws 2
Policy 4215	Brown Act Compliance - Open Meeting Requirements				
Policy 4220	Minutes of Board Meetings				
	Preparation of Minutes	2/11/2021			Bylaws 4
	(retention of meeting audio/video recordings)		1/17/2013		2013 Bylaws 4.7
Policy 4225	Review of Administrative Decisions				
Policy 4230	Rules of Order of Conduct of Board and Committee Meetings				
	(parliamentary authority - Rosenberg & RRO)	2/11/2021			Bylaws 5.4
	(conduct of meetings)		1/17/2013		2013 Bylaws 2.5
	(quorum defined)		1/17/2013		2013 Bylaws 2.6
	(role-call vote, how to treat abstentions)		1/17/2013		2013 Bylaws 2.7

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	BOD adoption date	document date	CSDA-style #	hardcopy or online link
	(public may record meetings)		1/17/2013		2013 Bylaws 2.8
	(rules about placement of recorders & cameras)		1/17/2013		2013 Bylaws 2.9
Policy 4235	Types of Board Meetings				
<u>SECTION 4300 STANDING COMMITTEES [added]</u>					
Policy 4350	Reimbursement of Standing Committee Travel Expenses [added]				
	Reimbursement of Standing Committee Members' Expenses	8/13/2020		4350	website - CCSD Policy Handbook, Section 4000: Board, Section 4350 Standing Committees, Reimbursement of Standing Committee Members' Expenses Policy number: 4350

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	document ID	digital location
SECTION 1000 GENERAL			
Policy 1000	Adoption/Amendment of Policies		
	Policy B-02-2018 New Policy Creation	B-02-2018	p:\admin\0300 district management\301 general board information files\301-03 board policies\2018\b-02-18 (approved on 8-23-2018\b-02-2018 new policy creation.docx
	Adoption/Amendment of Policies		?
	Policy B-02-2018 New Policy Creation	B-02-2018	p:\admin\0300 district management\301 general board information files\301-03 board policies\2018\b-02-18 (approved on 8-23-2018\b-02-2018 new policy creation.docx
Policy 1005	Association Memberships		
	Association Memberships		?
Policy 1010	Basis of Authority		
	Basis of Authority		?
Policy 1015	Board Secretary		
Policy 1020	Board/Staff Communication		
	Director Guidelines	Bylaws 7	
	Board/Staff Communication		
Policy 1025	Claims Against the District		
	Claims Against the District		?
Policy 1030	Code of Ethics		
Policy 1035	Conflict of Interest		

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	document ID	digital location
	Conflicts and Related Policy	2013 Bylaws 11	
	Conflict of Interest		?
	Conflict of Interest Code	03-2019	
	Amending the list of designated positions subject to the Districts conflict of interest code	10-2018	
Policy 1040	Correspondence to the Board and Staff		
	Correspondence Distrubution Policy	2013 Bylaws 10	
	Correspondence to the Board and Staff		
Policy 1040.2	Answering correspondence to the Board (addition to 1040)		
Policy 1042	Use of Electronic Devices by Board Members During Public Meetings [added]		
	Use of Electonic Devices by Board Members During Public Meetings Policy		
Policy 1045	Legal Counsel and Auditor		
	Evaluations	2013 Bylaws 13	
	Authority of Directors	Bylaws 6.4 d)	
Policy 1050	Overview of the General Manager's Role		
	Evaluations	2013 Bylaws 13	

CCSD Policy Inventory

CCSDA-style Policy category	Document Title (or subject)(or notes)	document ID	digital location
	Authority of Directors	Bylaws 6.4 c)	
Policy 1055	Legislative Advocacy		
Policy 1060	Privacy Policy [added]		
	Privacy Policy		no longer at policy quicklink - where is?
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		
	Budget Policy		
	Budget Policy		
	Budget Preparation		DWH>Policy Committee > Project I-8 Purchasing
	Budget Policy		
Policy 2115	Credit Card Use		
	Credit Card Use		DWH>Policy Committee > Project I-8 Purchasing
	Purchasing Policy [9/24/15]		
Policy 2120	Employment of Outside Contractors and Consultants		
	Employment of Outside Contractors and Consultants		DWH>Policy Committee/Project I-8 Purchasing
	Purchasing Policy [9/24/15]		
Policy 2125	Expense Authorization		
	Expense Authorization		DWH>Policy Committee/Project I-8 Purchasing
	Purchasing Policy [9/24/15]		
Policy 2130	Investment of District Funds		
	Investment Policy September 2002		?
	Investment Policy September 2002		
Policy 2135	Purchasing		

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	document ID	digital location
	Purchasing Policy		ADMIN:Policy&Procedure\Purchasing Policy
	Purchasing Policy		ADMIN:Policy&Procedure\Purchasing Policy
	Purchasing		DWH>Policy Committee > Project I-8 Purchasing
Policy 2140	Receiving/Depositing Remittances		
	Cash Handling Policy		P:\Admin\Finance Manager's Working Files\Memos\Cash Policy\Memo-Cash Policy 2018 11 27.doc
	Cash Handling Policy		P:\Admin\Finance Manager's Working Files\Memos\Cash Policy\Memo-Cash Policy 2018 11 27.doc
Policy 2145	Records Retention		
Policy 2150	Reserve Policy		
	Reserve Policy 2150		
	Reserve Policy		?
Policy 2155	Debt Management		
	Debt Management Policy		?
	Debt Management Policy		
Policy 2160	Internal Controls		
Policy 2170	<i>Applying for Grants [added]</i>		
	Grants Policy		?
	CCSD Policy onApplying for Grants fot e SST Projects Included in the SST Program		?
	Policy on Applying for Grants		
Policy 2175	<i>Applying for Grants for SST project [added]</i>		
	Applying for Grants (SST project)		
Policy 2180	<i>Fund Balance Cash Reserves [added]</i>		

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	document ID	digital location
	Fund Balance Cash Reserve Policy		?
	Fund Balance Cash Reserve Policy		
Policy 2185	<i>Interfund Loans [added]</i>		
	Interfund Loan Policy		?
	Interfund Loan Policy		
Policy 2190	<i>Capitalization [added]</i>		
	Capitalization Policy		ADMIN:Policy&Procedure\Capitalization Policy
	Capitalization Policy		ADMIN:Policy&Procedure\Capitalization Policy
Policy 2195	<i>Travel [added]</i>		
	Travel Pollicy		ADMIN:Policy&Procedure\Travel Policy
	Travel Pollicy		ADMIN:Policy&Procedure\Travel Policy
<u>Section 2200 INVENTORY AND PROPERTY MANAGEME</u>			
Policy 2200	Disposal of 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	<i>Camping on District Properties [added]</i>		
	Camping on District Properties		
Policy 2230	<i>Owned Vehicle Policy [added]</i>		
	CCSD Owned Vehicle Policy		?
	CCSD Owned Vehicle Policy		

CCSD Policy Inventory

CCSD-style Policy category	Document Title (or subject)(or notes)	document ID	digital location
Section 2300 RISK MANAGEMENT			
Policy 2300	Emergency Preparedness		
	(Under development)		
Policy 2305	Emergency Response Guideline for Hostile or Violent Incidents		
	(Under development)		
Policy 2310	Workers' Compensation		
	(Part of HR)		
Section 2400 Communications & Technology			
	(All of 2400 to be reviewed by Haley)		
Policy 2400	Customer Relations		
Policy 2405	Press Relations		
Policy 2410	Public Complaints		
Policy 2415	Social Media Use		
Policy 2420	Webpage		
Policy 2425	California Public Records Act Response Procedures		
Policy 2430	Electronic Document Retention Policy		
	(retention of meeting audio/video recordings) (see also 4220 Meeting Minutes)	2013 Bylaws 4.7	
	E-mail management and retention policies	??????	ADMIN:Policy&Procedure\Internet and E-Mail Policy
Policy 2435	Internet and E-mail Policy [added]		
	Internet and E-mail Policy [6/19/03]		
Section 2500 MISCELLANEOUS ADMIN [added]			

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	document ID	digital location
Policy 2510	<i>Discontinuance of Residential Water Service [added]</i>		
	Discontinuance of Residential Water Service Policy		?
SECTION 3000 PERSONNEL			
	Section 3000 is not part of this inventory.		
SECTION 4000 BOARD			
Section 4100	Board of Directors		
Policy 4100	Attendance at Meetings		
Policy 4105	Committees of the Board of Directors		
	Committees	Bylaws 9	
Policy 4110	Duties of Board President		
	Officers of the Board of Directors	Bylaws 1	
Policy 4115	Ethics Training		
		2013 Bylaws 14	
Policy 4120	Members of the Board of Directors		
	Members of the Board of Directors	Bylaws 5	
Policy 4125	Training, Education and Conferences		
	Continuing Education and Ethics Training	2013 Bylaws 14	
Policy 4150	Filling mid-term vacancies on the Board of Directors [added]		
	Board Member Vacancy	2013 Bylaws 12	

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	document ID	digital location
	Policy and Procedures for Filling Vacancies on Board of Directors by Appointment		
Section 4200	Board Meetings		
Policy 4200	Board Actions and Decisions		
Policy 4205	Board Meeting Agenda		
	Agendas	Bylaws 3	
Policy 4210	Board Meeting Conduct		
	Meetings	Bylaws 2	
Policy 4215	Brown Act Compliance - Open Meeting Requirements		
Policy 4220	Minutes of Board Meetings		
	Preparation of Minutes	Bylaws 4	
	(retention of meeting audio/video recordings)	2013 Bylaws 4.7	
Policy 4225	Review of Administrative Decisions		
Policy 4230	Rules of Order of Conduct of Board and Committee Meetings		
	(parliamentary authority - Rosenberg & RRO)	Bylaws 5.4	
	(conduct of meetings)	2013 Bylaws 2.5	
	(quorum defined)	2013 Bylaws 2.6	
	(role-call vote, how to treat abstentions)	2013 Bylaws 2.7	

CCSD Policy Inventory

CSDA-style Policy category	Document Title (or subject)(or notes)	document ID	digital location
	(public may record meetings)	2013 Bylaws 2.8	
	(rules about placement of recorders & cameras)	2013 Bylaws 2.9	
Policy 4235	Types of Board Meetings		
<u>SECTION 4300 STANDING COMMITTEES [added]</u>			
Policy 4350	Reimbursement of Standing Committee Travel Expenses [added]		
	Reimbursement of Standing Committee Members' Expenses		?