

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Policy Standing Committee and staff will participate in this meeting via a teleconference. Members of the public can submit written comments to the Board Secretary at [boardcomment@camabriacsd.org](mailto:boardcomment@camabriacsd.org).



## POLICY COMMITTEE

REGULAR MEETING  
Thursday, August 26, 2021 - 2:30 PM

### AGENDA

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

<https://us06web.zoom.us/j/85687649876?pwd=QTdMaXg0OFh2VTRFUvBYbIJzeFQ0QT09>

**Passcode: 925252**

**Or One tap mobile:**

US: +16699006833,,85687649876# or +12532158782,,85687649876#

**Or Telephone:**

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

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592

**Webinar ID: 856 8764 9876**

International numbers available: <https://us06web.zoom.us/j/85687649876>

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

- A. ESTABLISH QUORUM
- B. CALL TO ORDER
- C. AD HOC SUBCOMMITTEE REPORT
- D. CHAIRMAN'S REPORT
- 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. REGULAR BUSINESS**

- A. Discussion and Consideration of Policy 1040.2 Regarding Responding to Correspondence to the Board
- B. Discussion and Consideration of Policy Matters Related to Climate Change
- C. Discussion of the Board Ad Hoc Subcommittee Report on a Policy Inventory
- D. Discussion and Consideration of a Policy Regarding Surveillance Cameras on District Properties

**3. FUTURE AGENDA ITEMS****4. ADJOURN**

**Policy Standing Committee Report to the Board** [date \_\_\_\_\_]**Re: Proposed Policy Number 1040.2****Issue:**

Handling and responding to Letters and Emails to the Board

**History:**

At the February 2, 2020 CCSD Board meeting the Policy Committee presented *Policy 1040 – Correspondence to the Board and Staff* to the Board. The policy was adopted by a unanimous vote. During the Board's discussion, director Amanda Rice asked that the Board consider a policy for who replies if an email or letter is sent to the entire Board of Directors.

Accordingly, the Policy Committee has undertaken to explore existing practices and to formulate such a policy for consideration by the Board.

**Research:**

CSD Employee Haley Dodson was exemplary in assisting the Committee by responding to many questions we had regarding the process with consultation by General Manager and Council. The following are those answers summarized.

Letters, which seem to have a very small monthly volume (one letter a month) reach the admin office and are forwarded on to the district clerk. When letters are received, they are scanned to email and forwarded to the Board and General Manager. Letters may also be included in the Board members' meeting package.

The board can be notified this way but cannot do a "reply all" to avoid Brown Act issues. Same for emails copied to all members.

Email to individual board members require no action by staff as they would not see them unless the sender requests forward to all members. Again, board members may not do a "reply all."

All email letters to the Board comment address are read during public comment at the relevant Board meeting and a confirmation is sent to the sender.

As to letters and emails addressed to individual Directors, the Director can choose to respond or not. Further, response time can vary widely depending on the Director's perception of the nature of the issue.

**Conclusions:**

It appears to us that the established staff process/procedure is operational and working.

We can find no policy regarding letters and emails sent to the entire Board but that are clearly not intended as public comment.

Additionally, we can find little policy guidance for directors in answering letters addressed to them at the District office and emails that they receive individually at their District email address.

In this last situation regarding individual emails we note that there is some guidance to be had from the District's current bylaws (adopted 2/11/2021), sections 5.3, 6.1, 6.2, and 7.5.

5.3 Individual Directors have the right to disagree with ideas or opinions, while being respectful. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.

6.1 The Board of Directors is the unit of authority within the CCD. Apart from their normal function as a part of the unit, Directors have no individual authority. As individuals, Directors may not commit the CCSD to any policy, act or expenditure.

6.2 . . . Directors do not represent any fractional segment of the community, but are rather a part of the body which represents and acts for the community as a whole.

7.5 When presented with questions or complaints from citizens or staff related to operational or personnel matters, Board Members should listen to the concerns expressed and either: (1) confer with the General Manager or District Counsel, as appropriate; or (2) refer the individual to the General Manager for resolution of their concerns.

We also note that relevant guidance to individual directors' behavior online may be provided in the District social media policies that are currently being developed by the General Manager.)

**Recommendation:**

Proposed Policy 1040.2

## **Policy 1040.2 – Answering Correspondence to the Board**

### **1040.2.1 Introduction**

#### 1040.2.1.1 Purpose

The intent of this policy is to help promote and enhance the quality of communication between the CCSD and the community it serves. As such, it provides guidance as to how Directors should respond to correspondence received by them as individuals or by the CCSD Board as a whole.

### **1040.2.2 General Requirements**

#### 1040.2.2.1 Timely acknowledgement:

All correspondence should be acknowledged within two business days of receipt.

#### 1040.2.2.2 Limitations imposed by the Brown Act:

To avoid the creation of a meeting as defined by the Brown Act, Directors must never do a “reply all” to an email addressed to or cc’d to multiple directors.

#### 1040.2.2.3 Providing Guidance for the Public:

Guidance should be provided to the public via the District Website as to how to contact the district and what expectations they should have regarding a response. The public should also be informed that any correspondence to or from the Board is a public record and could be subject to a Public Records request. [question for Tim: better wording? What about ‘no expectation of privacy’.]

### **1040.2.3 Letters & emails addressed to the Board as a whole**

This section refers to correspondence addressed to the Board as a whole or to all Directors, each individually.

1040.2.3.1 No individual Director may respond except as directed by the Board President.

1040.2.3.2 If the Board President decides that an answer is appropriate, the correspondence shall be answered by the President or the President’s designee. The designee can be the General Manager or another Director.

1040.2.3.3 All Directors shall be cc’d on any response. [Tim?]

### **1040.2.4 Letters & emails addressed to individual Directors**

This section refers to correspondence received by a single Director and that Director believes that he or she is the sole recipient. All other cases shall be handled as correspondence addressed to the Board as a whole (see 1040.2.3 above).

1040.2.4.1 If the subject matter relates to questions or complaints about operational matters, the Director should forward the correspondence to the General Manager for resolution.

1040.2.4.2. In all other cases:

Whether to respond and how to respond is up to the individual Director provided that the following guidelines are observed.

A) Individual Directors shall clearly indicate that they are representing only themselves and are not speaking for the Board as a whole.

B) Directors must observe the rules of individual conduct as detailed in the current Board Bylaws and any applicable, current social media policies adopted by the District.

----- \*\*\* \* \*\*\* -----

For Discussion

Re 1042.2.4.2. B): See for example sections 5.3, 6.1, 6.2, and 7.5 of the 2021 Board Bylaws:

5.3 Individual Directors have the right to disagree with ideas or opinions, while being respectful. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.

6.1 The Board of Directors is the unit of authority within the CCD. Apart from their normal function as a part of the unit, Directors have no individual authority. As individuals, Directors may not commit the CCSD to any policy, act or expenditure.

6.2 . . . Directors do not represent any fractional segment of the community, but are rather a part of the body which represents and acts for the community as a whole.

7.5 When presented with questions or complaints from citizens or staff related to operational or personnel matters, Board Members should listen to the concerns expressed and either: (1) confer with the General Manager or District Counsel, as appropriate; or (2) refer the individual to the General Manager for resolution of their concerns.

Questions for discussion:

How did this come before the committee?

What current procedures for tracking staff & director actions?

What additions will allow staff to retrieve respond quickly & easily to any questions re correspondence?

What information should be tracked? Individual responses?

Retrievability of written comment sent to the BOD for inclusion as part of a Board agenda item?

What about a dedicated database for this purpose?

Tracking should only be the fact that correspondence was received & answered on a certain date?

## 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

<b>Part 1: General Policies (1000 et Seq.)</b>				
Number and Title	No action	Staff Review	Board Review	Reason for Classification
1000: Adoption/Amendment of Policies		√		Policy adopted on Aug. 15, 2019; 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.
<b>Part 2: Administration – Financial Management (2100 et Seq.)</b>				
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.
<b>Part 3: Administration – Inventory &amp; Property Management (2200 et Seq.)</b>				
2200: Disposal of Surplus Property or Equipment		√		No policy on record.
2205: District Electronic Resources Policies and Procedures		√		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.
<b>Part 4: Administration – Risk Management (2300 et Seq.)</b>				
2300: Emergency Preparedness		√		No policy on record.
2305: Emergency Response Guidelines for Hostile or Violent Incidents		√		No policy on record.
2310: Workers Compensation		√		Included in personnel policies to be reviewed by Staff.
<b>Part 5: Administration – Communications and Technology (2400 et Seq.)</b>				
2400: Customer Relations		√		No policy on record.
2405: Press Relations		√		No policy on record.
2410: Public complaints		√		No policy on record.
2415: Social Media Use		√		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.
<b>Part 6: Administration – Miscellaneous (2500 et Seq.)</b>				
<u>2510</u> : Discontinuance of Residential Water Service		√		Policy adopted on Dec. 12, 2019, needs to be assigned number on website.
<b>Part 7: Board of Directors (4000 et Seq.)</b>				
4100: Attendance at Meetings			√	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.
4300: Board Standing Committees		√		Needs to be included in Website text of current bylaws.
4350: 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
<b>SECTION 1000 GENERAL</b>					
<b>Policy 1000</b>	<b>Adoption/Amendment of Policies</b>				
	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
<b>Policy 1005</b>	<b>Association Memberships</b>				
	Association Memberships	8/15/2019		1005	website - CCSD Policy Handbook, Section 1000: General - . . . Association Memberships Policy Number: 1005
<b>Policy 1010</b>	<b>Basis of Authority</b>				
	Basis of Authority	8/15/2019		1010	website - CCSD Policy Handbook, Section 1000: General - . . . Basis of Authority Policy Number 1010
<b>Policy 1015</b>	<b>Board Secretary</b>				
<b>Policy 1020</b>	<b>Board/Staff Communication</b>				
	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
<b>Policy 1025</b>	<b>Claims Against the District</b>				
	Claims Against the District	12/12/2019		1025	website - CCSD Policy Handbook, Section 1000: General - Claims Against the District Policy Number 1025
<b>Policy 1030</b>	<b>Code of Ethics</b>				
<b>Policy 1035</b>	<b>Conflict of Interest</b>				

### CCSD Policy Inventory

<b>CSDA-style Policy category</b>	<b>Document Title (or subject)(or notes)</b>	<b>BOD adoption date</b>	<b>document date</b>	<b>CSDA-style #</b>	<b>hardcopy or online link</b>
	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		
<b>Policy 1040</b>	<b>Correspondence to the Board and Staff</b>				
	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
<b>Policy 1040.2</b>	<b>Answering correspondence to the Board (addition to 1040)</b>				
<b>Policy 1042</b>	<b>Use of Electronic Devices by Board Members During Public Meetings [added]</b>				
	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
<b>Policy 1045</b>	<b>Legal Counsel and Auditor</b>				
	Evaluations		1/17/2013		2013 Bylaws 13
	Authority of Directors	2/11/2021	2/11/2021		Bylaws 6.4 d)
<b>Policy 1050</b>	<b>Overview of the General Manager's Role</b>				
	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)
<b>Policy 1055</b>	<b>Legislative Advocacy</b>				
<b>Policy 1060</b>	<b>Privacy Policy [added]</b>				
	Privacy Policy				?
<b>SECTION 2000 ADMINISTRATION</b>					
<b>Section 2100</b>	<b>Financial Management</b>				
<b>Policy 2100</b>	<b>Accounts Receivable Policy</b>				
<b>Policy 2105</b>	<b>Asset Protection and Fraud in the Workplace</b>				
<b>Policy 2110</b>	<b>Budget Preparation</b>				
	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
<b>Policy 2115</b>	<b>Credit Card Use</b>				
	Credit Card Use			2115 p	working document
	Purchasing Policy [9/24/15]		9/24/2015		manual section & website
<b>Policy 2120</b>	<b>Employment of Outside Contractors and Consultants</b>				
	Employment of Outside Contractors and Consultants			2120 p	working document
	Purchasing Policy [9/24/15]		9/24/2015		manual section & website
<b>Policy 2125</b>	<b>Expense Authorization</b>				
	Expense Authorization			2125 p	working document
	Purchasing Policy [9/24/15]		9/24/2015		manual section & website
<b>Policy 2130</b>	<b>Investment of District Funds</b>				
	Investment Policy September 2002		9/2002		website - District Policies, Investment Policy
	Investment Policy September 2002		9/2002		manual section
<b>Policy 2135</b>	<b>Purchasing</b>				

### 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
<b>Policy 2140</b>	<b>Receiving/Depositing Remittances</b>				
	Cash Handling Policy		11/27/2018		manual section
	Cash Handling Policy		11/27/2018		website - District Policies, Cash Handling Policy
<b>Policy 2145</b>	<b>Records Retention</b>				
<b>Policy 2150</b>	<b>Reserve Policy</b>				
	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
<b>Policy 2155</b>	<b>Debt Management</b>				
	Debt Management Policy	11/15/2018			website -District Policiess, Debt Management Policy
	Debt Management Policy		11/15/2018		manual section
<b>Policy 2160</b>	<b>Internal Controls</b>				
<b>Policy 2170</b>	<b><i>Applying for Grants [added]</i></b>				
	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
<b>Policy 2175</b>	<b><i>Appllying for Grants for SST project [added]</i></b>				
	Applying for Grants (SST project)	8/13/2020			Policy location needs to be documented and a CSDA style number assigned. (dwh)
<b>Policy 2180</b>	<b><i>Fund Balance Cash Reserves [added]</i></b>				



**CCSD Policy Inventory**

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

**CCSD Policy Inventory**

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

### CCSD Policy Inventory

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

**CCSD Policy Inventory**

<b>CSDA-style Policy category</b>	<b>Document Title (or subject)(or notes)</b>	<b>BOD adoption date</b>	<b>document date</b>	<b>CSDA-style #</b>	<b>hardcopy or online link</b>
	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
<b>Section 4200</b>	<b>Board Meetings</b>				
<b>Policy 4200</b>	<b>Board Actions and Decisions</b>				
<b>Policy 4205</b>	<b>Board Meeting Agenda</b>				
	Agendas	2/11/2021			Bylaws 3
<b>Policy 4210</b>	<b>Board Meeting Conduct</b>				
	Meetings	2/11/2021			Bylaws 2
<b>Policy 4215</b>	<b>Brown Act Compliance - Open Meeting Requirements</b>				
<b>Policy 4220</b>	<b>Minutes of Board Meetings</b>				
	Preparation of Minutes	2/11/2021			Bylaws 4
	(retention of meeting audio/video recordings)		1/17/2013		2013 Bylaws 4.7
<b>Policy 4225</b>	<b>Review of Administrative Decisions</b>				
<b>Policy 4230</b>	<b>Rules of Order of Conduct of Board and Committee Meetings</b>				
	(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
<b>Policy 4235</b>	<b>Types of Board Meetings</b>				
<b><u>SECTION 4300 STANDING COMMITTEES [added]</u></b>					
<b>Policy 4350</b>	<b><i>Reimbursement of Standing Committee Travel Expenses [added]</i></b>				
	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
<b>SECTION 1000 GENERAL</b>			
<b>Policy 1000</b>	<b>Adoption/Amendment of Policies</b>		
	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
<b>Policy 1005</b>	<b>Association Memberships</b>		
	Association Memberships		?
<b>Policy 1010</b>	<b>Basis of Authority</b>		
	Basis of Authority		?
<b>Policy 1015</b>	<b>Board Secretary</b>		
<b>Policy 1020</b>	<b>Board/Staff Communication</b>		
	Director Guidelines	Bylaws 7	
	Board/Staff Communication		
<b>Policy 1025</b>	<b>Claims Against the District</b>		
	Claims Against the District		?
<b>Policy 1030</b>	<b>Code of Ethics</b>		
<b>Policy 1035</b>	<b>Conflict of Interest</b>		

### CCSD Policy Inventory

<b>CSDA-style Policy category</b>	<b>Document Title (or subject)(or notes)</b>	<b>document ID</b>	<b>digital location</b>
	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	
<b>Policy 1040</b>	<b>Correspondence to the Board and Staff</b>		
	Correspondence Distrubution Policy	2013 Bylaws 10	
	Correspondence to the Board and Staff		
<b>Policy 1040.2</b>	<b>Answering correspondence to the Board (addition to 1040)</b>		
<b>Policy 1042</b>	<b>Use of Electronic Devices by Board Members During Public Meetings [added]</b>		
	Use of Electonic Devices by Board Members During Public Meetings Policy		
<b>Policy 1045</b>	<b>Legal Counsel and Auditor</b>		
	Evaluations	2013 Bylaws 13	
	Authority of Directors	Bylaws 6.4 d)	
<b>Policy 1050</b>	<b>Overview of the General Manager's Role</b>		
	Evaluations	2013 Bylaws 13	

### CCSD Policy Inventory

CCSD-style Policy category	Document Title (or subject)(or notes)	document ID	digital location
	Authority of Directors	Bylaws 6.4 c)	
<b>Policy 1055</b>	<b>Legislative Advocacy</b>		
<b>Policy 1060</b>	<b>Privacy Policy [added]</b>		
	Privacy Policy		no longer at policy quicklink - where is?
<b>SECTION 2000 ADMINISTRATION</b>			
<b>Section 2100</b>	<b>Financial Management</b>		
<b>Policy 2100</b>	<b>Accounts Receivable Policy</b>		
<b>Policy 2105</b>	<b>Asset Protection and Fraud in the Workplace</b>		
<b>Policy 2110</b>	<b>Budget Preparation</b>		
	Budget Policy		
	Budget Policy		
	Budget Preparation		DWH>Policy Committee > Project I-8 Purchasing
	Budget Policy		
<b>Policy 2115</b>	<b>Credit Card Use</b>		
	Credit Card Use		DWH>Policy Committee > Project I-8 Purchasing
	Purchasing Policy [9/24/15]		
<b>Policy 2120</b>	<b>Employment of Outside Contractors and Consultants</b>		
	Employment of Outside Contractors and Consultants		DWH>Policy Committee/Project I-8 Purchasing
	Purchasing Policy [9/24/15]		
<b>Policy 2125</b>	<b>Expense Authorization</b>		
	Expense Authorization		DWH>Policy Committee/Project I-8 Purchasing
	Purchasing Policy [9/24/15]		
<b>Policy 2130</b>	<b>Investment of District Funds</b>		
	Investment Policy September 2002		?
	Investment Policy September 2002		
<b>Policy 2135</b>	<b>Purchasing</b>		



### CCSD Policy Inventory

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

**CCSD Policy Inventory**

<b>CSDA-style Policy category</b>	<b>Document Title (or subject)(or notes)</b>	<b>document ID</b>	<b>digital location</b>
	Fund Balance Cash Reserve Policy		?
	Fund Balance Cash Reserve Policy		
<b>Policy 2185</b>	<b><i>Interfund Loans [added]</i></b>		
	Interfund Loan Policy		?
	Interfund Loan Policy		
<b>Policy 2190</b>	<b><i>Capitalization [added]</i></b>		
	Capitalization Policy		ADMIN:Policy&Procedure\Capitalization Policy
	Capitalization Policy		ADMIN:Policy&Procedure\Capitalization Policy
<b>Policy 2195</b>	<b><i>Travel [added]</i></b>		
	Travel Pollicy		ADMIN:Policy&Procedure\Travel Policy
	Travel Pollicy		ADMIN:Policy&Procedure\Travel Policy
<b><u>Section 2200 INVENTORY AND PROPERTY MANAGEME</u></b>			
<b>Policy 2200</b>	<b>Disposal of Surplus Property or Equipment</b>		
<b>Policy 2205</b>	<b>District Electronic Resources Policy and Procedures</b>		
	?????????		
<b>Policy 2210</b>	<b>Use/rental of District Facility</b>		
	?????????		
<b>Policy 2215</b>	<b>Naming of District Parks and Facilities</b>		
<b>Policy 2220</b>	<b>Flag Display Policy</b>		
<b>Policy 2225</b>	<b><i>Camping on District Properties [added]</i></b>		
	Camping on District Properties		
<b>Policy 2230</b>	<b><i>Owned Vehicle Policy [added]</i></b>		
	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
<b>Section 2300 RISK MANAGEMENT</b>			
<b>Policy 2300</b>	<b>Emergency Preparedness</b>		
	(Under development)		
<b>Policy 2305</b>	<b>Emergency Response Guideline for Hostile or Violent Incidents</b>		
	(Under development)		
<b>Policy 2310</b>	<b>Workers' Compensation</b>		
	(Part of HR)		
<b>Section 2400 Communications &amp; Technology</b>			
	(All of 2400 to be reviewed by Haley)		
<b>Policy 2400</b>	<b>Customer Relations</b>		
<b>Policy 2405</b>	<b>Press Relations</b>		
<b>Policy 2410</b>	<b>Public Complaints</b>		
<b>Policy 2415</b>	<b>Social Media Use</b>		
<b>Policy 2420</b>	<b>Webpage</b>		
<b>Policy 2425</b>	<b>California Public Records Act Response Procedures</b>		
<b>Policy 2430</b>	<b>Electronic Document Retention Policy</b>		
	(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
<b>Policy 2435</b>	<b>Internet and E-mail Policy [added]</b>		
	Internet and E-mail Policy [6/19/03]		
<b>Section 2500 MISCELLANEOUS ADMIN [added]</b>			

### CCSD Policy Inventory

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

**CCSD Policy Inventory**

<b>CSDA-style Policy category</b>	<b>Document Title (or subject)(or notes)</b>	<b>document ID</b>	<b>digital location</b>
	Policy and Procedures for Filling Vacancies on Board of Directors by Appointment		
<b>Section 4200</b>	<b>Board Meetings</b>		
<b>Policy 4200</b>	<b>Board Actions and Decisions</b>		
<b>Policy 4205</b>	<b>Board Meeting Agenda</b>		
	Agendas	Bylaws 3	
<b>Policy 4210</b>	<b>Board Meeting Conduct</b>		
	Meetings	Bylaws 2	
<b>Policy 4215</b>	<b>Brown Act Compliance - Open Meeting Requirements</b>		
<b>Policy 4220</b>	<b>Minutes of Board Meetings</b>		
	Preparation of Minutes	Bylaws 4	
	(retention of meeting audio/video recordings)	2013 Bylaws 4.7	
<b>Policy 4225</b>	<b>Review of Administrative Decisions</b>		
<b>Policy 4230</b>	<b>Rules of Order of Conduct of Board and Committee Meetings</b>		
	(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	
<b>Policy 4235</b>	<b>Types of Board Meetings</b>		
<b><u>SECTION 4300 STANDING COMMITTEES [added]</u></b>			
<b>Policy 4350</b>	<b><i>Reimbursement of Standing Committee Travel Expenses [added]</i></b>		
	Reimbursement of Standing Committee Members' Expenses		?