

AMENDED 2/21/2023

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, February 23, 2023 - 3:00 PM

Amended 2/21/2023

AGENDA

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82089978511?pwd=OVMyMVIWNIUxMFVPRmFvbURmUUpYZz09>

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

F. 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 January 26, 2023 Regular Meeting Minutes

3. REGULAR BUSINESS

- A. Discuss and Consider the Role of the Policy Committee as per Board Bylaw 1.7.3. Changed
- B. Discuss and Consider Requesting a Needs Assessment From the CCSD Board of Directors to Review the District Purchasing Policy 2135
- C. Discuss and Evaluate the CCSD Policy Handbook, and Especially Prioritize Items where there is "No Policy On Record"
- D. Discuss and Consider the Creation of an Ad Hoc Committee to Review the CCSD Policy Handbook

4. FUTURE AGENDA ITEMS

5. ADJOURN

POLICY COMMITTEE**REGULAR MEETING**

Thursday, January 26, 2023 - 3:00 PM

MINUTES**A. CALL TO ORDER**

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

B. ESTABLISH QUORUM

While we were able to establish a Quorum, only Committee members Chair Farmer, Vice Chair Gordon Heinrichs, Claudia Harmon and Ted Key were in attendance.

James Townsend is unavailable through the month of March, and, as per State Regulations, newly appointed member Donn Howell will not be able to attend our meetings until February.

Members of the public in attendance were Laura and Crosby Swartz.

C. ELECTION OF OFFICERS

As for the Election of Officers, with only three Committee members available, voting for officers was postponed until our February 23rd meeting. As a result, Gordon Heinrichs remained as Vice Chair, and Chair Farmer again assumed the role of Recording Secretary.

D. AD HOC SUBCOMMITTEE REPORT

There were not Ad Hoc Committee Reports.

E. CHAIRMAN'S REPORT

Chair Farmer reminded everyone on the upcoming CCSD Board Strategic Planning meetings on Monday and Tuesday, January 30th and 31st.

1. PUBLIC COMMENT

Public Comment:

Chair Farmer read written comments from Dennis Dudzik and Lauren Younger. There was no oral public comment.

2. CONSENT AGENDA**A. Consideration to Approve the December 29, 2022 Regular Meeting Minutes**

Committee member Key moved to approve the meeting minutes.

Committee member Harmon seconded the motion.

Motion unanimously passed: Ayes – 3; Nays – 0; Absent - 2

3. REGULAR BUSINESS

- A. Approve Forwarding the Code of Ethics CSDA Policy 1030 to the Board of Directors to Either Determine a Needs Assessment be Required, or that Code of Ethics Policy 1030 be Adopted as District Policy

After some back and forth discussion, the Committee unanimously recommended forwarding Code of Ethics CSDA Policy 1030 to the CCSD Board of Directors to be adopted as District Policy.

- B. Further Discussion, Evaluation, and Potential Revision of the CCSD Policy Handbook

Vice Chair Heinrichs suggested addressing CSDA Policy 4300: Board Standing Committees. After a very lengthy and at times confusing discussion, the Committee decided to postpone further discussion of this Item until our February 23rd meeting, when new Committee member and former Policy Committee Chair Donn Howell would be able to participate.

- C. Discussion and Consider the Frequency of Policy Committee Meetings

The CCSD Board of Directors had requested that each of the three Standing Committees determine how frequently they would wish to meet. The members of the Policy Committee voted unanimously to continue meeting on a monthly basis on the last Thursday of the month at 3PM.

4. FUTURE AGENDA ITEMS

Chairperson Farmer asked for any future agenda items.

Vice Chair Heinrichs recommended discussing the creation of an Ad Hoc Committee to review the CCSD Policy Handbook.

5. ADJOURN

Chair Farmer adjourned the meeting at 4:23PM.

1.7.3 The Policy Committee shall:

(a) Review current existing CCSD operational and governance policies. Revise them for consistency with the CSDA Sample Handbook, CCSD Bylaws and other existing policies.

(b) Identify policy areas not currently addressed in the CCSD Policy Handbook. Develop needs assessment and timeliness of need due to lack of policy. The Policy Committee Chair will present the needs assessment to the CCSD Board for approval.

If the Board accepts the Policy Committee's assessment of need and timeliness for a policy, the CCSD Board will direct the Policy Committee to form an ad hoc committee to write the policy in consultation with the CCSD General Manager, appropriate CCSD Staff and the other Standing Committees as appropriate. The written draft policy will be presented to the Board for discussion and consideration for adoption as CCSD Policy.

(c) Support other Standing Committees' policy review needs.

CAMBRIA COMMUNITY SERVICES DISTRICT BOARD
OF DIRECTORS BYLAWS

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as presiding officer of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue until replaced.
- 1.5 The President or his or her designee shall be the spokesperson for the Board and point person for intergovernmental relations.

2. MEETINGS

- 2.1 Regular meetings of the Board of Directors shall be on the second and third Thursday of each calendar month in the Veterans Memorial Hall, located at 1000 Main Street, Cambria, unless otherwise directed by the Board of Directors. The time for holding Regular meetings of the Board of Directors shall be established by resolution.
- 2.2 For regular meetings, a block of time shall be set aside to receive general public comment. Comments on items on the agenda should be held until the appropriate item is called. Public comment shall be directed to the President of the Board and limited to three minutes unless extended or shortened at the President's discretion. During

general public comment:

- (a) Board members may briefly respond to statements or questions from the public; and
- (b) At the President's discretion, Board members may, on their initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and
- (c) The President of the Board or a Board majority in open session may take action to direct staff to place a matter on a future agenda.

2.3 Meeting Length. The business at regular meetings of the Board of Directors, including any scheduled closed sessions, shall be conducted for no more than a three-hour period, unless extended by a four-fifths (4/5th) vote of the Board. In the event there are remaining items on the agenda at the end of the three-hour period, the Board may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Board of Director's business is discussed and to protect against fatigue in discussing and deciding important District issues.

2.4 Board members shall attend all regular and special meetings of the Board unless excused for emergencies or other good cause:

- (a) Good cause for absence includes circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes Board-authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.
- (b) A Board member who is absent for good cause may notify the President by electronic transmission, telephone communication, or letter. The President shall notify the General Manager and the Board of all absences that are excused for good cause. The minutes

shall indicate whether an absence was excused.

(c) A Board member vacancy shall occur upon the happening of any of the events set forth in Government Code section 1770.

- 2.5 The President shall conduct all meetings in a manner consistent with the policies of the CCSD. All comments shall be directed to the President. The President shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board, and shall announce the Board's decision on all subjects. On roll call, the maker of the motion shall be called first, the Board member seconding the motion shall be called second, and the remainder are polled with the President voting last, unless the President made or seconded the motion.
- 2.6 A majority of the total membership of the Board shall constitute a quorum for the transaction of business. A majority of the total membership of the Board is sufficient to do business; however, motions must be passed unanimously if only three attend. When there is no quorum for a regular meeting, the President, Vice President or any Board member shall adjourn such meeting, or, if no Board member is present, the Board Secretary shall adjourn the meeting.
- 2.7 A roll call vote, if required by law, shall be taken upon votes on ordinances and resolutions, and shall be entered in the minutes of the Board showing those Board members voting aye, voting no and those abstaining or absent. Unless a Board member states that he or she is not voting because of a conflict of interest and steps down from the dais prior to the discussion of the item, his or her silence shall be recorded as a vote of abstention.
- 2.8 Any person attending a public meeting of the Board of Directors may record the proceedings with an audio or video recording device in the absence of a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.
- 2.9 All video recording devices shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The President retains the discretion to alter these

guidelines, including the authority to require and all recording devices be located in the back of the room.

3. AGENDAS

- 3.1 The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. An item placed on an agenda in this manner shall only be removed by the General Manager, in cooperation with the President and Vice President. Any Director's request to place an item on the agenda must be approved by the Board President or a majority of the Board members acting in open session.
- 3.2 Those items considered to be of a routine and noncontroversial nature, are placed on the Consent Agenda. These items shall be approved, adopted, and accepted by one motion of the Board of Directors.
 - (a) Board members may request any item listed under Consent Agenda be removed from the Consent Agenda, and the Board will take action separately on that item.
 - (b) A Board member may ask a minor question, for clarification, on any item on the Consent Agenda. The item may be briefly discussed for clarification and the questions will be addressed along with the rest of the Consent Agenda.
 - (c) When a Board member wishes to pull an item simply to register a dissenting vote, the Board member shall inform the presiding officer that he or she wishes to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Agenda, and the Board Secretary will register a "no" vote in the minutes.
- 3.3 No Board action may be taken on an item not on a posted agenda, except as set forth in Government Code Section 54954.2(b).

4. PREPARATION OF MINUTES

- 4.1 The minutes of the Board shall be kept by the Board Secretary, who may be an employee of the CCSD.
- 4.2 The Board Secretary shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.3 and 4.6 below, shall not be required to record any remarks of Board members or any other person.
- 4.3 Any Board member may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.
- 4.4 Written comments delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall be maintained as a separate public record.
- 4.5 The Board Secretary shall attempt to record the names and general place of residence of persons addressing the Board and the title of the subject matter to which their remarks related.
- 4.6 Whenever the Board acts in a quasi-judicial proceeding, the Board Secretary shall create a record of a summary of the testimony of the witnesses.

5. MEMBERS OF THE BOARD OF DIRECTORS

- 5.1 Information that is exchanged before meetings shall be distributed through the Board Secretary, and all Board members will receive all information being distributed.
- 5.2 Board members shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 5.3 At the President's discretion, District Counsel shall act as parliamentarian. The rules contained in the current edition of *Rosenberg's Rules of Order* (and *Robert's Rules of Order* 11th Edition for matters on which Rosenberg is silent) shall govern the Board of Directors in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the

Board may adopt and any statutes applicable to the CCSD that do not authorize the provisions of these bylaws to take precedence.

6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a part of this unit, Board members have no individual authority. As individuals, Board members may not commit the CCSD to any policy, act or expenditure.
- 6.2 All members of the Board of Directors shall exercise their independent judgment on behalf of the interests of the entire district, including the residents, property owners, and the public as a whole. Board members 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.
- 6.3 The Board of Directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies.
- 6.4 The primary responsibilities of the Board of Directors are:
 - a) The formulation and evaluation of policy.
 - b) Monitoring the CCSD's progress in attaining its goals and objectives.
 - c) Appointment, oversight and evaluation of a General Manager to handle all matters concerning the operational aspects of the CCSD.
 - d) Appointment, oversight and evaluation of a District Counsel to handle all matters concerning the legal aspects of the CCSD.

7. BOARD MEMBER GUIDELINES

- 7.1 Board members, by making a request of the General Manager, shall have access to information relative to the operation of the CCSD. If the General Manager cannot provide the requested information in a timely manner, the General Manager shall inform the individual Board member why the information is not or cannot be made available.

- 7.2 Individual Board members should not involve themselves in the day-to-day operations of the District. Their primary role is to participate in the process of establishing the District's policies and goals. The General Manager is responsible for implementing those policies and goals.
- 7.3 Personnel matters and other operational issues that may be of concern to individual Board members should be addressed through the General Manager. Individual Board members shall not involve themselves or interfere in personnel matters, to protect their impartiality when hearing an appeal of discipline, per the District's disciplinary and grievance process.
- 7.4 The General Manager shall take direction and instruction from the Board of Directors, as a body, when it is sitting in a duly convened meeting. Individual Board members should refrain from giving orders or instruction to the General Manager or any subordinates of the General Manager.
- 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.
8. BOARD MEMBER COMPENSATION
- 8.1 Board members may receive compensation of one hundred dollars (\$100.00) for each authorized day of service rendered as a Board member.
- 8.2 The following are authorized meetings for which a Board member may be compensated:
- (a) Regular Board meetings.
 - (b) Special Board meetings.
 - (c) Standing Committee meetings of which the Board member is a Committee member.
 - (d) Participation in a training program on a topic that is directly

related to the District, provided that the Board of Directors has previously approved the member's participation at a Board meeting and that the member delivers a written report to the Board regarding the member's participation at the next Board meeting following the training program.

- (e) Representation of the District at a public event, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the public event.
 - (f) Representation of the District at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the public meeting or public hearing.
 - (g) Representation of the District at a meeting of a public benefit nonprofit corporation on whose board the District has membership, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the corporation's meeting.
- 8.3 Board member compensation shall not exceed six days of service in any calendar month.
- 8.4 Board member compensation shall not exceed \$100.00 per day or \$600.00 per month.
- 8.5 Each Board member is entitled to reimbursement for travel, meals, lodging and other actual and necessary expenses incurred in the performance of the duties required or authorized by the Board pursuant to Government Code Section 53232.2
- 8.6 Board members shall provide brief reports on meetings attended at

the expense of the District at the next regular Board meeting, as provided by Government Code Section 53232.3.

9. STANDING COMMITTEES

- 9.1 Standing committees are those that have continuing subject matter jurisdiction, regularly established meeting schedules and one Board member as chairperson. The General Manager may be an ex-officio member of all standing committees.
- 9.2 The following shall be the standing committees of the District:
- a) Finance
 - b) Resources & Infrastructure
 - c) Policy
- 9.3 Committee Rules:
Members' terms and method of appointment, along with detailed rules and procedures for committees, are contained in the Committee Bylaws, a Board-approved set of guidelines and expectations for committees.
- 9.4 Meetings:
- a) All committees shall comply with the provisions of the Ralph M. Brown Act concerning the calling of public meetings and the Board and committee bylaws.
 - b) A written report shall be prepared for each committee meeting by the Chair and forwarded to the Board of Directors. A recording of each meeting will be made available on the District's website.
 - c) With the exception of the Board member serving as Committee Chair, Board members may attend meetings of the District's standing committees as observers only and shall not participate in such meetings.

10. AD HOC COMMITTEES

- 10.1 The President or a majority of the Board may create ad hoc committees consisting of two Board members in accordance with the

provisions of the Brown Act from time to time with specific focus and duration as required. Ad hoc committees shall meet on an as needed basis.

- 10.2 The duties of the ad hoc committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

11. BOARD BYLAW REVIEW POLICY

- 11.1 Subject to 3.1 the Board Bylaws shall be reviewed annually at the first regular meeting in January, after which amendments to the Bylaws may be considered for adoption by the Board.

12. COMPLIANCE WITH FEDERAL AND STATE LAW

- 12.1 If it is determined any of these Bylaws conflict with Federal or State rules or statutes, the Federal or State rules or statutes will apply.
- 12.2 These Bylaws are for the purpose of providing guidance to the Cambria Community Services District (CCSD) Board of Directors in the performance their duties.
- 12.3 These Bylaws are not intended to amend any laws governing the behavior of any individual Board member in a private capacity. All Board members will comply with all Federal and State laws governing their conduct in the performance of their duties.



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 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	
------	--

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:

<p>VENDOR:</p>	<p>CAMBRIA, CALIFORNIA 93428</p>
----------------	----------------------------------

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

7

APPENDIX
Policy Handbook Checklist -- redline

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 <u>and on website.</u> Earlier policy B-02-2018 also now on website needs to be archived removed and 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). <u>Reword bylaws to specify the Board secretary is a staff member (not a director). Suggest cross-ref. from numbered policy on website to relevant bylaws section.</u>
1020: Board/Staff Communication			√	Policy adopted on Dec. 12, 2019; needs to be reconciled to Board bylaws.
1025: Claims Against the District	√			Policy adopted on Dec. 12, 2019.
1030: Code of Ethics			√	<u>Board considered and tabled this topic on Jan. 16, 2020. Review now underway per Standing Committee Bylaws Section 1.7.3 (b).</u>
1035: Conflict of Interest		√		Policy adopted on Dec. 12, 2019; needs Staff review to ensure that earlier policies are not still in effect.
1040: Correspondence to the Board and Staff	√			Policy adopted on Feb. 20, 2020.
1042 : 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.
1060 : 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.

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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; on website but needs CSDA number ; needs Staff review to harmonize with Purchasing Policy (#2135)
2115: Credit Card Use		√		Policy adopted Sept. 24, 2015 as part of #2135 Purchasing ; due for review.
2120: Employment of Outside Contractors		√		Policy adopted Sept. 24, 2015 as part of #2135 Purchasing ; due for review.
2125: Expense Authorization		√		Policy adopted Sept. 24, 2015 as part of #2135 Purchasing ; 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. Un-numbered "Cash Handling Policy is a memorandum from P. Duffield dated 5/19/22 as an update to CCSD's Cash Handling Policy dated 1/27/2016.
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. Does this policy supersede old "Fund Balance Cash Reserve Policy" on website with no number, adoption date unknown?
2155: Debt Management	√	—√		Policy adopted on Nov. 15, 2018; due for review New policy adopted 8/31/22.
2160: Internal Controls		√		No policy on record. Partly covered in 2155 Debt Management and 2135 Purchasing.
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 Aug. 13, 2020 but needs review for consistency with Policy #2170.
<u>2180</u> : Fund Balance Cash Reserves		√		Current policy on website has no CSDA # and no adoption date ; due for review.
<u>2185</u> : Interfund Loans		√		Policy adopted Jan. 17, 2019, due for review. On website, no CSDA #.
<u>2190</u> : Capitalization		√		Policy adopted Jan. 22, 2004; due for review. On website, no CSDA #.

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

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

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<u>2195</u> : Travel		√		Policy adopted April 26, 2007; due for review. May be incorporated into #2125. Also covered in #2135 Purchasing. Needs to be checked for consistency.
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	<u>√</u>	<u>—√</u>		To be covered by new or 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-website with no CSDA # and 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	<u>√</u>	<u>—√</u>		Draft policy is under Staff review Adopted 9/16/21; see also #2205.
2420: Web Page		√		No policy on record; see also #2205
2425: California Public Records Act Response Procedures		√		No policy on record. BOD approved 8/12/21.
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-#2415 ,

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

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

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

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

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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 quick link 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; on website but needs CSDA number; needs Staff review to harmonize with Purchasing Policy (#2135)
2115: Credit Card Use		√		Policy adopted Sept. 24, 2015 as part of #2135 Purchasing; due for review.
2120: Employment of Outside Contractors		√		Policy adopted Sept. 24, 2015 as part of #2135 Purchasing; due for review.
2125: Expense Authorization		√		Policy adopted Sept. 24, 2015 as part of #2135 Purchasing; 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. Un-numbered "Cash Handling Policy is a memorandum from P. Duffield dated 5/19/22 as an update to CCSD's Cash Handling Policy dated 1/27/2016.
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	√			New policy adopted 8/31/22.
2160: Internal Controls		√		Partly covered in 2155 Debt Management and 2135 Purchasing.
2170: Applying for Grants	√			Policy adopted on Feb. 11, 2021.
2175: Policy on Applying for Grants for SST Projects	√			Policy adopted Aug. 13, 2020 .
<u>2180</u> : Fund Balance Cash Reserves		√		Current policy on website has no CSDA # and no adoption date; due for review.
<u>2185</u> : Interfund Loans		√		Policy adopted Jan. 17, 2019, due for review. On website, no CSDA #.
<u>2190</u> : Capitalization		√		Policy adopted Jan. 22, 2004; due for review. On website, no CSDA #.
<u>2195</u> : Travel		√		Policy adopted April 26, 2007; due for review. May be incorporated into #2125. Also covered in #2135 Purchasing. Needs to be checked for consistency.
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 new or 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 website with no CSDA # and 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	√			Adopted 9/16/21;
2420: Web Page		√		No policy on record;
2425: California Public Records Act Response Procedures		√		BOD approved 8/12/21.
2430: Electronic Document Retention Policy		√		No policy on record; see also #4220 (regarding retention of Board minutes).
2435: Internet and Email policy		√		Policy adopted in 2003, needs updating; see also #2415,
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	√			In current (2022) bylaws.
4105: Committees of the Board of Directors	√			In current (2022) bylaws (Sections 9 & 10).
4110: Duties of Board President	√			In current (2022) bylaws (1.2).

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