

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, September 22, 2022 - 3:00 PM

AGENDA

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82024808009?pwd=cVJreUpMaExTL1Z3cnZTRkZCNy8wQT09>

Passcode: 057378

Or One tap mobile:

US: +16699006833,,82024808009# or +13462487799,,82024808009#

Or Telephone:

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

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

Webinar ID: 820 2480 8009

International numbers available: <https://us06web.zoom.us/j/82024808009>

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. 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. CONSENT AGENDA

- A. Consideration to Approve the August 4, 2022 Special Meeting Minutes

3. REGULAR BUSINESS

- A. Review, Discuss and Consider CCSD Board Discussion and Consideration of July 14, 2022 Regarding Policy 1030 Code of Ethics (OLD BUSINESS)
- B. Review, Discuss, and Consider CSDA Policy 1050 Role of the General Manager
- C. Review, Discuss and Consider the CCSD Policy Checklist
- D. Review and Discuss the Status of the Proposed Community Emergency Preparedness Evacuation Plan (as Per CSDA Policy 2300)

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

POLICY COMMITTEE
SPECIAL MEETING
Thursday, August 4, 2022 - 3:00 PM
MINUTES

1. OPENING

A. CALL TO ORDER

Chairperson Farmer called the meeting to order at 3:07 p.m.

B. ESTABLISH QUORUM

A quorum was established.

Committee members present – Harry Farmer, Gordon Heinrichs, Claudia Harmon, Ted Key, and Debra Scott. Committee Member Townsend was excused from the meeting.

District staff present - General Manager John Weigold, Board Secretary Haley Dodson.

C. CHAIRMAN'S REPORT

Chairman Farmer reported that, at the upcoming CCSD Board meeting, he and Board President Howell will present information on the amount that has been spent on the Water Reclamation Facility (WRF) so far.

D. PUBLIC COMMENT ON AGENDA ITEMS

Crosby and Laura Schwartz stated that the Climate Change Policy has a great effect on Cambria and underscored its importance to the District. They suggested that the issue of absorption of carbon dioxide should be included in the policy, the importance of protecting Cambria's trees.

2. CONSENT AGENDA

A. Consideration to Approve the May 26, 2022 Regular Meeting Minutes

Committee member Key moved to approve the minutes.

Committee member Scott seconded the motion.

Motion passed – Ayes – 4 Nays – 0 Abstain – 0

3. REGULAR BUSINESS

- A. Review and Discuss the July 14, 2022 CCSD Board Action Directing the Policy Committee to do a Needs Assessment Regarding Establishing a District Code of Ethics

Member Key voiced his support of the action by the Board. Member Heinrichs stated that many other entities have a Code of Ethics Policy. Member Harmon stated that most CCSDs have an ethics policy. Chair Farmer stated that one of the reasons that some of the Board members didn't support having an ethics policy was that they stated that ethics was included in the revised Strategic Plan. The draft revised Strategic Plan is posted on the CCSD website. General Manager Weigold stated that this plan had not been approved by the Board yet. Member Harmon and Member Scott will collaborate on formulating a draft Needs Assessment to forward to the Board after the Policy Committee reviews.

- B. Review and Discuss the July 14, 2022 CCSD Board Action to Accept the Needs Assessment for a District Climate Change/Climate Crisis Policy and Direct R & I Committee to Define the Needs and Parameters for Such Policy

The Board accepted the Needs Assessment that was forwarded from the Policy Committee. The next step is for the R & I Committee to define the parameters for a policy. Committee Members discussed that the Financial Committee will also be giving parameters for this policy. Member Key stated that he would be attending those committee meetings to watch the process and lend any information that they may need.

Public Comment:
Laura Swartz

4. FUTURE AGENDA ITEMS

Member Heinrichs suggested that the committee add CSDA Policy 1050 Role of the General Manager to its next agenda. He also suggested that the committee should discuss the evacuation policy in case of fire.

Member Harmon suggested that the committee review the issues that have previously been discussed by the committee and have not been resolved to date.

5. ADJOURN

Chair Farmer adjourned the meeting at 4:36 pm.



POLICY TITLE: Overview of the General Manager's Role
POLICY NUMBER: 1050

1050.1 The General Manager is an employee of the District and has an employment agreement which specifies his or her terms of employment. The General Manager is the administrative head of the District under the direction of the Board of Directors. He or she shall be responsible for the efficient administration of all the District's affairs which are under the General Manager's control. The General Manager plans, organizes, directs, coordinates and evaluates all District operations, programs, and resources in accordance with short and long range goals, policy statements, and directives from the Board.

1050.2 The General Manager's Duties

The District's General Manager shall be responsible for:

- a) The implementation of policies established by the Board of Directors for the operation of the District;
- b) The planning, direction, and coordination of the day-to-day operations of the District through the appropriate department heads or managers including administration, financing, maintenance, engineering, human resources, and others to effect operational efficiency;
- c) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employment policies established by the Board of Directors;
- d) Attend and participate in District Board meetings, prepare and present reports as necessary, represent the Board before external organizations including other agencies, governmental and regulatory entities, business and community groups;
- e) The supervision of the District's facilities and services; and
- f) The supervision of the District's finances.

1050.3 The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instruction to the General Manager on matters within the authority of the Board during duly-convened board meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager and not through other District employees. Members of the Board will refrain from making requests directly to District employees (other than the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments. As members of the public, Directors may request non-confidential, factual information regarding District operations from District employees. If requesting public records, Directors must follow the District's Request for Public Records Policy.



POLICY TITLE: Outside Employment
POLICY NUMBER: 3210

3210.1 No District employee shall be permitted to accept employment in addition to or outside of District service if:

- The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,
- The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,
- The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

3210.2 An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.

Policy Handbook Checklist

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

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

Part 4: Administration - Risk Management (2300 et Seq.)				
2300: Emergency Preparedness		√		No policy on record.
2305: Emergency Response Guidelines for Hostile or Violent Incidents		√		No policy on record.
2310: Workers Compensation		√		Included in personnel policies to be reviewed by Staff.
Part 5: Administration - Communications and Technology (2400 et Seq.)				
2400: Customer Relations		√		No policy on record.
2405: Press Relations		√		No policy on record.
2410: Public complaints		√		No policy on record.
2415: Social Media Use		√		Draft policy is under Staff review; see also #2205.
2420: Web Page		√		No policy on record; see also #2205
2425: California Public Records Act Response Procedures		√		No policy on record.
2430: Electronic Document Retention Policy		√		No policy on record; see also #2205 and #4220 (regarding retention of Board minutes).
2435: Internet and Email policy		√		Policy adopted in 2003, needs updating; see also #2205.
Part 6: Administration - Miscellaneous (2500 et Seq.)				
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			√	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

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

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

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CSDA-style Policy category	Document Title (or subject)(or notes)	BOD adoption date	document date	CSDA-style #	hardcopy or online link
	Authority of Directors	2/11/2021	2/11/2021		Bylaws 6.4 c)
Policy 1055	Legislative Advocacy				
Policy 1060	Privacy Policy [added]				
	Privacy Policy				?
SECTION 2000	ADMINISTRATION				
Section 2100	Financial Management				
Policy 2100	Accounts Receivable Policy				
Policy 2105	Asset Protection and Fraud in the Workplace				
Policy 2110	Budget Preparation				
	Budget Policy	5/13/2021		???	website - District Policies, Budget Policy
	Budget Policy	12/10/2020			website - District Policies, Budget Policy
	Budget Preparation			2110 p	working document
	Budget Policy		12/13/2018		manual section
Policy 2115	Credit Card Use				
	Credit Card Use			2115 p	working document
	Purchasing Policy [9/24/15]		9/24/2015		manual section & website
Policy 2120	Employment of Outside Contractors and Consultants				
	Employment of Outside Contractors and Consultants			2120 p	working document
	Purchasing Policy [9/24/15]		9/24/2015		manual section & website
Policy 2125	Expense Authorization				
	Expense Authorization			2125 p	working document
	Purchasing Policy [9/24/15]		9/24/2015		manual section & website
Policy 2130	Investment of District Funds				
	Investment Policy September 2002		9/2002		website - District Policies, Investment Policy
	Investment Policy September 2002		9/2002		manual section
Policy 2135	Purchasing				

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

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

CCSD Policy Inventory

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

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

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

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

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

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

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CCSD Policy Inventory

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

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CCSD Policy Inventory

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

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CCSD Policy Inventory

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

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CCSD Policy Inventory

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

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CCSD Policy Inventory

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

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