



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Purpose

To promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

Valid

3 Years from date of award

Application Cost

FREE

Electronic Filing is preferable

info@sdlf.org

District Receives

- Certificate for display (covering 3 years)
- Press release template
- Recognition on the SDLF website
- Letter to legislators within the district's boundaries announcing the achievement
- Recognition in social media and the CSDA eNews
- Window cling

Basic Requirements

Current Ethics Training for All Board Members *(Government Code Section 53235)*

- Provide names of board members and copies of training certificates along with date completed

Current Harassment Prevention Training for Supervisory and Non-Supervisory Employees

(Government Code section 12950.1; 53237.1)

- Provide training log or certificates confirming completion along with dates completed

Compliance with the Ralph M. Brown Act *(Government Code Section 54950 et. al)*

- Provide copy of current policy related to Brown Act compliance
 Provide copy of a current meeting agenda (including opportunity for public comment)

Adoption of Policy Related to Handling Public Records Act Requests

- Provide copy of current policy

Adoption of Reimbursement Policy, If District Provides Any Reimbursement of Actual and Necessary Expenses

(Government Code Section 53232.2 (b))

- Provide copy of current policy

Annual disclosure of board member or employee reimbursements for individual charges over \$100 for services or products.

This information is to be made available for public inspection. "Individual charge" includes, but is not limited to: one meal, lodging for one day, or transportation. *(Government Code Section 53065.5)*

- Provide copy of the most recent document and how it is accessible

Timely Annual Filing of State Controller's Special Districts Financial Transactions Report and Compensation Report

(Government Code Section 53891, 53892)

- Provide copy of most recent filings

SDLF staff will verify that district is not listed on the State Controller's 'non-compliance list'

Conduct Audits As Required By Law *(Government Code Section 26909 and 12410.6)*

- Provide copy of most recent audit, management letter, and a description of how/where documents were made available to the public

Other Policies – Have Current Policies Addressing the Following Areas

Provide copies of each:

- Conflict of Interest
 Provide copies of Form 700 cover sheet for board members and general manager
 Code of Ethics/Values/Norms or Board Conduct
 Financial Reserves Policy
 Records Retention Policy

DISTRICT TRANSPARENCY CERTIFICATE OF EXCELLENCE APPLICATION

Website Requirements

Maintain a district website with the following items Required. (provide direct website links for each item) - Required items available to the public:

- Names of board members and their full terms of office to include start and end date
- Name of general manager and key staff along with contact information
- Election/appointment procedure and deadlines
- Board meeting schedule
- (Regular meeting agendas must be posted 72 hours in advance pursuant to *Government Code Section 54954.2 (a)(1) and Government Code Section 54956 (a)*)
- District's mission statement
- Description of district's services/functions and service area
- Authorizing statute/Enabling Act (Principle Act or Special Act)
- Current district budget
- Most recent financial audit
- Archive of Board meeting minutes for at least the last 6 months
- Link to State Controller's webpages for district's reported board member and staff compensation (*Government Code Section 53908*)
- Link to State Controller's webpages for district's reported Financial Transaction Report (*Government Code Section 53891 (a)*)
- Reimbursement and Compensation Policy
- Home page link to agendas/board packets (*Government Code Section 54957.5*)
- SB 272 compliance-enterprise catalogs (*Government Code Section 6270.5*)

Additional items – website also must include at least 4 of the following items:

- Post board member ethics training certificates
- Picture, biography and e-mail address of board members
- Last (3) years of audits
- Financial Reserves Policy
- Online/downloadable public records act request form
- Audio or video recordings of board meetings
- Map of district boundaries/service area
- Link to California Special Districts Association mapping program
- Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies (full document or link to document on another site)
- Link to www.districtsmakethedifference.org site or a general description of what a special district is
- Link to most recently filed FPPC forms

Outreach/Best Practices Requirements - (Must complete at least 2 of the following items)

Regular district newsletter or communication (printed and/or electronic) that keeps the public, constituents and elected officials up-to-date on district activities (at least twice annually)

- Provide copy of most recent communication and short description on the frequency of the communication, how it's distributed and to whom

Community notification through press release to local media outlet announcing upcoming filing deadline for election or Appointment and process for seeking a position on the district board, prior to that election (or prior to the most recent deadline For consideration of new appointments for those districts with board members appointed to fixed-terms)

- Provide copy of the press release (and the printed article, if available)

Complete salary comparison/benchmarking for district staff positions using a reputable salary survey (at least every 5 years)

- Provide brief description of the survey and process used as well as the general results

Special Community Engagement Project

Designed and completed a special project promoting community engagement with the district (potential projects may be broad in nature or focus on specific issues such as rate-setting, recycled water, identifying community needs, etc.)

- Submit an overview of the community engagement project reviewing the process undertaken and results achieved

Hold annual informational public budget hearings that engage the public (outreach, workshops, etc.) prior to adopting the budget

- Provide copy of most recent public budget hearing notice and agenda

Community Transparency Review

The district would be required to obtain a completed overview checklist from at least 2 of the following individuals (the district may choose to conduct the overview with these individuals simultaneously or separately):

- Chair of the County Civil Grand Jury
- Editor of a reputable local print newspaper (only one may count toward requirement)
- LAFCO Executive Officer
- County Auditor-Controller
- Local Legislator (only one may count toward requirement)
- Executive Director or President of local Chamber of Commerce
- General Manager of a peer agency (special district, city, county, neighborhood association, community organization or county administrative officer)
- Provide proof of completion signed by individuals completing Community Transparency Review
- President of local Special Districts Chapter or the Chapter designee

DISTRICT TRANSPARENCY CERTIFICATE OF EXCELLENCE APPLICATION



SHOWCASE YOUR DISTRICT'S COMMITMENT TO TRANSPARENCY

District Transparency Certificate of Excellence

Submit Application

Submit this application along with all required documentation to:

Special District Leadership Foundation
 1112 I Street, Suite 200
 Sacramento, CA 95814
 Phone: 916-231-2909 • Fax: 916-442-7889

Electronic filing is preferable.

info@sdlf.org

District: Cambria Community Services District		
Mailing Address: Po Box 65		
City: Cambria	State: CA	Zip: 93428
Contact Name: Haley Dodson		
Contact Title: Confidential Administrative Assistant		
Phone: (805) 927-6235	Fax: (805) 927-5584	
Email: hdodson@cambriacsd.org	Website: https://www.cambriacsd.org/	
Assembly Member(s)*: Dawn Addis		
Senator*: John Laird		
Local Newspaper(s): SLO Tribune/The Cambrian		
I certify that the information submitted is accurate and complete to the best of my knowledge.	Signature:	DocuSigned by:  27CDBD8EE42E4C4...

**include all state legislators representing the district's area of operation*



**CAMBRIA COMMUNITY SERVICES DISTRICT
SPECIAL DISTRICT LEADERSHIP FOUNDATION**

DISTRICT TRANSPARENCY CERTIFICATE OF APPLICATION ATTACHMENT

BASIC REQUIREMENTS

Current Ethics Training for All Board Members

1. Tom Gray, President
2. Debra Scott, Vice President
3. Harry Farmer, Director
4. Karen Dean, Director
5. Michael Thomas, Director

These documents have been uploaded to OneDrive and on our [website](#).

Current Harassment Prevention Training for Supervisory and Non-Supervisory Employees

These documents have been uploaded to OneDrive. Supervisory certificates are on our [website](#).

Compliance with the Ralph M. Brown Act

This document has been uploaded to OneDrive and on our [website](#).

Adoption of Policy Related to Public Records Act Requests

This document has been uploaded to OneDrive and on our [website](#).

Adoption of Reimbursement Policy

Our Travel & Purchasing Policies have been identified as meeting the requirement of “Adoption of Reimbursement Policy” by SDLF. The documents are uploaded to OneDrive and on our [website](#).

Annual Disclosure of Board Member or Employee Reimbursements for Individual Charges over \$100 for services or products.

This document has been uploaded to OneDrive and on our [website](#). These reimbursements are also included in our monthly expenditure report for the board meeting.

Timely Annual Filing of State Controller’s Special Districts Financial Transactions Report and Compensation Report

These documents have been uploaded to OneDrive and posted on our [website](#).

Conducts Audits as Required by Law

This document has been uploaded to OneDrive and on our [website](#). This document was provided to the public in the [agenda packet](#) for the April 18, 2024, board meeting.

Other Policies – Have Current Policies Addressing the following Areas:

Conflict of Interest

This document has been uploaded to OneDrive and on our [website](#).

Provide copies of Form 700 cover sheet for board members and general manager

1. Matthew McElhenie, General Manager
2. Tom Gray, President
3. Debra Scott, Vice President
4. Harry Farmer, Director
5. Karen Dean, Director
6. Michael Thomas, Director

These documents have been uploaded to OneDrive and on our website [here](#) and [here](#).

Code of Ethics/Values/Norms or Board Conduct

The Code of Ethics Policy has been uploaded to OneDrive and on our [website](#).

Financial Reserves Policy

The Reserve Policy has been uploaded to OneDrive and on our [website](#).

Records Retention Policy

The board-approved Records Retention Schedule and Authorizing Destruction of Certain Agency Records Resolution 03-2024 has been uploaded to OneDrive and on our [website](#).

WEBSITE REQUIREMENTS

Names of board members and their full terms of office to include start and end date

<https://www.cambriacsd.org/board-of-directors>

Name of general manager and key staff along with contact information

<https://www.cambriacsd.org/matthew-mcelhenie>

<https://www.cambriacsd.org/staff>

Election appointment procedure and deadlines

<https://www.cambriacsd.org/2024-election>

Board meeting schedule

<https://www.cambriacsd.org/board-meeting-schedule>

<https://www.cambriacsd.org/board-meetings>

District's mission statement

<https://www.cambriacsd.org/about-us>

Description of district's services/functions and service area

<https://www.cambriacsd.org/about-us>

Authorizing statute/Enabling Act (Principle Act or Special Act).

<https://www.cambriacsd.org/about-us>

Current district budget

<https://www.cambriacsd.org/district-financial-information>

Most recent financial audit

<https://www.cambriacsd.org/district-financial-information>

Archive of Board meeting minutes for at least the last 6 months

<https://www.cambriacsd.org/board-meetings>

Link to State Controller's webpages for the district's reported board member and staff compensation

<https://www.cambriacsd.org/district-financial-information>

Link to State Controller's webpages for the district's reported Financial Transaction Report

<https://www.cambriacsd.org/district-financial-information>

Reimbursement and Compensation Policy

<https://www.cambriacsd.org/district-policies> (Purchasing & Travel policies)

Home page link to agendas/board packets

<https://www.cambriacsd.org/>

SB 272 compliance – enterprise catalogs

<https://www.cambriacsd.org/enterprise-system-catalog>

ADDITIONAL ITEMS

Post board member ethics training certificates

1. Tom Gray, President
2. Debra Scott, Vice President
3. Harry Farmer, Director
4. Karen Dean, Director
5. Michael Thomas, Director

These documents are on our [website](#).

Picture, biography and email address of board members

1. [Tom Gray, President](#)
2. [Debra Scott, Vice President](#)
3. [Harry Farmer, Director](#)
4. [Karen Dean, Director](#)
5. [Michael Thomas, Director](#)

Last (3) years of audits

<https://www.cambriacsd.org/audited-financial-statements-archive>

Financial Reserves Policy

<https://www.cambriacsd.org/district-policies>

Online/downloadable public records act request form

<https://www.cambriacsd.org/public-records-request>

Audio or video recordings of board meetings

<https://www.cambriacsd.org/board-meetings>

Map of district boundaries/service area

<https://www.cambriacsd.org/service-area-map>

Most recent Municipal Service Review (MSR) and Sphere of Influence (SOI) studies

<https://www.cambriacsd.org/about-us>

OUTREACH/BEST PRACTICES REQUIREMENTS

Regular district newsletter or communication that keeps the public, constituents, and elected officials up to date on district activities (at least twice annually).

General Manager McElhenie provides a [Letter from the General Manager](#) every two weeks to anyone subscribed to our Cambria CSD Streamline Mailing Lists (Board Agendas, Administration News & Updates, and CCSD Employees), and it's posted on the [CCSD website](#), [Cambriaca](#), [Facebook](#), [Instagram](#), and [Next door](#). Additionally, General Manager McElhenie holds a "Meet the General Manager" at the Vets Hall from 8:30 a.m. to 7:00 p.m. monthly.

Community notification through press release to local media outlet announcing upcoming filing deadline for election or Appointment and process for seeking a position on the district board, prior to that election (or prior to the most recent deadline for consideration of new appointments for those districts with board members appointed to fixed-terms)

Provide copy of the press release (and the printed article, if available)

This information is posted on the [CCSD website](#) and was sent to anyone subscribed to our Cambria CSD Streamline Mailing Lists (Board Agendas and Notices) on July 12, 2024. The notice and email have been uploaded to OneDrive.

Hold annual informational public budget hearings that engage the public (outreach, workshops, etc.) prior to adopting the budget

This document has been uploaded to OneDrive and on our [website](#).

COMMUNITY TRANSPARENCY REVIEW

The President of the local Chamber of Commerce

Please see below.

General Manager of a peer agency

Please see below.

Proof of Completion signed by individuals completing Community Transparency Review.

Steve Kniffen

A724DE358F19459...

Steve Kniffen

President, Cambria Chamber of Commerce

DocuSigned by:

Ron Munds

FD0FBEE1353943A...

Ron Munds

General Manager, Los Osos Community Services District