



Notice of Regular Meeting
Oceano Community Services District - Board of Directors Agenda
WEDNESDAY, February 08, 2017 – 6:30 P.M.
Oceano Community Services District Board Room
1655 Front Street, Oceano, CA

All items on the agenda including information items, may be deliberated. Any member of the public with an interest in one of these items should review the background material and request information on the possible action that could be taken.

All persons desiring to speak during any Public Comment period are asked to fill out a "Board Appearance Form" to submit to the General Manager prior to the start of the meeting. Each individual speaker is limited to a presentation time of THREE (3) minutes per item. Persons wishing to speak on more than one item shall limit his/her remarks to a total of SIX (6) minutes. This time may be allocated between items in one minute increments up to three minutes. Time limits may not be yielded to or shared with other speakers.

- 1. CALL TO ORDER:**
- 2. ROLL CALL:**
- 3. FLAG SALUTE:**
- 4. AGENDA REVIEW:**
- 5. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA:**

This public comment period provides an opportunity for members of the public to address the Board on matters of interest within the jurisdiction of the District that are not listed on the agenda. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

6. SPECIAL PRESENTATIONS & REPORTS:

A. STAFF REPORTS:

- i. Operations - Field Supervisor Tony Marraccino
- ii. FCFA Operations - Chief Steve Lieberman
- iii. OCSD General Manager
- iv. Sheriff's South Station - Commander Jay Donovan OCSD

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. Director Angello
- ii. Director Brunet
- iii. President White
- iv. Vice President Austin
- v. Director Coalwell

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #6 – Special Presentations and Reports. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

7. CONSENT AGENDA ITEMS:

Public comment Members of the public wishing to speak on consent agenda items may do so when recognized by the Presiding Officer. To facilitate public comment we request persons wishing to speak to fill out a speak request form and give it to the General Manager. Public comment is limited to three (3) minutes.

- A. Review and Approval of Minutes for the Regular Meeting on January 25, 2017
- B. Review and Approval of Cash Disbursements
- C. Consideration to declare certain items and equipment to be surplus and authorizing disposal

8. BUSINESS ITEMS:

Public comment Members of the public wishing to speak on public hearing items may do so when recognized by the Presiding Officer. To facilitate public comment we request persons wishing to speak to fill out a speak request form and give it to the General Manager. Public comment is limited to three (3) minutes.

- A. Consideration of Recommendations to Approve Solid Waste Programs
- B. Continuation of Amendments to the District By-Laws with direction as the Board deems appropriate
- C. Consideration of 2017 Goals and a Recommendation for Approval

9. UTILITY ITEMS:

10. HEARING ITEMS:

11. RECEIVED WRITTEN COMMUNICATIONS:

12. LATE RECEIVED WRITTEN COMMUNICATIONS:

13. CLOSED SESSION:

- A. Pursuant to Government Code §54957.6: Conference with Labor Negotiators. Agency designated representative: General Manager, Paavo Ogren; Employee Organizations: a) Service Employees International Union 620 b) Unrepresented Management Positions

14. FUTURE AGENDA ITEMS: District Policies Continued; Public Facilities fees; SSMP audit & Update Emergency Generator; Professional Service Proposals; SSLOCSD District Administrator Presentation; Zone 3 Budget will be reviewed at the same time as Q3 Budget Review

15. FUTURE HEARING ITEMS:

16. ADJOURNMENT:

This agenda was prepared and posted pursuant to Government Code Section 54954.2. Agenda is posted at the Oceano Community Services District, 1655 Front Street, Oceano, CA. Agenda and reports can be accessed and downloaded from the Oceano Community Services District website at www.oceanocsd.org.

ASSISTANCE FOR THE DISABLED If you are disabled in any way and need accommodation to participate in the Board meeting, please call the Clerk of the Board at (805) 481-6730 for assistance at least three (3) working days prior to the meeting so necessary arrangements can be made.

ASISTENCIA A DISCAPACITADO Si usted está incapacitado de ninguna manera y necesita alojamiento para participar en la reunión de la Junta, por favor llame a la Secretaría de la Junta al (805) 481-6730 para recibir asistencia por lo menos tres (3) días antes de la reunión para que los arreglos necesarios puedan ser hechos.



Oceano Community Services District
 Summary Minutes
 Regular Meeting Wednesday, January 25, 2017 – 6:30 P.M.
 Oceano Community Services District Board Room
 1655 Front Street, Oceano, CA

1. **CALL TO ORDER:** at 6:30 p.m. by President White
2. **FLAG SALUTE:** led by Director Coalwell
3. **ROLL CALL:** All Board members present. Also present, General Manager Ogren, District Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola and Board Secretary Celia Ruiz.
4. **AGENDA REVIEW:** Agenda approved as presented.
5. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:** Public comment was received by John Clemmons, and Julie Tacker.
6. **SPECIAL PRESENTATIONS & REPORTS:**
 - a. **STAFF REPORTS:**
 - i. Operations - Field Supervisor Tony Marraccino reported 9 work orders, 2 after hour call outs, 10 USA's, 4 customer service calls, daily rounds, door hangers, new service line installed at Norswing, meter reads, re-reads, leaks, read century wells located at the Depot, Lopez is currently at 33.8% full.
 - ii. FCFA - Chief Steve Lieberman – reported on storm weekend Oceano received 30 calls normally get 10 calls on a 24hr period, gave an update on storm response.
 - iii. OCSD General Manager / Zone 3 Advisory Committee - General Manager Ogren informed for Zone 3 Advisory Director Brunet will be attending, Cal OES grant update, Prop 84 grant, RCAC.
 - iv. Sheriff's South Station - Commander Jay Donovan - None
 - b. **BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:**
 - i. Director Angello - None
 - ii. Director Brunet – attended State Water Advisory Committee, and Zone 3 Advisory
 - iii. President White – attended Ethics class
 - iv. Vice President Austin - None
 - v. Director Coalwell – reported on State Water Advisory Committee
 - c. **PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:**
 Public comment was received by Julie Tacker.

7 CONSENT AGENDA:	ACTION:
<ol style="list-style-type: none"> A. Review and Approval of Minutes for the Regular Meeting on December 14, 2016 B. Review and Approval of Minutes for the Regular Meeting on January 11, 2017 C. Review and Approval of Cash Disbursements D. Submittal for approval an Intent to Serve Letter to Timothy Nye; 1850 Strand Way; Assessor's Parcel No. 061-072-020 E. Submittal for approval an Intent to Serve Letter to Rafael Mendoza; 2291 Cienaga; Assessor's Parcel No. 062-121-013 F. Submittal for approval an Intent to Serve Letter to William Murphy; 2341 Ocean; Assessor's Parcel No. 062-098-014 	<p>After an opportunity for public comment and brief Board discussion, staff recommendations for Items 7A-7F were approved as amended CSDA amount changed from \$120 to \$80 new cash disbursement approved amount \$ 60,011.79 with a motion from Director Coalwell, a second by Director Brunet and a 5-0 vote.</p> <p>Public comment was received by Julie Tacker.</p>

7 G BUSINESS ITEM:	ACTION:
Approval of a Recommendation to Authorize the General Manager and Legal Counsel to amend the District's Conflict of Interest Code pursuant to County Review	After an opportunity for public comment and brief Board discussion, staff recommendations were approved as - amended including Adoption of Resolution 21 a motion with a motion from Vice President Austin, a second by Director Angello and a 5-0 roll call vote. No public comment.
8 A BUSINESS ITEM:	ACTION:
Consideration of a request from the Five Cities Fire Authority to approve the purchase of a Second Replacement Fire Engine at an estimated cost of approximately \$555,000	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from Vice President Austin, a second by Director Coalwell and a 5-0 vote. Public comment was received by Julie Tacker.
8 B BUSINESS ITEM:	ACTION:
Consideration of a recommendation to approve a Utility Relocation Agreement with the County of San Luis Obispo in conjunction with the County's Highway One Drainage project, approve a budget adjustment and payment in the amount of \$109,868, authorize the General Manager to file a Notice of Exemption pursuant to the California Environmental Quality Act, and provide direction on alternative bidding procedures	After an opportunity for public comment and brief Board discussion, staff recommendations were approved with a motion from Director Brunet, a second by Vice President Austin and a 5-0 vote. Public comment was received by Julie Tacker.
8 C BUSINESS ITEM:	ACTION:
Introduction of Amendments to the District By-Laws with direction as the Board deems appropriate	After an opportunity for public comment and brief Board discussion, no formal action taken. No public comment.

9. **UTILITY ITEMS:** None

10. **HEARING ITEMS:** None

11. **RECEIVED WRITTEN COMMUNICATIONS:** None

12. **LATE RECEIVED WRITTEN COMMUNICATIONS:** Grant application for Local Hazard Mitigation Plan

13. **CLOSED SESSION:** was entered at approximately 8:45pm. Open session was resumed at approximate 9:40pm

No public comment.

A. Pursuant to Government Code §54957: Performance evaluation – General Manager
Reportable Action: No reportable action

B. Pursuant to Government Code §54956.9 (d)(2): Conference with District Counsel regarding anticipated litigation. Number of cases: one (1).
Reportable Action: No reportable action

14. **FUTURE AGENDA ITEMS:** 2017 Goals; By-Laws Continued; Solid Waste Programs; Public Facilities fees; SSMP audit & Update Emergency Generator; Professional Service Proposals; SSLOCSD District Administrator Presentation; Zone 3 Budget will be reviewed at the same time as Q3 Budget Review

15. **FUTURE HEARING ITEMS:** None

16. **ADJOURNMENT:** at approximately 9:45pm



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: February 8, 2017

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #7B: Consideration of a Recommendation to Approve Cash Disbursements**

Recommendation

It is recommended that your Board approve the attached cash disbursements.

Discussion

The following is a summary of the attached cash disbursements:

Description	Amounts	
<u>Disbursements Requiring Board Approval prior to Payment:</u>		
Regular Payable Register – 02/08/2017	\$	3,969.79
Refund – Utility Billing (Wheeler)	\$	488.35
Refund – Hydrant Deposit (Andrade)	\$	500.00
	Sub-Total	\$ 4,958.14
<u>Reoccurring Payments for Board Review (authorized by Resolution 2016-07):</u>		
Payroll Gross Wages (period ending 01/21/2017)	\$	23,249.76
Reoccurring Health & Benefit Disbursements – Paid 01/25/2017	\$	5,983.14
Reoccurring Utility Disbursements – Paid 01/25/2017	\$	5,409.44
	\$	
	\$	
	\$	
	\$	
	\$	
	Sub-Total	\$ 34,642.34
	Grand Total	\$ 39,600.48

Other Agency Involvement: n/a

Other Financial Considerations: Amounts are within the authorized Fund level budgets.

Results

The Board's review of cash disbursements is an integral component of the District's system of internal controls and promotes a well governed community.

PACKET: 01293 Regular Payables 02082017
 VENDOR SET: 01 OCEANO CSD, CA
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0180	ARAMARK					
I-532162660		ARAMARK	60.50			
1/31/2017	AP	DUE: 1/31/2017 DISC: 1/31/2017		1099: N		
		ARAMARK		01 5-4100-100	CLOTHING	60.50
I-532179780		ARAMARK	60.50			
1/31/2017	AP	DUE: 1/31/2017 DISC: 1/31/2017		1099: N		
		ARAMARK		01 5-4100-100	CLOTHING	60.50
=== VENDOR TOTALS ===			121.00			
=====						
01-0148	ARROYO GRANDE	CHEVROLET				
I-CTCS12324		ARROYO GRANDE CHEVROLET	769.80			
2/02/2017	AP	DUE: 2/02/2017 DISC: 2/02/2017		1099: N		
		ARROYO GRANDE CHEVROLET		12 1-1401-000	EQUIPMENT/VEHICLES/MACHI	769.80
STUB COMMENTS: 06 CHEVY MAINT & REPAIR						
=== VENDOR TOTALS ===			769.80			
=====						
01-1482	CARQUEST AUTO	PARTS				
I-7314-900559		CARQUEST AUTO PARTS	15.07			
2/03/2017	AP	DUE: 3/05/2017 DISC: 3/05/2017		1099: N		
		CARQUEST AUTO PARTS		02 5-4400-170	MAINTENANCE: EQUIPMENT	7.53
		CARQUEST AUTO PARTS		03 5-4500-170	MAINTENANCE: EQUIPMENT	7.54
STUB COMMENTS: FUEL STABILIZER - BACKUP GENERATOR						
=== VENDOR TOTALS ===			15.07			
=====						
01-0214	CENTRAL COAST	TECHNOLOGY CONSU				
I-0000834		CENTRAL COAST TECHNOLOGY CONS	80.00			
1/31/2017	AP	DUE: 1/31/2017 DISC: 1/31/2017		1099: N		
		CENTRAL COAST TECHNOLOGY CONSU		01 5-4100-221	INFORMATION TECHNOLOGY	80.00
I-0000849		CENTRAL COAST TECHNOLOGY CONS	316.06			
2/01/2017	AP	DUE: 2/01/2017 DISC: 2/01/2017		1099: N		
		CENTRAL COAST TECHNOLOGY CONSU		01 5-4100-221	INFORMATION TECHNOLOGY	134.38
		CENTRAL COAST TECHNOLOGY CONSU		01 5-4100-221	INFORMATION TECHNOLOGY	181.68
STUB COMMENTS: FEB 2017 MAINTENANCE						

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-0214	CENTRAL COAST	TECHNOLOGY CONSU(** CONTINUED **)				
I-0000861		CENTRAL COAST TECHNOLOGY CONS	495.00			
2/02/2017	AP	DUE: 2/02/2017 DISC: 2/02/2017		1099: N		
		CENTRAL COAST TECHNOLOGY CONSU		01 5-4100-221	INFORMATION TECHNOLOGY	495.00
		=== VENDOR TOTALS ===	891.06			
=====						
01-0143	FASTENAL	COMPANY				
I-CAS1420006		FASTENAL COMPANY	205.41			
2/02/2017	AP	DUE: 2/02/2017 DISC: 2/02/2017		1099: N		
		FASTENAL COMPANY		02 5-4400-175	SYSTEM PARTS/OPERATING S	102.70
		FASTENAL COMPANY		03 5-4500-175	SYSTEM PARTS/OPERATING S	102.71
		=== VENDOR TOTALS ===	205.41			
=====						
01-1150	FERGUSON	ENTERPRISES, INC #135				
I-4132080-2		FERGUSON ENTERPRISES, INC #13	41.85			
2/03/2017	AP	DUE: 3/05/2017 DISC: 3/05/2017		1099: N		
		FERGUSON ENTERPRISES, INC #135		03 5-4500-175	SYSTEM PARTS/OPERATING S	41.85
I-4241667		FERGUSON ENTERPRISES, INC #13	498.18			
2/02/2017	AP	DUE: 3/04/2017 DISC: 3/04/2017		1099: N		
		FERGUSON ENTERPRISES, INC #135		01 5-4200-291	SANDBAGS	498.18
		=== VENDOR TOTALS ===	540.03			
=====						
01-1136	J.B. DEWAR,	INC.				
I-836945		J.B. DEWAR, INC.	354.77			
2/01/2017	AP	DUE: 3/03/2017 DISC: 3/03/2017		1099: N		
		J.B. DEWAR, INC.		12 5-4350-172	FUEL	354.77
		=== VENDOR TOTALS ===	354.77			
=====						
01-0096	MARK SCHWIND	ELECTRIC INC.				
I-17-014		MARK SCHWIND ELECTRIC INC.	380.00			
1/31/2017	AP	DUE: 1/31/2017 DISC: 1/31/2017		1099: N		
		MARK SCHWIND ELECTRIC INC.		02 5-4400-163	MAINT: STRUCTURES/IMPRVS	380.00
		STUB COMMENTS: OCS D YARD				
		=== VENDOR TOTALS ===	380.00			

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-1292		MINER'S ACE HARDWARE, INC.				
I-308652		MINER'S ACE HARDWARE, INC.	10.93			
1/31/2017	AP	DUE: 3/02/2017 DISC: 3/02/2017		1099: N		
		MINER'S ACE HARDWARE, INC.		01 5-4100-170	MAINTENANCE: EQUIPMENT	19.36
		MINER'S ACE HARDWARE, INC.		01 5-4100-170	MAINTENANCE: EQUIPMENT	9.06CR
		MINER'S ACE HARDWARE, INC.		03 5-4500-175	SYSTEM PARTS/OPERATING S	9.69
		MINER'S ACE HARDWARE, INC.		03 5-4500-175	SYSTEM PARTS/OPERATING S	9.06CR
=====						
I-386501		MINER'S ACE HARDWARE, INC.	14.17			
1/31/2017	AP	DUE: 3/02/2017 DISC: 3/02/2017		1099: N		
		MINER'S ACE HARDWARE, INC.		02 5-4400-175	SYSTEM PARTS/OPERATING S	16.15
		MINER'S ACE HARDWARE, INC.		02 5-4400-175	SYSTEM PARTS/OPERATING S	9.07CR
		MINER'S ACE HARDWARE, INC.		03 5-4500-175	SYSTEM PARTS/OPERATING S	16.15
		MINER'S ACE HARDWARE, INC.		03 5-4500-175	SYSTEM PARTS/OPERATING S	9.06CR
		=== VENDOR TOTALS ===	25.10			
=====						
01-0027		PETTY CASH				
I-201701311789		PETTY CASH	6.09			
1/31/2017	AP	DUE: 1/31/2017 DISC: 1/31/2017		1099: N		
		PETTY CASH		01 5-4100-210	POSTAGE	6.09
=====						
I-201701311790		PETTY CASH	1.82			
1/31/2017	AP	DUE: 1/31/2017 DISC: 1/31/2017		1099: N		
		PETTY CASH		01 5-4100-210	POSTAGE	1.82
=====						
I-201701311791		PETTY CASH	13.18			
1/31/2017	AP	DUE: 1/31/2017 DISC: 1/31/2017		1099: N		
		PETTY CASH		06 5-4900-210	POSTAGE	13.18
		=== VENDOR TOTALS ===	21.09			
=====						
01-1360		QUILL CORPORATION				
C-708853		QUILL CORPORATION	21.98CR			
1/31/2017	AP	DUE: 1/31/2017 DISC: 1/31/2017		1099: N		
		QUILL CORPORATION		01 5-4100-200	OFFICE EXPENSE	21.98CR
=====						
I-3611402		QUILL CORPORATION	26.27			
1/31/2017	AP	DUE: 3/02/2017 DISC: 3/02/2017		1099: N		
		QUILL CORPORATION		01 5-4100-200	OFFICE EXPENSE	26.27
=====						
I-3631247		QUILL CORPORATION	37.81			
1/31/2017	AP	DUE: 3/02/2017 DISC: 3/02/2017		1099: N		
		QUILL CORPORATION		01 5-4100-200	OFFICE EXPENSE	37.81

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-1360	QUILL CORPORATION	(** CONTINUED **)				
I-3680565		QUILL CORPORATION	21.98			
1/31/2017	AP	DUE: 3/02/2017 DISC: 3/02/2017		1099: N		
		QUILL CORPORATION		01 5-4100-200	OFFICE EXPENSE	21.98
I-3849539		QUILL CORPORATION	13.38			
1/31/2017	AP	DUE: 3/02/2017 DISC: 3/02/2017		1099: N		
		QUILL CORPORATION		01 5-4100-200	OFFICE EXPENSE	13.38
I-3849553		QUILL CORPORATION	19.00			
1/31/2017	AP	DUE: 3/02/2017 DISC: 3/02/2017		1099: N		
		QUILL CORPORATION		01 5-4100-200	OFFICE EXPENSE	19.00
		=== VENDOR TOTALS ===	96.46			
01-1650	TEMPLETON CSD					
I-201702031793		TEMPLETON CSD	250.00			
2/03/2017	AP	DUE: 3/05/2017 DISC: 3/05/2017		1099: N		
		TEMPLETON CSD		01 5-4100-286	BOARD MEMBER TRAVEL	250.00
		STUB COMMENTS: DISTRICT TRAINING - BOD				
		=== VENDOR TOTALS ===	250.00			
01-0073	WHITE, KAREN M.					
I-JAN2017		WHITE, KAREN M.	300.00			
1/31/2017	AP	DUE: 1/31/2017 DISC: 1/31/2017		1099: Y		
		WHITE, KAREN M.		01 5-4100-225	BOARD STIPENDS	200.00
		WHITE, KAREN M.		01 5-4100-225	BOARD STIPENDS	100.00
		STUB COMMENTS: JAN 2017 BOD & COMMITTEE MEETINGS				
		=== VENDOR TOTALS ===	300.00			
		=== PACKET TOTALS ===	3,969.79			

PACKET: 01297 Direct Payables - WHEELER

VENDOR SET: 01 OCEANO CSD, CA

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE		GROSS	P.O. #		
	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-1		ONE TIME VENDOR				
I-REFUND:WHEELER	2/01/2017	ELLINOR WHEELER: REFUND	488.35			
	AP	DUE: 2/01/2017 DISC: 2/01/2017		1099: N		
		ELLINOR WHEELER: REFUND		02 1-1100-000	ACCOUNTS RECEIV	488.35
		=== VENDOR TOTALS ===	488.35			
		=== PACKET TOTALS ===	488.35			

PACKET: 01296 US - Refund
VENDOR SET: 01 OCEANO CSD, CA
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE		GROSS	P.O. #		
	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-1		ONE TIME VENDOR				
I-000201702011792	2/01/2017	ANDRADE, LUIS	500.00			
	AP	DUE: DISC:		1099:		
		02-03085-00		02 1-1102-000	A/R - REFUNDS	500.00
		=== VENDOR TOTALS ===	500.00			
		=== PACKET TOTALS ===	500.00			

Oceano Community Services District
 Fiscal Year 2016-2017
 Payroll Hours Summary

Payroll Period 1/8/17 to 1/21/17

Pay Date 1/26/17

	HOURS PER TIMESHEET										GROSS WAGES	RATE	PERS HOURS	PERS EE	PERS ER	TOTAL PERS	
	REG	VAC/ ADMIN	SICK	HOLI DAY	FLOAT HOLIDAY	OT	OT2	CTO EARN	CTO USE	TOTAL HOURS							STAND BY *
Account Administrator III	72.00	0.00	0.00	8.00	0.00	4.00	0.00	0.00	0.00	84.00		2,302.22	26.77	80.00	149.91	179.40	329.31
General Manager (salary)	69.00	3.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	80.00		7,920.00	99.00	80.00	554.40	663.46	1,217.86
Account Administrator I	63.50	6.50	2.00	8.00	0.00	0.00	0.00	0.00	0.00	80.00		1,764.80	22.06	80.00	110.30	115.68	225.98
Business and Accounting Manager I	72.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	80.00		2,355.20	29.44	80.00	147.20	154.38	301.58
Solid Waste Coordinator	46.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46.25		693.75	15.00				
Utility Field Supervisor	72.00	0.00	0.00	8.00	0.00	9.00	0.00	0.00	0.00	89.00	250.00	3,491.65	34.67	80.00	194.15	232.34	426.49
Utility Systems Operator	64.00	4.25	0.00	8.00	0.00	6.00	0.00	3.00	3.75	89.00	350.00	2,581.23	25.07	80.00	140.39	168.01	308.40
Utility Systems Operator	72.00	0.00	0.00	8.00	0.00	6.50	0.00	0.00	0.00	86.50	100.00	2,140.92	22.74	80.00	113.70	119.25	232.95
Total Wages												23,249.76		560.00	1,410.06	1,632.52	3,042.58

* Stand by hours are paid at \$50.00 per day.

700.00

SUBTOTAL 530.75 13.75 2.00 56.00 0.00 25.50 3.00 3.75 634.75 634.75

Prepared By: Celia Ruiz Date: 1/26/17

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-0060	THE LINCOLN NATIONAL LIFE I									
I	DNT201701101779	DENTAL	AP		R	1/12/2017		308.45 308.45	308.45CR	
I	DNT201701241783	DENTAL	AP		R	1/26/2017		308.45 308.45	308.45CR	
I	INS201701101779	LONG TERM DISABILITY	AP		R	1/12/2017		91.34 91.34	91.34CR	
I	INS201701241783	LONG TERM DISABILITY	AP		R	1/26/2017		91.34 91.34	91.34CR	
I	LIF201701101779	LIFE INS.	AP		R	1/12/2017		98.65 98.65	98.65CR	
I	LIF201701241783	LIFE INS.	AP		R	1/26/2017		98.65 98.65	98.65CR	
				REG. CHECK				996.88 996.88	996.88CR 0.00	0.00

01-0063	VSP VISION									
I	VIS201701101779	VISION INS.	AP		R	1/12/2017		52.90 52.90	52.90CR	
I	VIS201701241783	VISION INS.	AP		R	1/26/2017		52.90 52.90	52.90CR	
				REG. CHECK				105.80 105.80	105.80CR 0.00	0.00

01-0194	SEIU LOCAL 620									
I	SEI201701101779	UNION DUES	AP		R	1/12/2017		110.15 110.15	110.15CR	
I	SEI201701241783	UNION DUES	AP		R	1/26/2017		110.15 110.15	110.15CR	
				REG. CHECK				220.30 220.30	220.30CR 0.00	0.00

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-1056	ANTHEM BLUE CROSS									
I	HEA201701101779	HEALTH INSURANCE	AP		R	1/12/2017		2,330.08 2,330.08	2,330.08CR	
I	HEA201701241783	HEALTH INSURANCE	AP		R	1/26/2017		2,330.08 2,330.08	2,330.08CR	
				REG. CHECK				4,660.16 4,660.16	4,660.16CR 0.00	0.00

PACKET: 01277 Utility Payables
VENDOR SET: 01 OCEANO CSD, CA
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-1340		PACIFIC GAS & ELECTRIC				
I-201701251784		PACIFIC GAS & ELECTRIC	4,653.84			
1/25/2017	AP	DUE: 2/24/2017 DISC: 2/24/2017		1099: N		
		STREET LIGHTS		01 5-4195-295	STREET LIGHTING	2,938.94
		WATER		02 5-4400-290	UTILITIES	725.70
		SEWER		03 5-4500-290	UTILITIES	189.71
		OLD FIRE STATION		01 5-4200-290	UTILITIES	52.05
		MODULAR		01 5-4200-290	UTILITIES	86.19
		1655 FRONT		01 5-4200-290	UTILITIES	132.25
		1655 FRONT		01 5-4100-290	UTILITIES	529.00
		=== VENDOR TOTALS ===	4,653.84			
01-0206		RABOBANK EQUIPMENT LEASE				
I-53067176		RABOBANK EQUIPMENT LEASE	755.60			
1/17/2017	AP	DUE: 1/17/2017 DISC: 1/17/2017		1099: N		
		RABOBANK EQUIPMENT LEASE		12 5-4350-320	EQUIPMENT LEASE	755.60
		STUB COMMENTS: JAN 2017				
		=== VENDOR TOTALS ===	755.60			
		=== PACKET TOTALS ===	5,409.44			



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: February 8, 2017

To: Board of Directors

From: Nicole Miller, Account Administrator I

Via: Paavo Ogren, General Manager

Subject: **Agenda Item #7C: Consideration to declare certain items and equipment to be surplus and authorizing disposal**

Recommendation

It is recommended that your Board:

- 1) Consider items in Exhibit "A" to be declared as surplus
- 2) Authorize Staff to dispose of items in an appropriate manner
- 3) Direct Staff to report back to the Board on actual disposition and salvage value received for the surplus items

Discussion

The OCSD is having a Surplus Auction on February 16, 2017 at the OCSD Water Yard. Any items approved tonight, in conjunction with items previously approved at the April 13, 2016 Board of Directors meeting (excluding two (2) OCSD vehicles which will be listed for auction on www.publicsurplus.com) will be available for public viewing and bidding via a sealed bid process. The Surplus Auction will be advertised in The Tribune and local free community calendars.

Other Agency Involvement

The OCSD has partnered with the South San Luis Obispo Sanitation District (SSLOCSD) to advertise this event as the SSLOCSD is hosting their Surplus Auction on the same day. SSLOCSD bid forms, including the seal bid process, were provided to OCSD staff and SSLOCSD staff assisted the OCSD in preparing for this event.



Oceano Community Services District

Board of Directors Meeting

Other Financial Considerations

Proceeds from auction is indeterminable at this time. Staff will report back with the salvage values received.

Results

Attachments:
Surplus Exhibit "A"

Surplus 2017

- Welder



- Cement Saw





Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: February 8, 2017

To: Board of Directors

From: Cody Graybehl, Solid Waste Program Planner
Carey Casciola, Business and Accounting Manager

Subject: Agenda Item 8(A): Consideration of Recommendations to Approve Solid Waste Programs

Recommendation

It is recommended that your Board:

1. Approve the attached Solid Waste Program Policies:
 - a. Smart Phone App Policy
 - b. Adopt-A-Can Policy
 - c. Neighborhood Clean-Up Policy
 - d. Adopt-An-Alley Policy
2. Discuss personnel resource options for Solid Waste Programs

Discussion

Multiple efforts have been initiated to address illegal dumping, unsanitary conditions and related solid waste problems within the community. The following is a list of recent Board agenda items:

- ✓ July 13, 2016 – The Board authorized a temporary part-time employee.
- ✓ August 10, 2016 – A Solid Waste Program update was provided and Board direction approved for a Smartphone App and Free Clean-up week for the Community in September 2016.
- ✓ October 12, 2016 – A Solid Waste Program update was provided with:
 - A review of the September 2016 Clean-up week.
 - A review of the existing programs.
 - Options for new programs by OCSD.
- ✓ November 6, 2016 – Approval of an invoice in the amount of \$9,193.17 to South County Sanitary Services Inc. for the community's cost of the September clean-up event.
- ✓ December 14, 2016 – Review of Draft Solid Waste Program Policies and Board direction.



Oceano Community Services District

Board of Directors Meeting

Overall, the historical solid waste programs, implemented intermittently before 2014, were re-established in 2014 in accordance with enforcement efforts established in Ordinance 1999-1. The current efforts for a more diverse solid waste program have been pursued so that “enforcement” was not the single approach to solid waste efforts. For example, the community’s cost for the September 2016 Clean-up Week was paid for by the OCSD to provide an incentive for property owners and residents.

At this time, the final program guidelines have been prepared for Board approval:

Exhibit “A” – Smart Phone App Policy

Exhibit “B” – Adopt-A-Can Policy

Exhibit “C” – Neighborhood Clean-Up Policy

Exhibit “D” – Adopt-An-Alley Policy

In addition to the attached program policies, the following update is provided on other related efforts:

- Correspondence with the County on condemnation and abatement issues initiated through code enforcement.
 - No response from the County Planning Department since September 2016
- Continuation of Clean-Up week incentives.
 - Does the Board of Directors wish to consider approving clean-up week costs for Spring 2017?
- Program Implementation.
 - Does the Board of Directors wish to consider a permanent part-time employee for Solid Waste Program?
- Community Service for non-felonies to help with litter removal and community clean-up.
 - The original program guidelines from the vendor managing the program for the County stated that the County would provide workers compensation coverage for the community service volunteers. In following up with County Risk Management, the original information was determined to be incorrect. Since the District would be required to provide workers compensation coverage for community service volunteers, staff is not pursuing this option unless it is preferred by the Board of Directors to do so.



- Discussion with State Parks regarding Pier Avenue and general litter from Dune recreationists.
 - Staff met with representatives of State Parks on January 10, 2017 and will provide a verbal summary during the Board meeting.

Other Agency Involvement

South County Sanitary Services, Inc. is the District's Franchisee for collection of solid waste and recycling with the community. The County of San Luis Obispo has land use authority in Oceano.

Other Financial Considerations

1. The two year budget for solid waste is attached which illustrates the annual operating revenues of approximately \$87,500 and normal operating cash expenditures of \$84,000.
2. Budgeted operating expenses include the funding of a part time employee but do not cover significant equipment or program expenditures. Existing reserves, which exceed \$330,000, the annual repayment from the Water Fund of \$7,500, and the franchise agreement that provides \$6,000 in free services from South County Sanitary Services Inc. are sources available for non-operating costs and overall program implementation.

Results

Initiating efforts to improve community clean-up promotes a safe, healthy, livable and well governed community.

Attachments:

- Solid Waste Budget
- Solid Waste FAQ
- Exhibit "A" – Smart Phone App Policy
- Exhibit "B" – Adopt-A-Can Policy
- Exhibit "C" – Neighborhood Clean-Up Policy
- Exhibit "D" – Adopt an Alley Policy

**GARBAGE BUDGET
AS OF 12/31/2016 - Quarter 2**

Revenues and Other Sources:		2016-17 Budget	Year to Date Actual		2016-17	Variance Fav/(Unfav)	2017-18 Budget
			12/31/2016	50%			
Revenues							
3300	Interest	0			0	0	
3501	Garbage Franchise Fees	80,000	42,172	53%	80,000	0	80,000
3501	Landfill Savings Payment	0	7,679		7,679	7,679	0
3230	Misc Income	0			0	0	
	Other franchise revenues	0			0	0	
	Interfund Loan Repayment from Wa	7,500		0%	7,500	0	7,500
	Use of Reserves	12,685	12,685	100%	12,685	0	10,333
	(Budget Adjustment 11/09)	9,193	9,193	100%	9,193	0	0
Total Revenues and Other Sources		109,378	71,729	66%	117,057	7,679	97,833

Operations & Maintenance:		2016-17 Budget	Year to Date Actual		Projected 2016-17	Variance Fav/(Unfav)	2017-18 Budget
			12/31/2016	50%			
Personnel							
010	Wages and Salaries	17,017	10,906	64%	17,017	0	18,363
020	Overtime	2,440	1,228	50%	2,440	0	2,605
061	PERS	1,567	286	18%	1,567	0	1,679
071	Medicare Employer Portion	293	178	61%	293	0	315
072	FICA		590		0	0	
075	State Compensation Ins	808	167	21%	808	0	852
090	Employee Insurances	3,072	356	12%	3,072	0	3,072
Total Personnel		25,197	13,711	54%	25,197	0	26,886
Services and Supplies							
100	Clothing	250	65	26%	250	0	250
110	Communications & Dispatch	500	145	29%	500	0	500
170	Maint: Equipment	500		0%	500	0	500
171	Maint: Vehicles	0	42		0	0	0
173	Maint Shared Structures	0	41		0	0	0
175	Sys Parts/Oper Supp	1,500	35	2%	1,500	0	1,500
200	Office Expense	1,000	40	4%	1,000	0	1,000
210	Postage	500	849	170%	500	0	500
220	Professional Services	2,000	1,610	81%	2,000	0	2,000
230	Legal Notices	250		0%	250	0	250
290	Utilities (Bdgt AJE \$9,193.17 11/9/16)	9,693	9,208	95%	9,693	0	500
Total Services and Supplies		16,193	12,035	74%	16,193	0	7,000
Other Expenditures							
376	Allocation/Adm Exp	46,988	0	0%	46,988	0	47,947
351	Cap: Equipment/Vehicles	5,000	0	0%	5,000	0	
	Signage & Cans	15,000	0	0%	15,000	0	15,000
	Vehicle Charges from Equipment Fund	1,000	0	0%	1,000	0	1,000
	Accounts Payable/ Prepaid Expense	0	0		0	0	0
		67,988	0	0%	67,988	0	63,947
Reserve Designations							
	Unassigned Reserves	0	0		0	0	
Total Reserves		0	0		0	0	0
Total Expenditures		109,378	25,746	24%	109,378	0	97,833

Solid Waste FAQ

1. What responsibility does the Oceano Community Services District hold regarding solid waste removal?

The Oceano Community Services District is responsible for solid waste and recycling services in the community. Those services are predominantly provided through a franchise agreement with South County Sanitary Services, Inc. Nevertheless, it is the District's responsibility to ensure that violations with District Ordinance 1999-1 are abated in a timely manner.

2. Who is responsible for the weekly trash removal throughout Oceano, and how can I contact them?

South County Sanitary Services, Inc. at 805-489-4246

3. What is Ordinance 1999-1?

Ordinance 1999-1 is the District's enforcement system to ensure that illegal dumping and violations are cleaned up in a timely manner. This ordinance places the responsibility on residents and property owners where violations occur.

4. Why did I receive a Notice to Remove Solid Waste Refuse, Cast Offs, and/or Rubble (Notice)?

The notice is intended to ensure timely removal of solid waste refuse, cast offs, and/or rubble that have led to the creation of a public nuisance. The District understands that a variety of situations can lead to the creation of public nuisances. We are not expressing any judgement or any intentional wrong-doing; just that the site needs to be cleaned up.

5. Why did I receive a Notice for items placed in an alleyway?

In general, property lines extend to the middle of the alleyway or street. For more information on how property lines are determined contact the San Luis Obispo County Department of Planning & Building at (805) 781-5600.

6. How long do I have to remove the items highlighted in the Notice?

Ten calendar days.

7. What happens if I do not remove the items highlighted in the Notice?

The District will initiate clean-up and will charge the owner of the property that received the notice by establishing a lien on the property and/or creating a charge that can be placed on the property tax bills.

8. What options exist to challenge the enforcement of a Notice?

In order to place a lien on the property and/or charge that can be placed on property tax bills, the District's Board of Directors must hold a hearing, at which time a property owner can protest the enforcement action.

9. How much does it cost to have South County Sanitary Services, Inc. remove bulk items?

Trip Charge	\$11.89
Large Item Pick Up	\$27.45
Small Item Pick Up	\$16.01
Mattresses (Twin-King)	\$15.49
*Prices are per item	*Subject to change

10. How much does it cost to take items to the Cold Canyon Landfill?

Cold Canyon Rate	
Min. Entry Fee	\$35
Bulk Items (Couches, etc.)	\$20
Residential Appliances	\$15
*Prices are per item	*Subject to change



OCEANO COMMUNITY SERVICES DISTRICT SMART PHONE APP. POLICY

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**OCEANO COMMUNITY SERVICES DISTRICT SMART PHONE APP. POLICY
PURPOSE, PROCEDURES, AND RULES AND CONDITIONS**

I. Purpose

Program Goals:

The Oceano Community Services District (District) Smart Phone App. Program has been developed to help address illegal dumping which has an ongoing negative impact on the health and safety and livability of the local community. The goals of the program include the following:

- Improving health and safety
- Increasing livability
- Increasing communing involvement
- Increasing the value of the trash removal service, South County Sanitary Services, Inc. (SCSS)

Program Actions:

The Program provides Oceano residents with the opportunity to actively contribute to the building of a stronger community by identifying illegal dumping and all “other” items with the Smart Phone App. Ultimately helping reduce the response time the District takes to abate illegal dumping, and all “other” items the App. offers to report. The following actions are required to successfully complete the program goals:

- Identifying illegal dumping that has occurred on public property
- Identifying various “other” District concerns as they arise
- Following the Ready 311 Smart Phone App. user instructions

Upon receiving notification that illegal dumping has been identified the District will take the following actions:

District Responsibilities:

- Coordinating with SCSS to have illegal dumping abated in a timely manner
- Tracking data to develop a rewards program for App. users

As a reminder, the District’s Solid Waste Ordinance prohibits the accumulation of solid waste, rubble, and/or cast offs on developed and undeveloped (vacant) property.

**OCEANO COMMUNITY SERVICES DISTRICT SMART PHONE APP. POLICY
PURPOSE, PROCEDURES, AND RULES AND CONDITIONS**

II. Procedures – How to Get Started

1. Interested Oceano residents must download the free Ready 311 App. that is available for both Apple and Android Phones.
2. Agree to enable notifications, as requested by Ready 311.
3. Agree to enable GPS, as requested by Ready 311. The App. will not work without the GPS enabled.
4. Agree to allow Ready 311 to access your location while you use the App. The App. will not work without the GPS enabled.
5. Create an account once the App. has been downloaded. You must provide first and last name, email, and phone number so the District can communicate with the user if any questions or concerns exist.
6. Review the Ready 311 App. user guide, see Attachment 1, that serves as an introductory lesson on how to use the App. Please call the District at 805-481-6730 if you have any remaining questions after reviewing Attachment 1.

**OCEANO COMMUNITY SERVICES DISTRICT SMART PHONE APP. POLICY
PURPOSE, PROCEDURES, AND RULES AND CONDITIONS**

III. Rules and Conditions

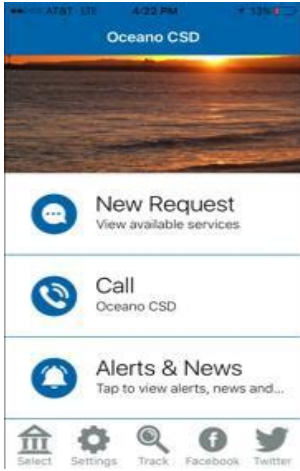
1. To report an item of concern, you must be within the boundaries of the District. See Attachment 3, Oceano Community Services District Boundary.
2. Illegal dumping can only be reported when it has occurred on public property. No items located on private property should be reported.
3. Pictures of private property should not be taken or transmitted to the District.
4. The App. user must agree to all set-up instructions requested by Ready 311 to ensure the App. will work properly.
5. Any minor must provide a Minor Consent Form, see Attachment 2, from an appropriate legal guardian before using the Smart Phone App.

OCEANO COMMUNITY SERVICES DISTRICT SMART PHONE APP. POLICY
PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

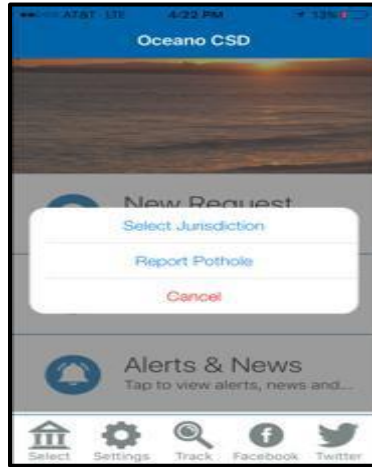
IV. Attachments

Att. 1- Ready 311 App. User Guide

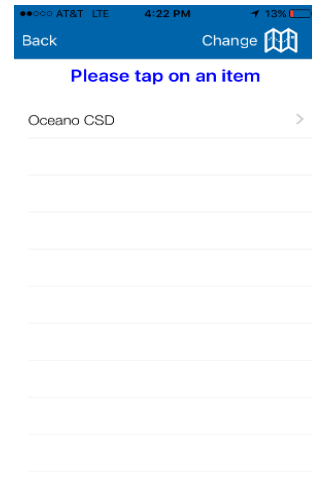
Step 1: Tap Select (BOTTOM LEFT ICON)



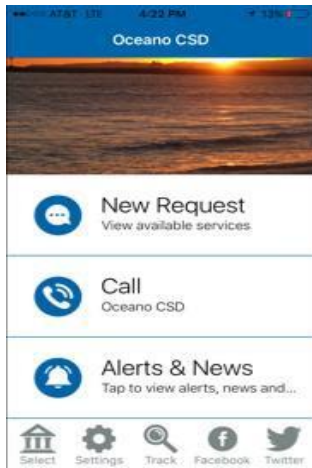
Step 2: Select Jurisdiction



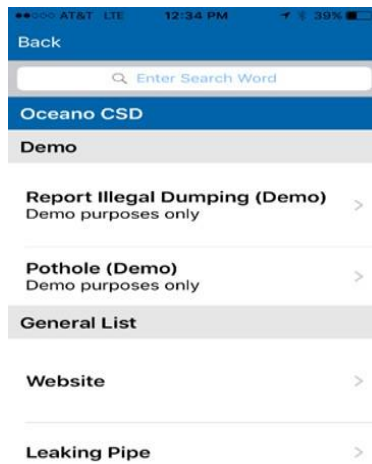
Step 3: Oceano CSD



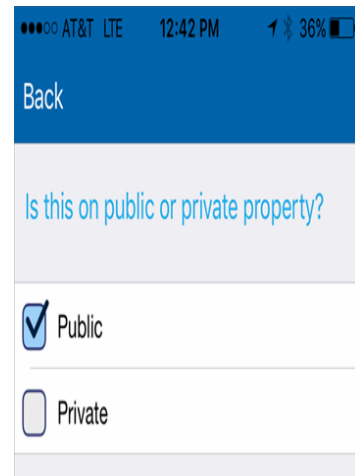
Step 4: New Request



Step 5: Select Item to Report



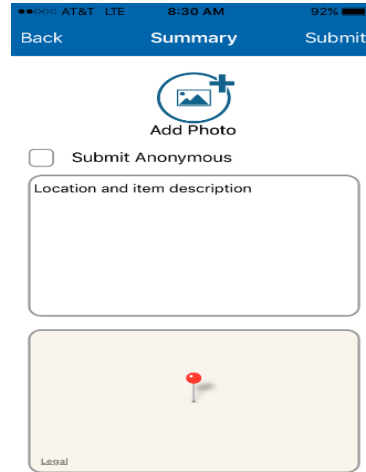
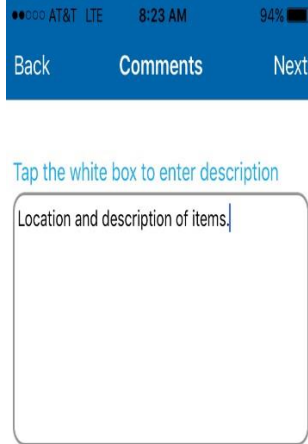
Step 6: Answer Question



OCEANO COMMUNITY SERVICES DISTRICT SMART PHONE APP. POLICY
PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

Att. 1- Continued

Step 7: Drop Location → Step 8: Add comments → Step 9: Add Photo & Tap Submit



**OCEANO COMMUNITY SERVICES DISTRICT SMART PHONE APP. POLICY
PURPOSE, PROCEDURES, AND RULES AND CONDITIONS**

Att. 2- Minor Consent Form and Waiver and Release

I, _____, being the parent or legal guardian of _____ (the "Minor") hereby consent to and authorize the Minor to act as a volunteer for the Smart Phone App. volunteer program. I acknowledge and agree that activities performed by the Minor as a volunteer will be performed strictly on a voluntary basis, without any pay, compensation, or benefits. I agree and understand that the Minor must comply with the rules and regulations established from time to time by the Oceano Community Services District ("District") and that failure to do so may result in the Minor's immediate removal as a volunteer.

I am aware of the nature of the activities to be performed by the Minor as a volunteer and recognize that in performing volunteer tasks, a risk of harm or injury exists. I agree that all volunteer activities are to be performed by the Minor at the Minor's risk and I assume full responsibility therefore.

I hereby release and discharge the District, their employees, and their volunteers from any and all claims, demands, causes of action of any nature or cause, for any such injury or damage incurred or suffered by the Minor.

WAIVER AND RELEASE: On behalf of myself, the Minor, and our respective heirs and personal representatives, the undersigned agrees not to hold or attempt to hold the District responsible for any injury or damage sustained or incurred by the Minor, arising out of or in any way connected with the Minor's activities as a volunteer using the Smart Phone App. Parent and/or legal guardian, for and on behalf of Minor, does hereby release and forever discharge and hold harmless District, its elected officials, officers, employees, and agents and their successors and assigns from any and all liability and claims, demands, rights of action, or actions, of whatever kind of nature, either in law or equity, which arise or may hereafter arise from Minors activities as a volunteer for the District. The execution of this Release discharges and will discharge the District from any liability or claim that the Minor may have against the District with respect to any bodily injuries, personal injuries, illnesses, death, or property damage which may result from said volunteer activities with the District. On behalf of myself, the Minor, and our respective heirs and personal representatives, I agree to hold harmless and indemnify and defend the District from any legal matter, lawsuit, or litigation arising from this volunteer relationship.

Printed Name of Parent/Legal Guardian

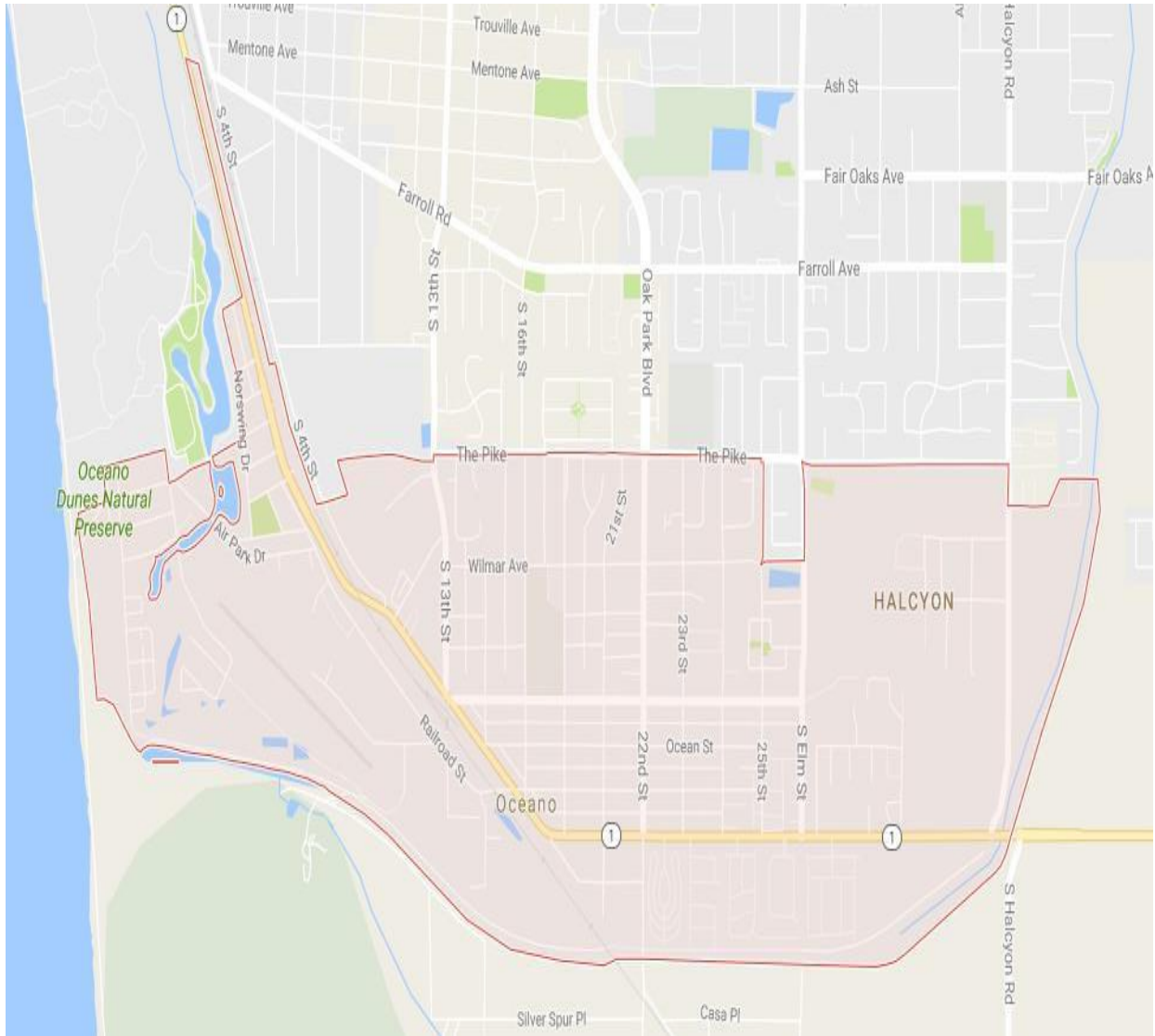
Date

Signature of Parent/Legal Guardian

Phone Number(s) for Emergencies

**OCEANO COMMUNITY SERVICES DISTRICT SMART PHONE APP. POLICY
PURPOSE, PROCEDURES, AND RULES AND CONDITIONS**

Att. 3- Oceano Community Services District Boundary





OCEANO COMMUNITY SERVICES DISTRICT ADOPT-A-CAN POLICY

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Att. 2-Core Area Option	7
Att. 3- Sign Template.....	8

I. Purpose

Program Goals:

The Oceano Community Services District (District) Adopt-A-Can Program has been developed to help address illegal dumping which has an ongoing negative impact on the health and safety and livability of the local community. The goals of the program include the following:

- Improving health and safety
- Increasing livability
- Increasing the value of the trash removal service, South County Sanitary Services, Inc. (SCSS)
- Reducing response time for the maintenance of overflowing, damaged, or vandalized trash receptacles

Program Actions:

The Program aims to promote continual preservation efforts relying upon the participating local business or community organization (participants) keeping a watchful eye on their adopted receptacle. Participants must complete the following actions to successfully accomplish the program goals:

- Providing the desired artwork, logo, or company name to be advertised on the new receptacle to the District
- Paying a startup fee of \$135 to the District
- Paying an annual program fee of \$35 to the District
- Identifying overfilled, damaged, or vandalized receptacles to SCSS customer service at 805-489-4246

Upon completion of the program requirements as listed in the Procedures and Rules and Conditions, the District will take the following actions:

District Responsibilities:

- Repairing damaged or vandalized receptacles in a timely manner
- Installing the participant's artwork, logo, or company name onto the new receptacle

As a reminder, the District's Solid Waste Ordinance prohibits any person from disposing solid waste originating on such person's property by causing the same to be deposited in or near litter receptacles placed by the District in public places for incidental use by pedestrians or vehicular traffic.

II. Procedures – How to Get Started

1. Select the receptacle you would like to adopt.
2. Review and complete an Adopt-A-Can application. If you have any questions, contact the District at 805-481-6730.
3. Attach a \$135 check, Adopt-A-Can Program Startup Fee, to a completed Adopt-A-Can application. A \$35 annual program fee, included in the onetime \$135 Startup fee, also must be paid to the District.
4. Provide the desired artwork, logo, or company name that the participant would like to have advertised on the new trash + recycle receptacle to the Adopt-A-Can Application. See Attachment 3 to ensure design compliance is met.

III. Rules and Conditions

1. The District maintains ownership over the adopted receptacle. The annual program fee covers the cost of general maintenance required for the artwork, logo, or company name displayed on the receptacle.
2. Only the receptacles available to the public for incidental pedestrian and vehicular traffic use within the District boundaries are eligible for adoption.
3. Only the receptacle models highlighted in Attachment 1 and Attachment 2 shall be considered for replacement of the current receptacles.
4. Local businesses or community organizations may apply. The Program is based upon a first come, first serve basis. An application must be submitted to secure the receptacle of interest.
5. One participant per receptacle only.
6. Overflowing or vandalized receptacles should be reported to SCSS customer service, 805-489-4246, as soon as they are noticed. The location and condition of the receptacle (overflowing, damaged or vandalized) should be provided to SCSS. at the time of the call.
7. The participant does not have the power to enforce any District Ordinance Violations and should call the District when any violation is witnessed (overstuffing or vandalism). Providing video or photographic evidence (license plate number) is required before any enforcement action could be taken.
8. Receptacles available to the public shall not be moved or new receptacles added unless the District has approved the request to change the location or addition of a new public receptacle.
9. The District must approve the participant's artwork, logo, or company name and be in accordance with the following design requirements: a 16" X 16" square decal, specific colors, drawn to accurate scale, saved as a high resolution digital file. The District shall not promote any message. See Attachment 3 to review the sign template.
10. Failure to comply to the Rules and Conditions will lead to program removal.

IV. Terms of Agreement

The authorized signature below ensures that the interested participant understands and agrees to the Rules and Conditions listed above. Failing to comply with the Rules and Conditions shall lead to removal from the Program.

Organization: _____

Position: _____

Receptacle Location: _____

Signature: _____ Date: _____

V. Attachments

Att. 1- Lagoon Area Option

Wausau Tile 90 Gallon Concrete Dual Recycling Outdoor Waste Receptacle TF 1007

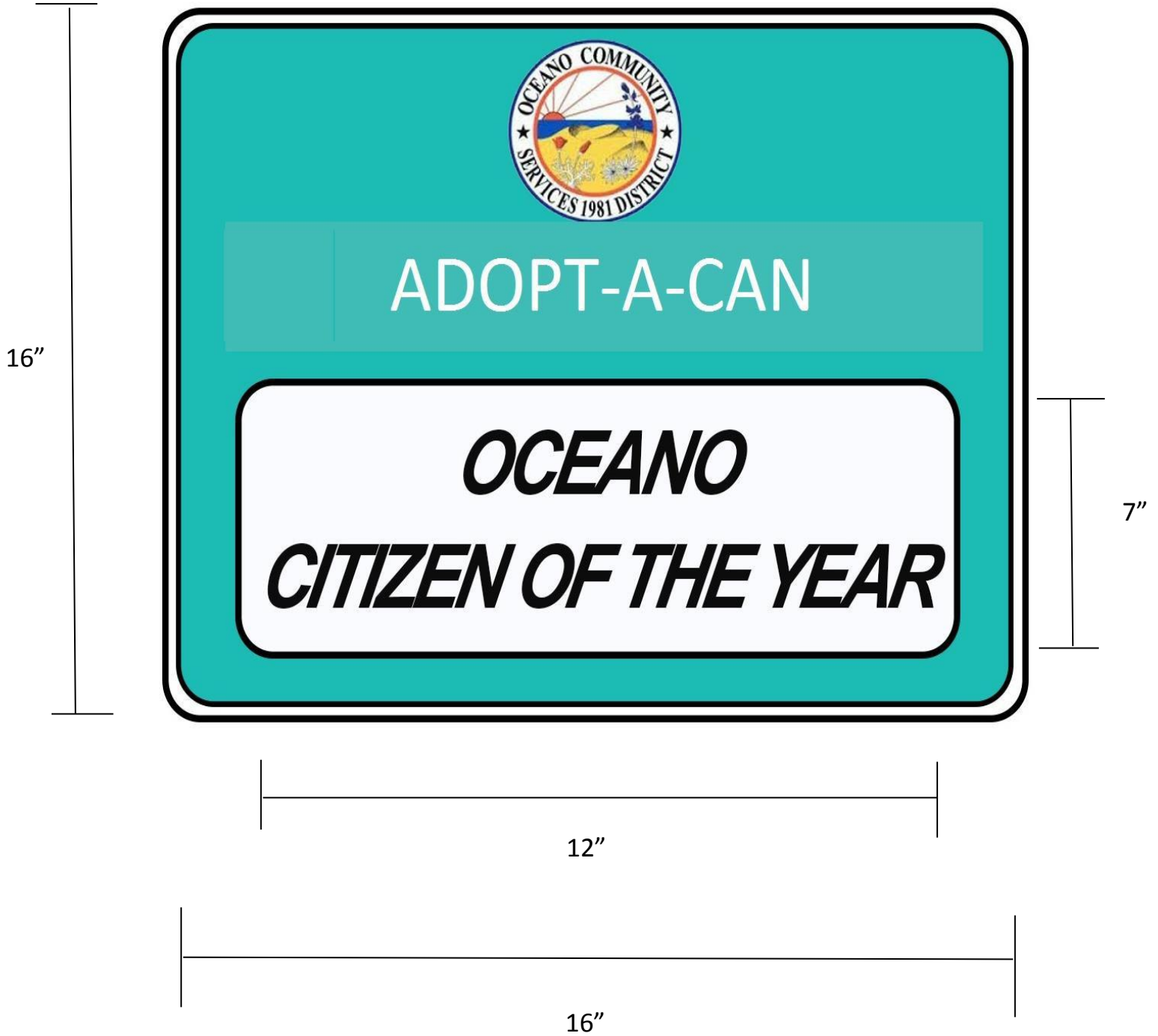


Att. 2-Core Area Option

Windsor Barrel Plastic Lumber 52 Gallon Two-In-One Waste Receptacle CF 5032



Att. 3- Sign Template





OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY

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**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

I. Purpose

Program Goals:

The Oceano Community Services District (District) Neighborhood Clean-Up has been developed to help address illegal dumping which has an ongoing negative impact on the health and safety and livability of the local community. The goals of the program include the following:

- Improving health and safety
- Increasing livability
- Increasing community involvement
- Increasing the value of the trash removal service, South County Sanitary Services, Inc. (SCSS)

Program Actions:

Utilizing this program allows volunteers to add unwanted items from their homes into a roll-off dumpster provided by the District for the, one-time event, Neighborhood Clean-Up. In return, volunteers must agree to clean a location approved by the District General Manager. The following actions are required to successfully complete the program goals:

- Removing litter and bulk items at the agreed upon location
- Removing litter and bulk items from eligible homes
- Loading litter and bulk items into the roll-off dumpster
- Removing excessive vegetation
 - vegetation blocking vehicle/emergency response access
 - weeding isn't required, but is always appreciated

District Responsibilities:

Upon completion of the program requirements as listed in the Procedures and Rules and Conditions, the District will take the following actions:

- Providing a roll-off dumpster and supervising the items placed into the dumpster
- Providing safety materials

As a reminder, the District's Solid Waste Ordinance prohibits the accumulation of solid waste, rubble, and/or cast offs on developed and undeveloped (vacant) property.

OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY

PURPOSE, PROCEDURES AND RULES AND CONDITIONS

II. Procedures – How to Get Started

1. Interested parties should appoint a Neighborhood Clean-Up Volunteer Coordinator (Coordinator) who represents the volunteer group.
2. Review and complete a Neighborhood Clean-Up application. Call the District to clarify any questions at 805-481-6730.
3. The Coordinator must attend a safety meeting, at the District, where the safety guidelines essential to the District will be explained and agreed upon, see Attachment 1.
4. The Coordinator must complete a Release and Waiver of Liability Form provided at the safety meeting, see Attachment 2. Additional Release and Waiver of Liability forms for all other volunteers shall be provided to the Coordinator at the safety meeting.
5. The Coordinator must petition all homes, on the block of interest, requesting approval and participation on the scheduled Neighborhood Clean-Up location and date. A goal of 25% of the petitioned homes must agree to participate in the clean-up at a set location and date. The General Manager has discretion on whether the number of petitioned homes is sufficient.
6. A Volunteer Work Permit, see Attachment 3, shall be issued by the District once an application, safety meeting and Coordinator Release and Waiver of Liability form have been completed.
7. Safety materials: vests, trash bags, trash removal sticks, and loop hoes shall be provided to the Coordinator.

OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY

PURPOSE, PROCEDURES AND RULES AND CONDITIONS

III. Rules and Conditions

1. Neighborhood Clean-Up shall only be implemented in specified areas agreed upon by the applicant and the District's General Manager. The District has sole discretion over approval of potential Neighborhood Clean-Up locations.
2. No children under the age of 16 shall volunteer. An adult 18 years of age or older must serve as the Volunteer Coordinator.
3. All volunteers must agree to the Release and Waiver of Liability provided by the District, see Attachment 2.
4. The Volunteer Work Permit is only valid for the actions, location, and date specific to the Neighborhood Clean-Up Program.
5. Volunteer actions should only be taken during safe weather conditions and daylight hours.
6. The Coordinator must conduct a safety meeting with all participating volunteers prior to action being taken. The Volunteer Safety Requirements, see Attachment 1, and Common Household Hazardous Waste Products, see Attachment 5, must be explained and any questions clarified.
7. The Coordinator must distribute and ensure all Release and Waiver of Liability Forms, see attachment 2, are completed by all participating volunteers.
8. The District shall provide a roll-off dumpster for the removal of bagged trash, bulk items, vegetation, and items removed from volunteer's homes. These items must be loaded into the roll-off dumpster by the volunteers.
9. Participating volunteers must provide a list of the items they would like to place in the roll-off dumpster from their homes, see Attachment 4, to the District. No household hazardous materials, see Attachment 5, shall be placed into the dumpster.
10. The Home Item Removal Reports, Attachment 4, must be provided by all participants a week in advance, or as otherwise approved by the District's General Manager, so the District can more easily estimate the proper sized roll-off dumpster to provide for the Neighborhood Clean-Up event.

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

11. To utilize the roll-off dumpster for home item removal the volunteer must actively participate in the alley way clean-up.
12. A District employee must be present before any material can be discarded into the dumpster. This is to ensure no hazardous materials are placed into the roll-off dumpster, see Attachment 5, and that only those items requested from the Home Item Removal Report, see Attachment 4, are placed into the roll-off dumpster.
13. The Coordinator must provide a summary of volunteer efforts after the Neighborhood Clean-Up has been completed. All completed Volunteer Waiver of Liability Forms must be provided in the summary as well.
14. Failure to comply to the Rules and Conditions will lead to program removal.

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

IV. Terms of Agreement

The authorized signature below ensures that the interested participant understands and agrees to the Rules and Conditions listed above. Failing to comply with the Rules and Conditions shall lead to removal from the Program.

Printed Name: _____

Position: _____

Neighborhood: _____

Signature: _____ Date: _____

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

V. Attachments

Att. 1 - Volunteer Safety Guidelines

Volunteer work can be safely completed by integrating the following safety procedures:

- Volunteers acknowledge the District is not responsible for any bodily injuries, personal injuries, illnesses, death, or property damage which result from volunteer actions.
- Volunteers recognize that they may be working in a potentially hazardous environment and must carefully follow all safety requirements.
- The minimum age to volunteer is 16.
- The minimum age to apply for a Volunteer Coordinator position is 18.
- Do not attempt to remove potentially hazardous materials. Needles, dead animals, suspicious packages, powders, chemicals, etc. are to be avoided. Notify the Public Works Department or the Sheriff's Department of the location of suspicious items or hazardous materials immediately by calling 911 or the Environmental Health Department at 781-5544.
- Do not strain your back attempting to lift heavy items. Always lift with your legs when removing heavier items. Avoid the removal of bulk items that could lead to injury. Use common sense when assessing item weight.
- Volunteers must wear safety vests and gloves. Safety materials will be provided.
- Work shall only be completed at the location designated by the Volunteer Work Permit issued by the District.
- Work is only to be done on public property. Volunteers should never enter or alter private property.

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

Att. 1- Continued

- Volunteers must be aware that work locations may contain loose footing, sand, gravel, and pot holes.

- Material shall only be loaded into a roll-off dumpster when a District employee is present.

- Parking is not allowed along any alley or any portion of a street that blocks access.

The authorized signature below ensures that the Volunteer Coordinator understands and agrees with the safety requirements and possible health and safety issues associated with volunteer actions.

Signature: _____ Date: _____

OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY

PURPOSE, PROCEDURES AND RULES AND CONDITIONS

Att. 2- Release and Waiver of Liability

IN CONSIDERATION OF THE VOLUNTEER BEING ABLE to serve as a volunteer for Oceano Community Service District ("Oceano") in any activity which would include but not be limited to participation in Oceano's Adopt- an-Alley program, or any other volunteer program created by Oceano for the maintenance, improvement, or work in or upon Oceano facilities, or any other related Oceano activity, the undersigned Volunteer and/or guardian do hereby freely, willfully, and without duress execute this Release and Waiver of Liability under the following terms:

WAIVER AND RELEASE: Volunteer and/or guardian does hereby release and forever discharge and hold harmless Oceano, its elected officials, officers, employees, and agents and their successors and assigns from any and all liability and claims, demands, rights of action, or actions, of whatever kind of nature, either in law or equity, which arise or may hereafter arise from Volunteer's activities with Oceano. Volunteer and/or guardian understands and acknowledges that the execution of this Release discharges and will discharge Oceano from any liability or claim that the Volunteer and/or guardian may have against Oceano with respect to any bodily injuries, personal injuries, illnesses, death, or property damage which may result from Volunteer activities with Oceano. Volunteer and/or guardian further understand that Oceano assumes no responsibility for and is not obligated in any way to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance, in the event of injury, illness, death or damage. Volunteer and/or guardian agree to hold harmless and indemnify Oceano from any legal matter, lawsuit, or litigation arising from this volunteer relationship.

ASSUMPTION OF THE RISK: Volunteer and/or guardian recognizes and understands that the activities with Oceano shall include, but is not limited to, inherently hazardous activities such as working in a potentially dangerous environment, pulling weeds, picking up trash and debris along public paths, roads and streets, dealing with graffiti and damaged property, loading and unloading, and transportation to and from the volunteer work sites. Volunteer and/or guardian hereby expressly and specifically assumes the risk of injury or harm in these situations and releases and discharges Oceano from and waives any and all liability for any injury, illness, death, or property damage resulting from the activities of the Volunteer with Oceano. All volunteers are expected and encouraged to arrive with their own health insurance plans in effect.

SCOPE OF RELEASE: Volunteer and/or guardian expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of California. Volunteer and/or guardian agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions hereof which shall continue to be enforceable. Volunteer hereby grants and conveys to Oceano all right, title, and interest in any

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

Att. 2- Continued

and all photographic images and/or video or audio recordings made by Oceano during the Volunteer's activities with Oceano, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. Volunteer hereby grants Oceano permission to use and publish any photograph, video, or other digital media reproduction ("photo") taken of Volunteer.

NO EMPLOYMENT: Volunteer and/or guardian understand that Oceano is not agreeing to employ said Volunteer, and that no employer/employee relationship exists between the parties. Volunteer and/or guardian understand this is the complete and only agreement between the parties.

IN WITNESS, WHEREOF, Volunteer warrants that he/she has read and understands this Release and Waiver of Liability and has executed with full knowledge and understanding of its contents.

Signature: _____

Date: _____

Date of Birth: _____

Phone: _____

If volunteer is a minor (under the age of 18), parent/guardian signature is required. If Volunteer is under the age of 18, reasonable supervision by an adult (person age 18 or over) is required.

Relationship: _____

Date: _____

Signature: _____

Phone: _____

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

Att. 3- Volunteer Work Permit

Oceano Community Services District
Oceano Community Services District, 1655 Front St, Oceano, CA 93445
Phone: (805) 481-6730 Fax (805) 481-6863
Email: office@oceanocsd.org

PERMIT NO:	APPLICATION DATE:
VOLUNTEER SAFETY COORDINATOR:	PARTICIPATING VOLUNTEERS:
NEIGHBORHOOD:	ALLEY:
TO BE PERFORMED AS: VOLUNTEERS (Y/N)	COMMUNITY SERVICE (Y/N)
ESTIMATED STARTING DATE:	PERMIT EXPIRATION DATE:
THE UNDERSIGNED AGREES THAT THE WORK WILL BE DONE IN ACCORDANCE WITH THE SAFETY AND PROGRAM GUIDELINES CREATED BY THE OCEANO COMMUNITY SERVICES DISTRICT. THIS PERMIT SHALL BE REVOKED AT THE SOLE DISCRETION OF THE OCEANO COMMUNITY SERVICES DISTRICT AT ANY TIME.	

PRINTED NAME: _____

SIGNATURE: _____

POSITION: _____

PHONE NUMBER: _____

EMAIL: _____

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

Att. 4- Home Item Removal Report

Oceano Community Services District
Oceano Community Services District, 1655 Front St, Oceano, CA 93445
Phone: (805) 481-6730 Fax (805) 481-6863
Email: office@oceanocsd.org

VOLUNTEER SAFETY COORDINATOR:	PARTICIPATING VOLUNTEER:
HOME ADDRESS:	ITEMS:
THE UNDERSIGNED AGREES THAT NO HOUSEHOLD HAZARDOUS MATERIALS SHALL BE PLACED INTO THE ROLL-OFF DUMPSTER AT ANY TIME. ITEMS NOT ALLOWED INSIDE ROLL OFF CONTAINER INCLUDE LIQUIDS, TIRES, ELECTRONICS, TV'S, MONITORS, OR AUTO PARTS.	

PRINTED NAME: _____ DATE: _____

SIGNATURE: _____

PHONE NUMBER: _____

EMAIL: _____

**OCEANO COMMUNITY SERVICES DISTRICT NEIGHBORHOOD CLEAN-UP POLICY
PURPOSE, PROCEDURES AND RULES AND CONDITIONS**

Att. 5- Common Household Hazardous Waste Products

Cleaners, pool and
spa chemicals



Garden chemicals like
pesticides, fertilizers



Fluorescent light bulbs,
batteries



Gasoline, used motor
oil and antifreeze



Butane, propane, gas



Oil based paints,
stains, strippers



<http://www.hazwastehelp.org/hhw/downsizing.aspx>



OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

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OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

I. Purpose

Program Goals:

The purpose of the Oceano Community Services District (District) Adopt-An-Alley Program has been developed with the intention of increasing community involvement to help address illegal dumping which has an ongoing impact on the health and safety and livability of the local community. The goals of the program include the following:

- Improving health and safety
- Increasing livability
- Increasing community involvement
- Increasing the value of the trash removal service, South County Sanitary Services, Inc. (SCSS)

Program Actions:

The program is designed to promote continual maintenance efforts. The following actions are required to successfully complete the program goals:

- Removing litter and bulk items
- Identifying graffiti to be removed
- Removing excessive vegetation
 - vegetation blocking vehicle/emergency response access
 - weeding isn't required, but is always appreciated

District Responsibilities:

Upon completion of the program requirements as listed in the Procedures and Rules and Conditions, the District will take the following actions:

- Providing trash bags and related small tools
- Coordinating with SCSS to remove bagged trash from individual litter removal efforts, and a roll-off dumpster if needed
- Supervising the items placed into the roll-off dumpster
- Providing safety materials

As a reminder, the District's Solid Waste Ordinance prohibits the accumulation of solid waste, rubble, and/or cast offs on developed and undeveloped (vacant) property.

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

II. Procedures – How to Get Started

1. Interested parties should appoint an Adopt-An-Alley Volunteer Coordinator (Coordinator) who represents the volunteer group.
2. Review and complete an Adopt-An-Alley application. Call the District to clarify any questions at 805-481-6730.
3. The Coordinator must attend a safety meeting, at the District, where the safety guidelines required by the District shall be explained, see Attachment 1.
4. The Coordinator must complete a Release and Waiver of Liability form, see Attachment 2, provided to the Coordinator at the safety meeting. Release and Waiver of Liability forms will be provided to the Coordinator for all other volunteers to complete.
5. A Volunteer Work Permit, see Attachment 3, shall be issued by the District once an application, safety meeting and Coordinator Waiver of Liability form have been completed.
6. Safety materials: vests, orange trash bags, trash removal sticks, and loop hoes shall be provided to the Coordinator.

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

III. Rules and Conditions

1. The District General Manager shall approve the length of the adopted alley. Only alleys designated by the District will serve as acceptable cleanup areas.
2. No children under the age of 16 may volunteer. An adult 18 years of age or older must serve as the Adopt-An-Alley Volunteer Coordinator.
3. All volunteers must agree to the Release and Waiver of Liability provided by the District, see Attachment 2.
4. The Volunteer Work Permit shall be issued for two years and is renewable, at the District's discretion. If the volunteer group fails to fulfill its commitment, the District shall revoke the permit.
5. Volunteer actions should only be completed in good weather and daylight hours.
6. At least two organized group clean-up efforts must occur annually.
7. Only litter/vegetation originating from the agreed upon alleyway shall be placed in the District provided orange trash bags. The orange trash bags shall be placed at the volunteer's curb side next to the volunteer's trash container to be removed on trash day.
8. For organized clean-up efforts, the District shall provide a roll-off dumpster when needed. A District employee must be present before any material can be discarded into the roll-off dumpster.
9. The District shall provide an Adopt-An-Alley Sign, 12" x 18", to be displayed at the entrance of the alley at no cost to the volunteer group. The volunteer group shall provide the artwork, logo, or company name design to be displayed at the entrance of the alleyway in accordance with the following guidelines: rectangular 12" X 18" sign, drawn to an accurate scale regarding the specific logo, artwork, or name. Must be provided as a high resolution digital file. The District has final approval over signage. No messages shall be promoted. See Attachment 4 for the sign template.
10. Failure to comply to the Rules and Conditions will lead to program removal (including artwork, logo, or name from alley entrance).

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

IV. Terms of Agreement

The authorized signature below ensures that the interested participant understands and agrees to the Rules and Conditions listed above. Failing to comply with the Rules and Conditions shall lead to removal from the Program.

Organization: _____

Position: _____

Alleyway Location(s): _____

Signature: _____ Date: _____

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

V. Attachments

Att. 1- Volunteer Safety Guidelines

Volunteer work can be safely completed by integrating the following safety procedures:

- Volunteers acknowledge the District is not responsible for any bodily injuries, personal injuries, illnesses, death, or property damage which may result from volunteer actions.
- Volunteers recognize that they may be working in a potentially hazardous environment and must carefully follow all safety requirements.
- The minimum age to volunteer is 16.
- The minimum age to apply for a Volunteer Coordinator position is 18.
- Do not attempt to remove potentially hazardous materials. Needles, dead animals, suspicious packages, powders, chemicals, etc. are to be avoided. Notify the Public Works Department or the Sheriff's Department of the location of suspicious items or hazardous materials immediately by calling 911 or the Environmental Health Department at 781- 5544.
- Do not strain your back attempting to lift heavy items. Always lift with your legs when removing heavier items. Avoid the removal of bulk items that could lead to injury. Use common sense when assessing item weight.
- Volunteers must wear safety vests and gloves. Safety materials will be provided as well.
- Volunteer work shall only be completed at the time and location designated by the Volunteer Work Permit issued by the District.
- Volunteer Work is only to be done on public property. Volunteers should never enter or alter private property.
- Volunteers must be aware that work locations may contain loose footing, sand, gravel, and pot holes.

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

Att. 1- Continued

- Material shall only be loaded into a roll-off dumpster when a District employee is present.
- Parking is not allowed along any alley or any portion of a street that blocks access.

The authorized signature below ensures that the Volunteer Coordinator understands and agrees with the safety requirements and possible health and safety issues associated with volunteer actions.

Signature: _____ Date: _____

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

Att. 2- Release and Waiver of Liability

IN CONSIDERATION OF THE VOLUNTEER BEING ABLE to serve as a volunteer for Oceano Community Services District ("Oceano") in any activity which would include but not be limited to participation in Oceano's Adopt- an-Alley program, or any other volunteer program created by Oceano for the maintenance, improvement, or work in or upon Oceano facilities, or any other related Oceano activity, the undersigned Volunteer and/or guardian do hereby freely, willfully, and without duress execute this Release and Waiver of Liability under the following terms:

WAIVER AND RELEASE: Volunteer and/or guardian does hereby release and forever discharge and hold harmless Oceano, its elected officials, officers, employees, and agents and their successors and assigns from any and all liability and claims, demands, rights of action, or actions, of whatever kind of nature, either in law or equity, which arise or may hereafter arise from Volunteer's activities with Oceano. Volunteer and/or guardian understands and acknowledges that the execution of this Release discharges and will discharge Oceano from any liability or claim that the Volunteer and/or guardian may have against Oceano with respect to any bodily injuries, personal injuries, illnesses, death, or property damage which may result from Volunteer activities with Oceano. Volunteer and/or guardian further understand that Oceano assumes no responsibility for and is not obligated in any way to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance, in the event of injury, illness, death or damage. Volunteer and/or guardian agree to hold harmless and indemnify Oceano from any legal matter, lawsuit, or litigation arising from this volunteer relationship.

ASSUMPTION OF THE RISK: Volunteer and/or guardian recognizes and understands that the activities with Oceano shall include, but is not limited to, inherently hazardous activities such as working in a potentially dangerous environment, pulling weeds, picking up trash and debris along public paths, roads and streets, dealing with graffiti and damaged property, loading and unloading, and transportation to and from the volunteer work sites.

Volunteer and/or guardian hereby expressly and specifically assumes the risk of injury or harm in these situations and releases and discharges Oceano from and waives any and all liability for any injury, illness, death, or property damage resulting from the activities of the Volunteer with Oceano. All volunteers are expected and encouraged to arrive with their own health insurance plans in effect.

SCOPE OF RELEASE: Volunteer and/or guardian expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of California. Volunteer and/or guardian agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions hereof which

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

Att. 2- Continued

shall continue to be enforceable. Volunteer hereby grants and conveys to Oceano all right, title, and interest in any and all photographic images and/or video or audio recordings made by Oceano during the Volunteer's activities with Oceano, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. Volunteer hereby grants Oceano permission to use and publish any photograph, video, or other digital media reproduction ("photo") taken of Volunteer.

NO EMPLOYMENT: Volunteer and/or guardian understand that Oceano is not agreeing to employ said Volunteer, and that no employer/employee relationship exists between the parties. Volunteer and/or guardian understand this is the complete and only agreement between the parties.

IN WITNESS, WHEREOF, Volunteer warrants that he/she has read and understands this Release and Waiver of Liability and has executed with full knowledge and understanding of its contents.

Signature: _____

Date: _____

Date of Birth: _____

Phone: _____

If volunteer is a minor (under the age of 18), parent/guardian signature is required. If Volunteer is under the age of 18, reasonable supervision by an adult (person age 18 or over) is required.

Relationship: _____

Date: _____

Signature: _____

Phone: _____

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

Att. 3- Volunteer Work Permit

Oceano Community Services District
Oceano Community Services District, 1655 Front St, Oceano, CA 93445
Phone: (805) 481-6730 Fax (805) 481-6863
Email: office@oceanocsd.org

PERMIT NO:	APPLICATION DATE:
VOLUNTEER SAFETY COORDINATOR:	PARTICIPATING VOLUNTEERS:
NEIGHBORHOOD:	ALLEY:
TO BE PERFORMED AS: VOLUNTEERS (Y/N)	COMMUNITY SERVICE (Y/N)
ESTIMATED STARTING DATE:	PERMIT EXPIRATION DATE:
THE UNDERSIGNED AGREES THAT THE WORK WILL BE DONE IN ACCORDANCE WITH THE SAFETY AND PROGRAM GUIDELINES CREATED BY THE OCEANO COMMUNITY SERVICES DISTRICT. THIS PERMIT MAY BE REVOKED AT THE SOLE DISCRETION OF THE OCEANO COMMUNITY SERVICES DISTRICT AT ANY TIME.	

PRINTED NAME: _____

SIGNATURE: _____

POSITION: _____

PHONE NUMBER: _____

EMAIL: _____

OCEANO COMMUNITY SERVICES DISTRICT ADOPT-AN-ALLEY POLICY

PURPOSE, PROCEDURES, AND RULES AND CONDITIONS

Att. 4- Sign Template



***NOT DRAWN TO SCALE



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: February 8, 2017

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: **Agenda Item #8(B) : Continuation of Amendments to the District By-Laws with direction as the Board deems appropriate**

Recommendation

It is recommended that your Board consider amendments to the District By-Laws and provide direction as your Board deems appropriate.

Discussion

At the January 25, 2017 Board meeting, the District's current by-laws were reviewed along with sample policies published by the California Special District's Association (CSDA), which include many of the provisions incorporated into the District By-Laws, plus more. During discussions, the staff reviewed the following items as part of the introduction of developing by-law amendments:

- Time and Date of Regular Meetings
- Agenda items relating to quasi-judicial and enforcement actions pertaining to specific properties
- Director requests for agenda items
- Communication between the General Manager and individual Board Members, including distribution of information and analysis
- Evaluation of consultants
- Board Member training for NIMS (National Incident Management System)

The introduction of the amendments at the meeting was intended as the first step in updating the District's policies and procedures manual and completing the District's codification. In addition, it was noted that some policy revisions may require comparison to the Memorandum of Understanding with the Service Employees International Union, Local 620, and may require "meet and confer" with Union Representatives.

Overall, staff proposed the following two-step effort for reviewing the By-Laws and possible amendments.

Step #1: Review existing By-Laws and provide direction on possible amendments.

Step #2: Compare By-Laws to CSDA Policy Handbook and provide direction on possible amendments.



The attachments reflect the initial review in Step #2. Each policy in the following series from the “CSDA Sample Policy Handbook” has been edited, including the following:

Series 1000 – General

Series 4000 – Board of Directors

Series 5000 – Board Meetings

The edits were developed in the following manner, and can be reviewed in the “Redline Copy” attachment.

- > The District’s existing by-laws were merged into the sample CSDA policies in applicable sections.
- > The District’s existing by-laws were highlighted in yellow to distinguish them from the CSDA sample policies.
- > Edits to both the existing by-laws and the CSDA were made to conform the language and is illustrated in redline / strike-out text.

Creation of the attached Draft Policies were developed by accepting the changes in the Redline Copy and preparing individual policies, which are sequentially numbered. In preparing the individual draft policies, some formatting changes and non-substantive edits were made. In some cases, a few substantive edits were also made, which are illustrated in each policy with “redline / strike-out” format in those individual policies.

- > The individual draft policies maintain a yellow highlight to illustrate language that is incorporated into the drafts from existing by-laws.
- > Board direction on the by-laws during the meeting should be considered “tentative.”
- > Final language will be brought back to the Board for final approval after all policies have gone through similar review so that the District’s Policy Handbook can be approved in totality at a later date.
- > During the staff presentation, those draft policies with highlights in various colors will be identified for some discussion. In some cases, additional review by legal counsel is warranted prior to final adoption. In other cases, additional discussion and feedback from the Board will be sought.
- > Additional edits can be considered at the meeting based on Board preferences, or at a later date prior to final approval of the District’s Policy Handbook.
- > Review with the Service Employees International Union will be required as personnel and some other policies are reviewed.



Other Agency Involvement

n/a

Other Financial Considerations

The existing District by-laws include language pertaining to the adoption of the annual budget, which is not included in the attached drafts since the CSDA sample policy handbook does not include fiscal or budgetary policies. The CSDA fiscal policies are addressed in a separate publication. As a result, budget policies will be addressed along with other fiscal policies and incorporated into the CSDA Policy Handbook in upcoming meetings prior to adoption of the Handbook.

Results

Review and update to the District's By-Laws promotes a well governed community.

Attachments:

- A. Draft Policies
- B. Redline Copy

California Special Districts Association

SAMPLE POLICY HANDBOOK – Table of Contents

SERIES 1000: GENERAL

<u>POLICY #</u>	<u>POLICY TITLE</u>
1000	Purpose of Board Policies
1010	Adoption/Amendment of Policies
1020	Conflict of Interest
1030	Public Complaints
1040	Claims Against the District
1050	Copying Public Documents
1060	Public Contributions

SERIES 4000: BOARD OF DIRECTORS

<u>POLICY #</u>	<u>POLICY TITLE</u>
4005	Operating Principles of the Board (Norms)
4010	Code of Ethics
4015	Voluntary Candidate Expenditure Ceiling
4020	Attendance at Meetings
4025	Expenditure Reimbursement
4030	Remuneration
4035	Directors' Health Insurance
4040	Duties of Board President
4045	Board Secretary
4047	Clerk of the Board
4048	Legal Counsel and Auditor
4050	Members of the Board of Directors
4060	Committees of the Board of Directors
4070	Basis of Authority
4080	Membership in Associations
4090	Training, Education and Conferences
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SERIES 5000: BOARD MEETINGS

<u>POLICY #</u>	<u>POLICY TITLE</u>
5010	Board Meetings
5020	Board Meeting Agenda
5030	Board Meeting Conduct
5040	Board Actions and Decisions
5050	Review of Administrative Decisions
5060	Minutes of Board Meetings
5070	Rules of Order for Board and Committee Meetings



POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000

It is the intent of the Board of Directors of the District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over the District said rules, regulations or legislation shall prevail.

16. PUBLICATION OF POLICY

16.1 Copies of this Policy shall be distributed to:

(a) All current District employees and new employees at the time of hire.

(b) All current Directors of the District and new Directors at the time they take office.

(c) Staff will provide orientation for new Directors.

16.2 The General Manager shall be available to answer questions of District employees regarding the District Policy on relationship and conduct between Board Members and staff.



Oceano Community Services District District Policies

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager by submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager by way of the District office, and requesting that the item be introduced for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

During the regular meeting that the new or amended policy is introduced, the Board of Directors shall review the proposal and determine whether it should be considered for adoption at a subsequent meeting along with any edits that the Board may deem appropriate.

Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors by majority vote.

Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for introduction or approval and made available to each Director and the public for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

Consideration of some new or amended policies may also require “meet and confer” with employee union representatives or be subject to other legal requirements.



POLICY TITLE: Conflict of Interest POLICY
NUMBER: 1020

The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors, employees and consultants are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the District.

The Board of Directors, designated employees and consultants shall file statements of economic interests with the Clerk of the County of San Luis Obispo.

Directors are encouraged to consult with the Fair Political Practices Commission (the "FPPC") at (916) 322-5660, prior to the day of the meeting if they have a question about a particular agenda item.

11.2 Each Director is encouraged to review the District's Conflicts of Interest Code on a regular basis. The general rule is that an official may not participate in making a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. If real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is deemed to be directly involved in the decision. Additionally, FPPC rules generally require a disqualified Board member to leave the room during the discussion of the matter.

11.3 The prohibitions of Government Code Section 1090 provide that the District may not contract with any business in which a Board member has a financial interest.

11.4 The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment of either public office, the discharge of the duties of the two offices by one person is incompatible with the affected office and the official must step down from one of the offices.



POLICY TITLE: Public Complaints
POLICY NUMBER: 1030

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District ordinance, resolution, policy, state or federal statute of which the individual has been adversely affected.

The method of resolving complaints shall be as follows:

- The individual with a complaint shall first discuss the matter with the responsible supervisor with the objective of resolving the matter informally.
- If the individual registering the complaint is not satisfied with the disposition of the complaint by the responsible supervisor, it shall be forwarded to the General Manager. At the option of the General Manager, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager may memorialize his/her decision in writing, with the individual registering the complaint being provided a copy.
- If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, they may request consideration by a member of the Board of Directors, which may be the President, the Vice President, or the Board member with the Subject Matter Assignment covering "Rules, Regulations, Policies and Procedures" by filing said request in writing within ten (10) days of receiving the General Manager's response to the complaint. The response by the member of the Board of Directors reviewing the complaint shall be final, may be provided in writing, and may be submitted to the Board of Directors for consideration as a future agenda item.

This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.



POLICY TITLE: Claims Against the District
POLICY NUMBER: 1040

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) claims against the District. Utility Billing Account adjustments are separately provided for in the District's Code, Section _____. Inherent in this policy is the recognition that claims will be unique, and that policies cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in considering each claim.

Property (Land and Improvements) Damage Claims

In the course of the District's operations, damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures will be coordinated with property owner(s) to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the information will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be reviewed by the General Manager and the employees most knowledgeable about the circumstances and allegations.

If the owner of damaged property informs a member of the Board of Directors, the information will be given to the General Manager. Directors should not independently investigate claims, but may go with staff to observe.

Investigations shall be done in a timely fashion under the direction of the General Manager and documented with a written report, including photographs and/or interviews, when appropriate.

If upon the conclusions of the investigation, the General Manager is convinced that the District is responsible, a work order will be created to have the damage repaired, subject to the following conditions:

- (a) Property owner agrees, in writing to the satisfaction of the District's legal counsel, that the proposed repairs are appropriate and adequate.
- (b) Property owner agrees to allow District personnel access to their property to perform the repair work.
- (c) District personnel have the necessary tools, equipment, and expertise to perform the necessary work.
- (d) Repair work can be accomplished within a reasonable amount of time.
- (e) Cost of material for the repairs will not exceed \$500.



If the cost of material for repairs is stated by claimant or estimated by staff to exceed \$500, the owner must submit their claim in writing to the District.

The General Manager shall review the damage claim and the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed \$1,500. A report shall be submitted to the Board of Directors describing the damage claim, including a description of the manner in which it was resolved.

If the cost of material for repairs is stated by claimant or estimated to exceed \$1,500, the claim will be submitted to the Board of Directors for consideration. The Board will consider the claim during a closed session of a regular or special meeting. Action to accept or reject the claim may be taken in open or closed session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

The Board will not consider a claim of an amount in excess of the insurance deductible (currently \$___), including the cost of investigation, without prior written approval of the District's insurance company.

Claims in excess of the District's insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District's insurance company.

Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles or other unsecured property shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$1,500. A report shall be submitted to the Board of Directors describing the damage claim, including a description of the manner in which it was resolved.

Property Damage Claims Submitted in Writing

For claims exceeding \$500, the claimant shall be required to submit it in writing. The District General Manager will review the claim with District legal counsel to determine if it conforms to legal requirements. Claimant must prepare the written claim in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document. District staff shall provide no assistance to the claimant in preparing or otherwise asserting a claim against the District. If the written claim does not meet legal requirements then a letter shall be sent to the claimant informing them of this fact.



TITLE: Copying Public Documents
POLICY NUMBER: 1050

Individuals requesting copies of public documents shall be charged a reasonable fee based upon the cost to produce the copy (\$0.25 _____ per sheet) to defray expenses associated with the copying process.

Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged \$0.25 per sheet. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.



POLICY TITLE: Public Contributions
POLICY NUMBER: 1060

Donations from members of the public to the District for a public purpose that is within the scope of the District's responsibilities will be accepted. The Business and Accounting Manager will provide a receipt for said donation and include the District's tax identification number thereon.

Donations must be clearly marked as such. Deposits by a property owner with a service account will be assumed to be a payment toward their account's unpaid balance, or payment in advance of billing in the event the account does not have an unpaid balance, if the deposit is not clearly marked as a being a donation for a specific public purpose.

By accepting donations, the District is not claiming to be qualified by the Internal Revenue Service as being a charitable organization for which donations may be considered tax deductible. Determination of how donations to the District are to be treated relative to the donor's tax liability is strictly the responsibility of the donor.



POLICY TITLE: Operating Principles of the Board (Norms)
POLICY NUMBER: 4005

IMPLEMENTATION

The District is committed to practice these norms, whereupon we will evaluate, learn, and adjust according to what we learn.

Upon the occasion of the occurrence of what appears to be a breach of these norms, we are committed to addressing this perception first to the individual(s) involved, before raising the issue with the Board itself.

COMMUNICATION NORMS

- ✓ All communication will be accurate and brief.
- ✓ Board and staff will attempt to describe our behavior before we engage in it, and actively listen when communicated with.
- ✓ Always Check Your Assumptions (C.Y.A.).
- ✓ Display these norms at each Board meeting.

PROCESS NORMS

- ✓ The Board needs to address and resolve policy issues and set priorities, and is committed to doing this by practicing the building of consensus and orderly implementation.
- ✓ The Board is committed to the District's mission and to work as a team.
- ✓ The Board needs to monitor and respond to changes in the community, neighboring communities, the County and the environment.
- ✓ Staff needs to provide sufficient and relevant information and analysis of alternatives so that the Board can make "reasoned decisions."
- ✓ The Board will jointly discuss and identify its interest(s) prior to establishing a position and negotiating with external organizations.
- ✓ All requests from the Board for information/agenda items will be funneled through the General Manager and distributed to all Board members pursuant to Policy ____.



RELATIONSHIP NORMS

- ✓ Create an environment that promotes respect and appreciation between the Board, Staff, Consultants, and customers.
- ✓ Fundamental agreement that the focus of District's mission is accomplishments and future vision that meets the needs of its customers.
- ✓ Establish, accept and support common purpose and vision.
- ✓ The "Team" includes the Board, Staff, Consultants and Membership.

14. RELATIONSHIP AND CONDUCT BETWEEN BOARD MEMBERS AND STAFF

14.1 The Board of Directors recognizes that the primary function of staff is to execute Board policy and to keep the Board of Directors informed.

14.2 Members of the Board of Directors shall not attempt to pressure and/or influence staff decisions, recommendations, workloads, schedules, and priorities.

14.3 Staff shall take guidance and direction only from action taken by the Board of Directors or from appropriate management supervisors as may be the case. Staff shall reject any attempts by an individual Board Member to influence or otherwise pressure them into making, changing or otherwise affecting staff decisions or recommendations, or changing work schedules and priorities. Staff shall report such attempts, without fear of reprisal, to the General Manager, or to the President or the Vice President of the Board of Directors, who shall take appropriate action.

14.4 In the event that an employee has been the subject of any unlawful conduct from a Board Member, the employee shall report such conduct in writing and without fear of reprisal to the President or the Vice President of the Board of Directors, or to the Grand Jury directly, who shall investigate the complaint and take further necessary action.

CAPACITY NORMS

- ✓ Continue the process of hiring qualified personnel.
- ✓ Expand education for the Board and Staff.
- ✓ Expect creative decision-making.
- ✓ Maintain competitive advantage by adhering to a policy of updating technology and resources.
- ✓ Ensure a cooperative and open work environment.



POLICY TITLE: Code of Ethics
POLICY NUMBER: 4010

The Board of Directors of the District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents and to comply with the District's Conflict of Interest Code and Policy #1020, and State laws including AB 1234, which requires Ethics training by the Board of Directors.

In order to assist in the governance of the behavior between and among members of the Board of Directors and District staff, the following rules shall be observed:

- ✓ The dignity, style, values and opinions of each Director shall be respected.
- ✓ Responsiveness and attentive listening in communication is encouraged.
- ✓ The needs of the District's constituents should be the priority of the Board of Directors. When a Director believes he/she may have a conflict of interest, the legal counsel shall be requested to make a determination if one exists or not.
- ✓ The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to staff of the District.
- ✓ Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- ✓ Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- ✓ Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

Directors should practice the following procedures:

- ✓ In seeking clarification on informational items, Directors should coordinate through the General Manager. For routine information, Directors may directly request the information from staff members provided that it has been previously recognized that the request is routine.
- ✓ In handling complaints from residents and property owners of the District, said complaints



should be referred directly to the General Manager pursuant to Policy # ____.

- ✓ In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
- ✓ In presenting items for discussion at Board meetings, See Policy # ____.
- ✓ In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager or legal counsel.
- ✓ If approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager. The chain of command should be followed.
- ✓ The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- ✓ When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
- ✓ Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
- ✓ Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
- ✓ Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.



POLICY TITLE: Voluntary Candidate Expenditure Ceiling
POLICY NUMBER: 4015

The Board of Directors has not adopted a policy on a "Voluntary Candidate Expenditure Ceiling."

In accordance with *Government Code §85400* (Proposition 208), the voluntary expenditure ceiling for candidates for the Board of Directors of [DISTRICT NAME], and controlled committees of such candidates, shall be one dollar (\$1) per resident for each election in which the candidate is seeking election to the Board of Directors.

Proposition 208 establishes a two-tiered scheme of campaign contribution limitations applicable to candidates running for local office based on whether the recipient candidate accepts or rejects the voluntary expenditure ceiling established by the local jurisdiction. The decision by a candidate as to whether to accept the ceiling must be made before a candidate accepts any contributions.

If a candidate for the Board of Directors elects to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$250.

If a candidate for the Board of Directors elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$100.



POLICY TITLE: Attendance at Meetings and Teleconferencing
POLICY NUMBER: 4020

4020.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

4020.2 Board Members may attend meetings by teleconferencing, as permitted by law, and subject to the following rules:



POLICY TITLE: Expenditure Reimbursement
POLICY NUMBER: 4025

Purpose. The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.

Scope. This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.

Implementation. Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

- ✓ The Business and Accounting Manager or the General Manager will review and provide recommendations on reimbursement requests submitted by Board Members for approval by the Board of Directors.
- ✓ The General Manager will review and provide recommendations on reimbursement requests submitted by the Business and Accounting Manager for approval by the Board of Directors.
- ✓ The Business and Accounting Managers will review and provide recommendations on reimbursement requests submitted by the General Manager for approval by the Board of Directors.
- ✓ The General Manager will review and provide recommendations on reimbursement requests submitted by all other staff for approval by the Board of Directors.

All expenses must be reasonable and necessary, and employees and directors are encouraged to exercise prudence in all expenditures. The following are guidelines on reimbursable expenditures:

Each Board Member is entitled to reimbursement for their actual and necessary traveling and incidental expenses incurred in the performance of the duties required and authorized by the Board. Personal phone calls are not reimbursed. Purchase of alcoholic beverages are not reimbursable.

(a) It is the policy of the District to exercise prudence with respect to hotel or motel accommodations. It is also the policy of the District for Board members and staff to stay at the hotel or motel location of a conference, seminar, or class to gain maximum participation and advantage of interaction with others whenever possible.

(b) Any Director traveling on District business shall receive transportation and lodging expenses, and ordinary expenses such as meals and tips. If a Director is called upon to personally pay District business expenses during travel, the Director shall maintain all receipts from any such District business trips. Such receipts will be used to calculate the amount of reimbursement.

(c) Mileage reimbursement for use of privately owned vehicles used for District business shall be as established by the Internal Revenue Service.



POLICY TITLE: Remuneration
POLICY NUMBER: 4030

4030.1 Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular or special meeting of the Board and fifty dollars (\$50.00) for each committee meeting attended by him or her.

4030.2 In no event shall Director compensation exceed one hundred dollars (\$100.00) per day.

4030.3 Director compensation shall not exceed six hundred (\$600.00) in any one (1) calendar month.



POLICY TITLE: Directors' Health Insurance
POLICY NUMBER: 4035

The Board of Directors do not have health insurance benefits available from the District.

Members of the Board of Directors of the *[insert district name]* may participate in the health benefits plan provided by the District through the Public Employees Retirement System *[specify name of district's program if different]* on a self-pay basis. The District will pay the minimum monthly enrollment fee – currently set at \$__ - for each enrolled Director required of it by the Public Employees' Medical and Hospital Care Act. *[Specify details of district's payment on behalf of directors if different than the foregoing.]*

In accordance with Government Code §53208.5, the benefits provided to Directors by the health benefits plan may not be greater than the most generous schedule of benefits being received by any group of District employees. Family members of the Director are also eligible for enrollment in the health benefits plan in accordance with the Act and Regulations of the PERS Board of Administration.

The health benefits plan for Directors will be available only to active members of the Board of Directors, and shall not be available after a Director is no longer an elected or appointed official of the District.



POLICY TITLE: Officers of the Board of Directors / Duties of Board President
POLICY NUMBER: 4040

1.1 The officers of the Board are the President and Vice President.

1.2 The President and Vice President shall be elected annually during the first regular meeting in December, after any newly elected Board members are seated (Government Code Section 61043). The term of office for the President and Vice-President of the Board shall commence immediately after the election.

1.3 The President of the Board 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 of questions that follow said actions.

1.4 In the absence of the President, the Vice-President of the Board shall serve as presiding officer over all meetings of the Board. If the President and Vice-President of the Board are both absent, the remaining members present shall select one of themselves to act as presiding officer of the meeting.

1.5 The Board may at any time determine, by majority vote of all members, that the President has demonstrated an inability to serve. Upon such determination, the Vice President shall preside instead of the President.

1.6 The Board may at any time determine, by majority vote of all members, that the Vice President, when acting as the presiding officer pursuant to Section 1.5 above, has demonstrated an inability to serve. Upon such determination, the Board shall, by majority vote, elect another member to be the presiding officer.

Duties of the Board President in regarding Meetings of the Board

The president shall preside over and conduct all meetings of the Board of Directors, and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including the following:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies in relation to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure; and
8. Put motions to a vote, and state clearly the results of the vote.



Responsibilities of the President include:

1. Sign all instruments, act, and carry out stated requirements and the will of the Board;
2. Sign the minutes of the Board meeting following their approval;
3. Appoint and disband all committees, subject to Board ratification;
4. Call or cancel such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Coordinate the preparation of meeting agendas with the General Manager;
6. Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
7. Be responsible for the orderly conduct of all Board meetings;
8. Be the Spokesperson for the Board except when other Board Members are designated on specific issues or when they are acting in their capacity as members on committees representing the District; and
9. Perform other duties as authorized by the Board.



POLICY TITLE: District Secretary
POLICY NUMBER: 4045

4045 The General Manager or his/her designee shall be the District Secretary. The Secretary performs duties including recording of minutes and actions of the Board of Directors and certifying all actions and resolutions of the Board.

PREPARATION OF MINUTES AND MAINTENANCE OF TAPES:

4.1 The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file created for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheadings. However, the District 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 4.2 below, shall not be required to record any remarks of Board Members or any other person. The Minutes shall record all of the votes taken for the passage of all ordinances, resolutions or motions.

4.2 Any Director may request that brief comments pertinent to an agenda item be included in the minutes, but only at the meeting in which the item is discussed.

4.3 The District Secretary shall attempt to record the names and place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.

4.4 Whenever the Board acts in a quasi-judicial proceeding, such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

4.5 Any audio or visual recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Audio and/or visual recordings will be posted on the District's website for 30 days before being taken down. Physical copies of the audio/visual recordings will be retained in the District archive for five (5) years and may be destroyed thereafter.

4.6 Nothing herein shall be deemed to create a requirement that minutes from the meeting be taken, or tape or film recordings be made, of any closed sessions of the Board.

4.7 All correspondence should have Name and Address of record to be entered in the minutes.



Oceano Community Services District District Policies

POLICY TITLE: District Treasurer
POLICY NUMBER: 4047

The District General Manager shall serve as the District Treasurer pursuant to Government Code Section 61050(c).

4047.1 In accordance with Government Code Section 61053, the District has adopted Resolution #____, which provides for the following:

- a. Designates _<bank>_ as the depository of District Funds for those funds that are not held by the County of San Luis Obispo.
- b. Establishes the amount of the bond for the District Treasurer and other District employees who are responsible for handling the District's Finances.
- c. Adopts a system of accounting and auditing which shall adhere to generally accepted accounting principles.
- d. Adopts a procedure for drawing and signing checks.

4047.2 The District Treasurer shall provide to the Board of Directors a report, at least quarterly, identifying the receipts, disbursements and balances in the District's accounts.



POLICY TITLE: Legal Counsel and Auditor
POLICY NUMBER: 4048

4048 The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

Legal Counsel shall be the legal adviser of the District and shall perform such duties as may be prescribed by the Board of Directors. Legal Counsel is required to review and approve as to form District legal documents, i.e. contracts, agreements, etc. The Legal Counsel shall present and report on all legal issues and Closed Session items before the Board. The Legal Counsel shall serve at the pleasure of the Board, and shall be compensated for services as determined by the Board.

4048.1 The Legal Counsel reports to the Board as a whole but is available to each director for consultation regarding legal matters particular to that Board members participation. No Board member may request a legal opinion of legal counsel without concurrence by the Board except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the District General Manager for consultation on applicable issues and activities.

The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

4048.2 The Board may appoint a committee to oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Board's resolution adopting a system of accounting and auditing, which shall adhere to generally accepted accounting principles.. Under the direction of the General Manager, the Business and Accounting Manager will install and maintain an accounting system that will completely and at all times show the financial condition of the District.



POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 4050

5.1 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

5.2 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and options, but in a respectful manner.

5.3 Once the Board takes action, Directors should commit to supporting the action and should not obstruct implementation of the action.

AUTHORITY OF DIRECTORS.

6.1 The full Board of Directors, in actions taken pursuant to The Brown Act, shall establish policies for the operations of the District and provide for the implementation of those policies, which is the responsibility of the District's General Manager.

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

6.3 Directors do not represent any fractional segment of the community. Rather, they are part of the body which represents and acts for the community as a whole.

6.4 The primary responsibility of the Board is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are the responsibility of the staff members of the District. Directors should not obstruct the staff in the performance of their duties.

6.5 The Board at a regular or special meeting may authorize a Director or staff to speak or communicate on behalf of the District or represent the District at a meeting or related function. Otherwise, Board members attending such events as described above shall make it clear that they are speaking on their own behalf and not representing the District or its Board of Directors.

7. DIRECTOR GUIDELINES.

7.1 It is the intent of the Board of Directors to:

(a) Maintain control and direction of the District by action of the Board of Directors taken pursuant to the Brown Act;

(b) Allow Board Members access to information relative to the running of the District;



(c) Protect staff from undue influence, threats, harassment, and/or pressure from individual Board Members or members of the public;

(d) Allow staff to execute priorities given by the Board of Directors and management without fear of reprisal.

7.4 In handling complaints from residents, property owners within the District or other constituents, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and appropriate response.

7.5 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programs, should refer said concerns directly to the General Manager.

7.6 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager.

7.7 Directors and the General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.

7.8 When responding to constituent requests and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager.

7.9 Sitting Directors should not enter into litigation against the District. Should a Director enter into litigation against the District, it will be presumed that said Director has a conflict of interest on all matters presented to the Board for discussion and action.

Board Member Requests for Agenda Items

As provided in Policy ____, the agendas for regular Board meetings shall include an item entitled "Future Agenda Items," which will provide the Board the opportunity to direct the General Manager to include specific items on future agendas.

In addition, any Board member may request the General Manager to include an item on an agenda, at any time, without concurrence of other Board members. In consideration of an individual Board member's request, it shall be the General Manager's discretion whether the item is scheduled on the agenda as a separate and distinct item, with a staff report, or whether the request is specifically listed on the agenda under "Future Agenda Items," which shall also identify the Board member requesting the agenda item. In deciding whether to create a separate and distinct item for the agenda, including a staff report, the General Manager shall consider the timing of the request, how the request compares to existing work and priorities, and whether the item should be considered by the Board as a whole. In the event that the General Manager concludes that the item should be listed under "Future Agenda Items," the Board member making the request will be provided an opportunity to discuss the request with the Board as a whole and seek majority



support for the future agenda item. The Board as a whole will consider the request while also considering the District's priorities, impacts on workloads, the needs of the District, and other factors deemed appropriate by the Board.

Board Member Requests for Information, Analysis and Communications

7.2 Individual Board members, by making a request to the General Manager shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as a basis for certain actions of staff, or as justification for staff recommendations. Board Members shall receive the cooperation and candor of the General Manager in being provided with the requested information. If the General Manager cannot timely provide the requested information because it is not presently available or its production would cause an interruption in work schedules or workloads, then the General Manager shall inform the Board member why the information is not available or cannot be made available in a timely manner, and when it may be made available.

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

Information exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed. If the information is distributed electronically, all Board members shall be blind-copied to mitigate the risk that Board Members inadvertently exchange emails between each other that could violate the Brown Act.

Information request by Board Members that requires the preparation of analysis that is not part of normal work efforts may be deemed by the General Manager to be a request for a Future Agenda item. In such event, the General Manager shall inform the Board Member requesting the information, and the District President, so that the request may be considered as a future agenda item pursuant to Policy #

—.

During communications between individual Board Members and the General Manager, information and opinions are shared. The General Manager shall be prohibited from sharing the opinions and conversations of any Board member with other Board members to avoid conflicts that could violate the Brown Act.

Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.



10. CORRESPONDENCE DISTRIBUTION.

10.1 The following letters and other documents shall be accumulated and delivered to the Board on Friday of each week.

(a) All letters approved by the Board and/or signed by the President on behalf of the District.

(b) All correspondence received by the District that are of District-wide concern as reasonably determined by the General Manager.



POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4060

3.1 The Board may create Committees that are reflective of the District's business and its enumerated powers at its discretion. Committees shall be advisory committees to the Board and shall not commit the District to any policy, act or expenditure. The duties of the committees shall be outlined at the time of creation.

3.2 All standing committee meetings shall be conducted as public meetings in accordance with the Brown Act.

3.3 No committee shall include in its membership more than two (2) Board members.

3.4 An alternate member may be assigned by the Board in advance for those meetings where a regular member is unable to attend.

The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

The following shall be committee appointments of the Board:

Insert Table / or Describe Committee and Subject Matter Assignments

The Board President shall appoint and publicly announce the members of the standing committees, if any, for the ensuing year no later than the Board's first regular meeting in January.

The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.



Oceano Community Services District

District Policies

POLICY TITLE: Basis of Authority
POLICY NUMBER: 4070

The Board's authority is established under California Government Code Section 61000 et seq., which is also known as Community Services District law.



Oceano Community Services District District Policies

POLICY TITLE: Membership in Associations
POLICY NUMBER: 4080

The Board of Directors shall maintain membership in the California Special Districts Association

The Board of Directors shall maintain membership in the [LOCAL] Chapter of the California Special Districts Association.

4080.3.1 At the regular Board meeting in [MONTH], a member of the Board shall be selected to represent the District in accordance with said chapter's constitution/bylaws, and another member of the Board or staff member shall at the same time be selected to serve as an alternate for the representation.



POLICY TITLE: Training, Education and Conferences
POLICY NUMBER: 4090

Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District governance, policy development or oversight of operations. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

"Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted.

The Business and Accounting Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Business and Accounting Manager, together with validated receipts in accordance with State law and District Policy

Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum. by:

- ✓ Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
- ✓ Directors traveling together whenever feasible and economically beneficial
- ✓ Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.



Oceano Community Services District

District Policies

Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.



POLICY TITLE: Ethics, Discriminatory Harassment Prevention, and Continuing Education / Training
POLICY NUMBER: 4095

4095 All directors and designated executive staff of [District] shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

All ethics training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

In addition, Board Members are required to attend training on sexual and discriminatory harassment prevention every other year on an alternating schedule.

Board members are also required to attend training on the National Incident Management System (NIMS) tailored specifically to elected officials.

4095.3.1 District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

District staff shall provide the board of directors with information on available training that meets the requirements of this policy at least once every year.

Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

Any director of [District] that serves on the board of another agency is only required to take the training once every two years.



POLICY TITLE: Filling of Vacancy(s) on Board of Directors POLICY
NUMBER: 4097

The District Board of Directors (Trustees) are elected (or appointed) in accordance with the Principal Act of the District. From time to time a vacancy may occur on the Board for a variety of reasons. This policy is established to provide general guidelines and procedures for filling a vacancy on the Board. Under state law, the District has a total of sixty (60) days in which to take action.

The Board of Directors shall be informed immediately of the resignation or death of a member of the Board of Directors. The Board of Directors shall consider whether to act to fill the vacancy, either by appointment or by calling a special election.

The District shall notify the county elections official of the vacancy no later than fifteen (15) days after the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.

In cases where the Board determines to appoint a replacement to the Board, the District may publish a public notice of a vacancy and the process for considering candidates in a local newspaper of general circulation. The Board may establish an application and interview process including requiring a resume or application form detailing qualifications and experience of the candidates.

4097.4.1 The District shall post a notice of vacancy in at least three conspicuous places in the District at least fifteen (15) days before the Board makes an appointment. If the Board makes an appointment, the District shall notify the county elections official within fifteen (15) days of making the appointment.

The Board may review and invite those candidates that a majority of the Board determine are the most qualified or all of the candidates for an interview before the Board at a public noticed meeting. The Board may then consider the interviewed candidates and vote to determine if a majority of the Board can agree on a selected replacement candidate.

If the Board of Directors chooses to call an election, the Board must do so within sixty (60) days of notification of the vacancy or the effective date of the vacancy, whichever is later.

All costs for any election shall be identified for consideration by the Board for the decision of appointment or election.

A selected replacement Director shall serve out the balance of the term of the position and be subject to reelection under the Principal Act of the District.

If the Board fails to take action in the sixty (60) day period, state law provides that the Board of Supervisors may appoint a successor to fill the vacancy.



POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

Regular meetings of the Board of Directors shall be held on the second and fourth Wednesday of each calendar month. The meetings shall start at 5:30 p.m. with closed session, and with open session starting no earlier than 6:00 p.m. Meeting locations are at 1655 Front Street, Oceano, CA 93475 in the Board Chambers.

Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board during a regular meeting agenda item covering "Future Agenda Items."

All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least 24 hours prior to the meeting.

Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

Only those items of business listed in the agenda for the special meeting shall be considered by the Board at the special meeting.

Quasi-judicial hearings, enforcement hearings, and issues relating to service provided to specific properties, which are not routine in nature, will normally be conducted during special meetings so that adequate time for review and findings of fact, testimonies, and Board conclusions are not constrained by the time restrictions and agenda items that are normally associated with regular meetings.

Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means an unforeseen or unusual event which severely impairs public health, safety, or both, or where such a risk is imminent, as determined by the General Manager and/or the Board President a majority of the Board.

Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950



through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment. ~~In the event that a quorum is not present for a meeting, it shall be adjourned as provided below, except that if no Directors are present at any regular or adjourned regular meeting, and the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given in accordance with _____ to those specified in 5010.2.2 above.~~

~~Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December [or other appropriate month]. At this meeting the Board will elect a President, Vice President and Clerk from among its members to serve during the coming calendar year, and will appoint the General Manager [or other responsible managing employee] as the Board's Secretary and the Finance Division Manager as the District's Treasurer. (Deleted because this is provided for in Policy #4040)~~

The General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

2.3 The General Manager, in cooperation with the Board at the prior meeting shall identify items for future agendas. The General Manager may also put emergent District business on the agenda. Items being placed on any agenda are subject to Brown Act regulations.

2.4 :

(a) Board Members may briefly respond to statements or questions from the public; and

(b) Board Members may, on their own 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 or a majority of the Board itself may direct staff to place a matter on a future agenda as identified in Policy ____.



2.5 The presiding officer shall conduct all meetings in a manner consistent with the policies of the District and the Brown Act. He/she shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/she shall announce the Board's final decision on all subjects. He/she shall vote on all questions; and on roll call his/her name shall be called last.

2.7 If a quorum does not arrive within fifteen (15) minutes of the time the meeting has been scheduled, it shall be determined that a quorum is not present. 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 ~~District secretary~~ General Manager shall adjourn the meeting.

2.9 Any person attending a meeting of the Board may record the proceedings with an audio or video tape recorder or a still or motion picture camera unless the recording causes unreasonable noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings or would impair the ability of the public to observe the proceedings. All video tape recorders, still, and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speakers' podium once the meeting begins.

2.10 During each meeting, time shall be set aside to receive public comment in accordance with the Brown Act and District policy. Public comment shall be directed to the Board as a whole and not to any member individually or to the public.

2.12 No regular meeting will be conducted past 9:00 p.m. At that time the meeting will be continued, to a time and place acceptable to a majority of the Board Members present, to consider any items where action is necessary prior to the next regular Board meeting. If a second meeting is held and continues until 9:30 p.m., then the meeting will be adjourned and remaining agenda items continued to the next regular Board meeting. Adjournment at 9:00 p.m. may be disregarded by means of a motion to suspend the rules, if seconded and approved by a vote of two-thirds of the Board Members present.



POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

The General Manager, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act (California Government Code Section 54950). Any Director may contact the General Manager and request any item to be placed on the agenda pursuant to Board Policy #4050.

The presiding officer of a meeting may place limitations on the total time allowed for any one person to speak on an issue at the meeting.

This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code 54954.2 (a)(1)). If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (California Government Code Section 54956).



POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 5030

Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- ✓ Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems.
- ✓ Receive, consider and take any needed action with respect to reports of accomplishment of District operations.
- ✓ Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:
- ✓ Three minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.
- ✓ No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the President, of that person's privilege of address.
- ✓ Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.
- ✓ After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.
- ✓ Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.



POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 5040

Actions by the Board of Directors include but are not limited to the following:

- ✓ Adoption or rejection of regulations or policies;
- ✓ Adoption or rejection of a resolution;
- ✓ Adoption or rejection of an ordinance;
- ✓ Adoption or rejection of a motion;
- ✓ Approval or rejection of any contract or expenditure;
- ✓ Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of the General Manager; and,
- ✓ Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business.

2.8 A roll call vote shall be taken upon the passage of all ordinances, resolutions, and other matters established by Board policy or state law that require solicitation of bids, and all matters involving more than a seven thousand five hundred dollar (\$7,500.00) expenditure by the District. The roll call vote shall be entered in the minutes of the Board meeting showing those Board members voting aye, those voting no, and those not voting or absent. A roll call vote shall be taken and recorded on any vote not passed unanimously by the Board. Unless a Board member states that he or she is not voting because of a conflict of interest, his or her silence or abstention shall be deemed and recorded as an affirmative vote.

A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.



Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.



POLICY TITLE: Review of Administrative Decisions
POLICY NUMBER: 5050

The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.



POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 5060

The Secretary of the District shall keep minutes of all regular and special meetings of the Board.

Copies of a meeting's minutes shall normally be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be archived in a manner to prevent destruction.

Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 60 days. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- ✓ Date, place and type of each meeting;
- ✓ Directors present and absent by name; Time and name of late arriving Directors;
- ✓ Time and name of early departing Directors;
- ✓ Administrative staff present by name;
- ✓ Call to order;
- ✓ Names of Directors absent during any agenda item upon which action was taken;
- ✓ Written information supplementing staff reports provided at the meeting;
- ✓ Summary record of public comment regarding matters not on the agenda, including commentator names;
- ✓ Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- ✓ The amount of all warrants approved for payment; Complete information as to each subject of the Board's deliberation;
- ✓ Record of the vote of each Director on every action item for which the vote was not unanimous;
- Resolutions and ordinances described as to their substantive content and sequential numbering;
- ✓ Record of all contracts and agreements, and their amendment, approved by the Board;
- ✓ Approval of the annual budget;
- ✓ Approval of all polices, rules and/or regulations;
- ✓ Approval of all dispositions of District assets;
- ✓ Approval of all purchases of District assets; and,
- ✓ Time of meeting's adjournment.



POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 5070

General.

Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

Obtaining the Floor.

Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

Motions.

- ✓ Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:
- ✓ A Director makes a motion; another Director seconds the motion; and the President states the motion if any Director requests clarification on the motion.
- ✓ Once the motion has been seconded and recognized by the President, it is open to discussion and debate. After the matter has been fully debated, the President will call for the vote.
- ✓ Public comment will normally be taken prior to motions and Board discussions on motions.

Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

- ✓ Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.
- ✓ Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to



table, which is then seconded and approved by a majority vote of the Board.

- ✓ Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.
- ✓ Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.
- ✓ Motion to Close Debate and Vote Immediately. Any Director may move to close debate and immediately vote on a main motion.
- ✓ Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

Decorum.

The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

The President may also declare a short recess during any meeting.

Amendment of Rules of Order.

By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.



POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000

It is the intent of the Board of Directors of the District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over the District said rules, regulations or legislation shall prevail.



POLICY TITLE: Adoption/Amendment of Policies

POLICY NUMBER: 1010

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager by submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager by way of the District office, and requesting that the item be ~~included-~~ introduced for consideration on the agenda of the next appropriate regular meeting of the Board of Directors. During the regular meeting that the new or amended policy is introduced, the Board of Directors shall review the proposal and determine whether it should be considered for adoption at a subsequent meeting along with any edits that the Board may deem appropriate.

Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors ~~in accordance with the district's state statutes regarding the constitution of a-~~ by majority vote.

Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for introduction or approval consideration (listed on the agenda). ~~A copy of the proposed new or amended policy(ies) shall be~~ and made available to each Director and the public for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

Consideration of some new or amended policies may also require "meet and confer" with employee union representatives or be subject to other legal requirements.



POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020

The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors, ~~and~~ employees and consultants are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the ~~{DISTRICT}~~ District.

The Board of Directors, Designated employees and consultants shall file statements of economic interests with the Clerk of the County of ~~{name of county}~~ San Luis Obispo.

~~11.1 State laws exist which attempt to eliminate any action by a Board Member or the District which may reflect a conflict of interest. The purpose of such laws and regulations is to insure that all actions are taken in the public interest. The following provides a brief policy summary of various conflict related laws.~~ Directors are encouraged to consult with the Fair Political Practices Commission (the "FPPC") at (916) 322-5660, prior to the day of the meeting if they have a question about a particular agenda item.

11.2 Each Director is encouraged to review the District's Conflicts of Interest Code on a regular basis. The general rule is that an official may not participate in making a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on the official or a member of his or her immediate family or on an economic interest of the official, and the effect is distinguishable from the effect on the public generally. If real property in which the Director has an interest is located within 500 feet of the boundaries of the property affected by decision, that interest is deemed to be directly involved in the decision. Additionally, FPPC rules generally require a disqualified Board member to leave the room during the discussion of the matter.

11.3 The prohibitions of Government Code Section 1090 provide that the District may not contract with any business in which a Board member has a financial interest.

11.4 The basic rule is that public policy requires that when the duties of two offices are repugnant or overlap so that their exercise may require contradictory or inconsistent action, to the detriment of either public office, the discharge of the duties of the two offices by one person is incompatible with the affected office and the official must step down from one of the offices.



POLICY TITLE: Public Complaints

POLICY NUMBER: 1030

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District ordinance, resolution, policy, state, or federal statute of which the individual has been adversely affected.

The method of resolving complaints shall be as follows:

- The individual with a complaint shall first discuss the matter with the ~~Office Manager~~ responsible supervisor with the objective of resolving the matter informally.
- If the individual registering the complaint is not satisfied with the disposition of the complaint by the ~~Office Manager~~ responsible supervisor, it shall be forwarded to the General Manager ~~or other responsible managing employee~~. At the option of the General Manager ~~or other responsible managing employee~~, he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager ~~or other responsible managing employee~~ shall may memorialize his/her decision in writing, with the individual registering the complaint being provided a copy.
- If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager ~~or other responsible managing employee~~, they may request consideration by the member of the Board of Directors, which may be the President, the Vice President, or the Board member who with the Subject Matter Assignment covering "Rules, Regulations, Policies and Procedures" by filing said request in writing within ten (10) days of receiving the General Manager's response to the complaint. The response by the member of the Board of Directors reviewing the complaint shall be final, may be provided in writing, and may be submitted to the Board of Directors for consideration as a future agenda item. ~~or other responsible managing employee's decision. The Board may consider the matter at its next regular meeting, or call a special meeting. In making a decision, the Board may conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the individual registering the complaint being provided a copy.~~

This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Claims Against the District

POLICY NUMBER: 1040

The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) ~~account adjustment requests and property damage~~ claims against the District. Utility Billing Account adjustments are provided for in the District's Code, Section _____. Inherent in this policy is the recognition ~~that every adjustment request or claims~~ will be unique, and that guidelines/policies cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

Property (Land and Improvements) Damage Claims

In the course of the District's operations ~~—[list several examples of routine district operations or services]—~~ damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to the private property. When District employees are aware that property has been damaged in the course of their work, restorative measures will be coordinated with property owner(s) are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim information will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be reviewed by the General Manager and the employees most knowledgeable about the circumstances and allegations. ~~- given to the appropriate division manager [replace position title with appropriate position title for your district]. The division manager, or his/her designee, shall investigate the property owner's allegations~~

If the owner of damaged property informs a member of the Board of Directors, the information will be given to the General Manager. Directors should not independently investigate claims, but may go with staff to observe.

Investigations shall be done in a timely fashion under the direction of the General Manager and documented with a written report, including photographs and/or interviews, when appropriate. ~~A copy of the report shall be submitted to the General Manager.~~

If upon the conclusions of the the investigation ~~on any staff person~~ the General Manager is convinced that the ~~damage was caused by District personnel, equipment, or infrastructure is responsible,~~ he/she shall prepare a work order will be created to have the damage repaired, subject to the following conditions:

- (a) Property owner agrees in writing to the satisfaction of the District's legal counsel, that the proposed repairs are appropriate and adequate;
- (b) Property owner agrees to allow District personnel access to their property to perform the repair work;
- (c) District personnel have the necessary tools, equipment, and expertise to perform the necessary work;
- (d) Repair work can be accomplished within a reasonable amount of time; and,
- (e) Cost of material for the repairs will not exceed \$500.

If the cost of material for repairs is stated by claimant or estimated by staff to exceed \$500, the owner ~~will be asked to must~~ submit their claim in writing on a to the District claim form [attached hereto as Appendix A].

The General Manager shall review the damage claim and the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed \$1,500. A report shall be submitted to the ~~Claims Committee [standing board committee assigned to review claims of this nature]~~ Board of Directors describing the damage claim, including a description of the manner in which it was resolved.

~~If the cost of material for repairs is stated by claimant or estimated to exceed \$1,500, the claim will be submitted to the Board of Directors for consideration. —submitted to the Claims Committee. The Claims Committee shall review the claim and receive input from staff in closed session [qualifies as "anticipated litigation" under the Brown Act]. After reviewing the damage claim, the Committee may authorize the work if the cost of material for the repairs will not exceed \$3,000, or may make a recommendation to the Board of Directors. A report shall be submitted to the Board describing the damage claim, including a description of the manner in which it was resolved, or a recommendation for Board action. The claimant shall be notified of any action by the Committee regarding their claim.~~

~~If the cost of material for repairs is stated by claimant or estimated to exceed \$3,000, the claim will be submitted to the Board of Directors for its consideration.~~ The Board will consider the claim during a closed session [~~"anticipated litigation"~~] of a regular or special meeting. Action to accept or reject the claim may be taken in open or closed session. The claimant shall be notified of the Board's action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

The Board will not consider a claim of an amount in excess of the insurance deductible (currently ~~\$10,000~~), including the cost of investigation, without prior written approval of the District's insurance company.

Claims in excess of the District's insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District's insurance company.

Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles or other unsecured property shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$1,500. A report shall be submitted to the ~~Claims Committee~~ Board of Directors describing the

damage claim, including a description of the manner in which it was resolved.

~~The claim will be processed as described above if the cost of material for repairs is estimated to exceed \$1,500.~~

Property Damage Claims ~~On District Form~~ Submitted in Writing

~~Except for damage to land and improvements estimated to cost less than \$500, all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.~~

~~For claims exceeding \$500, the claimant shall be required to submit it in writing. The District General Manager will review the claim with District legal counsel to determine if an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to legal requirements, to Section 910 and Section 910.2, California Government Code. Section 910 specifies that a claim needs to show all of the following:~~

~~The name and post office address of the claimant.~~

~~The post office address to which the person presenting the claim desires notices to be sent.~~

~~The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.~~

~~A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.~~

~~The name or names of the public employee or employees causing the injury, damage, or loss, if known.~~

~~The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.~~

~~Section 910.2 of the California Government Code specifies the following:~~

~~*The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.*~~

~~If the filed letter/ written claim does not meet the legal requirements of the California Government Code §910 and §910.2, then a letter shall be sent to the claimant informing them of this fact.~~

~~District staff shall provide no assistance to the claimant in filling out the claim form preparing or otherwise asserting a claim against the District. Claimant must fill out prepare the written claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.~~

~~—Account Adjustment Requests [APPROPRIATE FOR UTILITY-TYPE DISTRICTS]~~

~~The General Manager, or the Finance Division Manager [Business Manager, Chief Financial Officer, Treasurer or other appropriate position title] in his/her absence, is authorized to adjust a customer's water service [sewer, garbage, electricity, etc.] account when their bill reflects usage that is significantly greater than normal, due to accidental loss of water through broken pipes or when faucets are turned on in the owner's absence, etc. [or other type of abnormal account cost], subject to the following conditions:~~

- ~~(a) — the customer requests the account adjustment in writing;~~
- ~~(b) — a similar request has not been made within the past 12 months; and,~~
- ~~(c) — the account shows no record of being delinquent for more than 60 days during the past 24 months.~~

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Copying Public Documents
POLICY NUMBER: 1050

Individuals requesting copies of public documents shall be charged a reasonable fee based upon the cost to produce the copy (\$0.25 per sheet) to defray expenses associated with the copying process.

Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (~~based on normal audience attendance~~) shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of such documents prior to the Board meeting will be charged \$0.25 per sheet. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Public Contributions

POLICY NUMBER: 1060

Donations from members of the public to the District for a public purpose that is within the scope of the District's responsibilities will be accepted. The ~~Finance Division~~ Business and Accounting Manager will provide a receipt for said donation and include the District's tax identification number thereon.

Donations must be clearly marked as such. Deposits by a property owner with a service account will be assumed to be a payment toward their account's unpaid balance, or payment in advance of billing in the event the account does not have an unpaid balance, if the deposit is not clearly marked as a being a donation for a specific public purpose.

By accepting donations, the District is not claiming to be qualified by the Internal Revenue Service as being a charitable organization for which donations may be considered tax deductible. Determination of how donations to the District are to be treated relative to the donor's tax liability is strictly the responsibility of the donor.

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Operating Principles of the Board (Norms)
POLICY NUMBER: 4005

IMPLEMENTATION

The [DISTRICT] is committed to practice these norms, whereupon we will evaluate, learn, and adjust according to what we learn.

Upon the occasion of the occurrence of what appears to be a breach of these norms, we are committed to addressing this perception first to the individual(s) involved, before raising the issue with the Board itself. ~~Because we value learning and improvement, we are committed to debriefing each of these at each of our Board meetings.~~

COMMUNICATION NORMS

- ✓ All communication will be accurate and brief.
- ✓ Board and staff will attempt to describe our behavior before we engage in it, and actively listen when communicated with.
- ✓ Always Check Your Assumptions (C.Y.A.).
- ✓ ~~Revisit and d~~isplay these norms at each Board meeting.

PROCESS NORMS

- ✓ The Board needs to address and resolve policy issues and set priorities, ~~and. The Team~~ is committed to doing this by practicing the building of consensus and orderly implementation.
- ✓ The ~~Team Board~~ is committed to ~~[DISTRICT] the District's~~ mission and to work as a team.
- ✓ The ~~Team Board~~ needs to monitor and respond to changes in the community, neighboring communities, the County market and the environment.
- ✓ Staff needs to provide make available all sufficient and relevant information and analysis of alternatives so that the Board can make "reasoned decisions."

- ✓ The Board will jointly discuss and identify its interest(s) prior to establishing a position and negotiating with external organizations.
- ✓ All requests from the Board for information/agenda items will be funneled through the General Manager and distributed to all Board members pursuant to Policy.

RELATIONSHIP NORMS

- ✓ Create an environment that promotes respect and appreciation between the Board, Staff, Consultants, and customers.
- ✓ Fundamental agreement that the focus of [DISTRICT]'s mission is its accomplishments and future vision that meets the needs of its customers.
- ✓ Establish, accept and support common purpose and vision.
- ✓ The "Team" includes the Board, Staff, Consultants and Membership.

14. RELATIONSHIP AND CONDUCT BETWEEN BOARD MEMBERS AND STAFF

14.1 The Board of Directors recognizes that the primary function of staff is to execute Board policy and to keep the Board of Directors informed.

14.2 Members of the Board of Directors shall not attempt to pressure and/or influence staff decisions, recommendations, workloads, schedules, and priorities.

14.3 Staff shall take guidance and direction only from action taken by the Board of Directors or from appropriate management supervisors as may be the case. Staff shall reject any attempts by an individual Board Member to influence or otherwise pressure them into making, changing or otherwise affecting staff decisions or recommendations, or changing work schedules and priorities. Staff shall report such attempts, without fear of reprisal, to the General Manager, or to the President or the Vice President of the Board of Directors, who shall take appropriate action.

14.4 In the event that an employee has been the subject of any unlawful conduct from a Board Member, the employee shall report such conduct in writing and without fear of reprisal to the President or the Vice President of the Board of Directors, or to the Grand Jury directly, who shall investigate the complaint and take further necessary action.

CAPACITY NORMS

- ✓ Continue the process of hiring qualified personnel.
- ✓ Expand education for the Board, Staff and Consultants.
- ✓ Expect creative decision-making.
- ✓ Maintain competitive advantage by adhering to a policy of updating technology and resources.
- ✓ Ensure a cooperative and open work environment.

POLICY TITLE: Code of Ethics POLICY NUMBER: 4010

The Board of Directors of [DISTRICT NAME] is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents and to comply with State laws including AB 1234 ~~(Salinas) approved in 2006. (copy attached as reference)~~ which requires Ethics training by the Board of Directors.

In order to assist in the governance of the behavior between and among members of the Board of Directors and District staff, the following rules shall be observed.

The dignity, style, values and opinions of each Director shall be respected.

Responsiveness and attentive listening in communication is encouraged.

The needs of the District's constituents should be the priority of the Board of Directors. When a Director believes he/she may have a conflict of interest, the legal counsel shall be requested to make a determination if one exists or not.

The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to ~~professional staff members~~ of the District.

Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

Directors should practice the following procedures:

In seeking clarification on informational items, Directors should coordinate through the General Manager. For routine information, Directors may directly approach professional request the information from staff members to obtain information needed to supplement, provided that it has been previously recognized that the request is routine.

~~upgrade, or enhance their knowledge to improve legislative decision-making.~~

directly to the General Manager pursuant to Policy # _____.

In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.

In presenting items for discussion at Board meetings, See Policy #5020_____.

In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager or legal counsel.

If approached by District personnel concerning specific District policy, Directors should direct inquiries to the ~~appropriate staff supervisor or~~ General Manager. The chain of command should be followed.

The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

POLICY TITLE: Voluntary Candidate Expenditure Ceiling
POLICY NUMBER: 4015

In accordance with *Government Code §85400* (Proposition 208), the voluntary expenditure ceiling for candidates for the Board of Directors of [DISTRICT NAME], and controlled committees of such candidates, shall be one dollar (\$1) per resident for each election in which the candidate is seeking election to the Board of Directors.

Proposition 208 establishes a two-tiered scheme of campaign contribution limitations applicable to candidates running for local office based on whether the recipient candidate accepts or rejects the voluntary expenditure ceiling established by the local jurisdiction. The decision by a candidate as to whether to accept the ceiling must be made before a candidate accepts any contributions.

If a candidate for the Board of Directors elects to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$250.

If a candidate for the Board of Directors elects not to abide by the ceiling, he/she may accept contributions from businesses, political action committees (PAC's), or individuals in an amount up to \$100.

POLICY TITLE: Attendance at Meetings
POLICY NUMBER: 4020

4020.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

POLICY TITLE: Expenditure Reimbursement
POLICY NUMBER: 4025

Purpose. The purpose of this policy is to prescribe the manner in which District employees and directors may be reimbursed for expenditures related to District business.

Scope. This policy applies to all employees and members of the Board of Directors and is intended to result in no personal gain or loss to an employee or director.

Implementation. Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests on a reimbursement form approved by the General Manager. Included on the reimbursement form will be an explanation of the District-related purpose for the expenditure(s), and receipts evidencing each expense shall be attached.

- ~~The Finance Division Business and Accounting Manager or the General Manager will review and approve and provide recommendations on~~ reimbursement requests submitted by Board Members for approval by the Board of Directors.
- ~~The General Manager will review and provide recommendations on R~~ reimbursement requests submitted by the Finance Division Business and Accounting Manager for approval by the Board of Directors. will be reviewed and approved by the General Manager.
- ~~The Business and Accounting Managers will review and provide recommendations on r~~ Reimbursement requests submitted by the General Manager for approval by the Board of Directors. will be reviewed and approved by the Finance Division Manager.
- The General Manager will review and provide recommendations on reimbursement requests submitted by all other staff for approval by the Board of Directors.

All expenses must be reasonable and necessary, and employees and directors are encouraged to exercise prudence in all expenditures. The following are guidelines on reimbursable expenditures:

Each Board Member is entitled to reimbursement for their actual and necessary traveling and incidental expenses incurred in the performance of the duties required and authorized by the Board. Personal phone calls are not reimbursed. Purchase of alcoholic beverages are not reimbursable.

(a) It is the policy of the District to exercise prudence with respect to hotel or motel accommodations. It is also the policy of the District for Board members and staff to stay at the hotel or motel location of a conference, seminar, or class to gain Maximum participation and advantage of interaction with others whenever possible.

(b) Any Director traveling on District business shall receive transportation and lodging expenses, and ordinary expenses such as meals and tips. If a Director is called upon to personally pay District business expenses during travel, the Director shall maintain all receipts from any such District business trips. Such receipts will be used to calculate the amount of reimbursement.

(c) Mileage reimbursement for use of privately owned vehicles used for District business shall be as established by the Internal Revenue Service.

~~The most economical mode and class of transportation reasonably consistent with scheduling requirements will be used. In the event a more expensive class of transportation is used, the reimbursable amount will be limited to the cost of the most economical class of transportation available. Reimbursement for use of personal vehicles will be at the applicable IRS approved rate.~~

~~Expenditures for food and lodging will be moderate and reasonable.~~

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POLICY TITLE: Remuneration
POLICY NUMBER: 4030

4030.1 ~~Members of the Board of Directors shall receive a monthly "Director's Fee," the amount of which shall be established annually by the Board at its regular meeting in July and be consistent with applicable state law.~~

Each Director is authorized to receive one hundred dollars (\$100.00) as compensation for each regular or special meeting of the Board and fifty dollars (\$50.00) for each committee meeting attended by him or her.

4030.2 In no event shall Director compensation exceed one hundred dollars (\$100.00) per day.

4030.3 Director compensation shall not exceed six hundred (\$600.00) in any one (1) calendar month.

~~[refer to *Special Districts: Compensation for Directors and Trustees* for individual district type government code sections.]~~

POLICY TITLE: Directors' Health Insurance
POLICY NUMBER: 4035

The Board of Directors do not have obtain health insurance benefits from the District.

Members of the Board of Directors of the *[insert district name]* may participate in the health benefits plan provided by the District through the Public Employees Retirement System *[specify name of district's program if different]* on a self-pay basis. The District will pay the minimum monthly enrollment fee – currently set at \$__ - for each enrolled Director required of it by the Public Employees' Medical and Hospital Care Act. *[Specify details of district's payment on behalf of directors if different than the foregoing.]*

In accordance with Government Code §53208.5, the benefits provided to Directors by the health benefits plan may not be greater than the most generous schedule of benefits being received by any group of District employees. Family members of the Director are also eligible for enrollment in the health benefits plan in accordance with the Act and Regulations of the PERS Board of Administration.

The health benefits plan for Directors will be available only to active members of the Board of Directors, and shall not be available after a Director is no longer an elected or appointed official of the District.

POLICY TITLE: ~~Duties of Board President~~ Officers of the Board of Directors

POLICY NUMBER: 4040

1.1 The officers of the Board are the President and Vice President.

1.2 The President and Vice President shall be elected annually during the first regular meeting in December, after any newly elected Board members are seated (Government Code Section 61043). The term of office for the President and Vice-President of the Board shall commence immediately after the election.

1.3 The President of the Board 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 of questions that follow said actions.

1.4 In the absence of the President, the Vice-President of the Board shall serve as presiding officer over all meetings of the Board. If the President and Vice-President of the Board are both absent, the remaining members present shall select one of themselves to act as presiding officer of the meeting.

1.5 The Board may at any time determine, by majority vote of all members, that the President has demonstrated an inability to serve. Upon such determination, the Vice President shall preside instead of the President.

1.6 The Board may at any time determine, by majority vote of all members, that the Vice President, when acting as the presiding officer pursuant to Section 1.5 above, has demonstrated an inability to serve. Upon such determination, the Board shall, by majority vote, elect another member to be the presiding officer.

~~The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.~~

~~In the absence of the President, the Vice President of the Board of Directors shall serve as chairperson over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.~~

DUTIES Regarding Meetings of the Board

The president shall preside over and conduct all meetings of the Board of Directors, and shall carry out the resolution and orders of the Board of Directors and shall exercise such other powers and perform such other duties as the Board of Directors shall prescribe including the following:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;

3. Enforce the Board's policies in relation to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;

5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure; and
8. Put motions to a vote, and state clearly the results of the vote.

RESPONSIBILITIES

~~The president shall have all the rights to discuss and vote on any issues before the Board, but not to move or second any motion. If the president wishes to move or second a motion he/she must pass the gavel to the Vice President and step down as the presiding officer for that particular agenda item.~~ Responsibilities of the President include:

1. Sign all instruments, act, and carry out stated requirements and the will of the Board;
2. Sign the minutes of the Board meeting following their approval;
3. Appoint and disband all committees, subject to Board ratification;
4. Call or cancel such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Coordinate the preparation of meeting agendas with the General Manager;
6. Confer with the General Manager or designee on crucial matters which may occur between Board of Directors meetings;
7. Be responsible for the orderly conduct of all Board meetings;
8. Be the Spokesperson for the Board except when other Board Members are designated on specific issues or when they are acting in their capacity as members on committees representing the District; and
9. Perform other duties as authorized by the Board.

POLICY TITLE: ~~Board District~~ Secretary
POLICY NUMBER: 4045

4045 The ~~General Manager or his/her designee shall be the position of District Secretary, of the Board of Directors is required by state law.~~ The Secretary performs duties including recording of minutes and actions of the Board of Directors and certifying all actions and resolutions of the Board.

PREPARATION OF MINUTES AND MAINTENANCE OF TAPES.

4.1 The minutes of the Board shall be kept by the District Secretary and shall be neatly produced and kept in a file created for that purpose, with a record of each particular type of business transacted set off in paragraphs with proper subheadings. However, the District 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 4.2 below, shall not be required to record any remarks of Board Members or any other person. The Minutes shall record all of the votes taken for the passage of all ordinances, resolutions or motions.

4.2 Any Director may request that brief comments pertinent to an agenda item be included in the minutes, but only at the meeting in which the item is discussed.

4.3 The District Secretary shall attempt to record the names and place of residence of persons addressing the Board, the title of the subject matter to which their remarks related, and whether they spoke in support or opposition to such matter.

4.4 Whenever the Board acts in a quasi-judicial proceeding, such as in assessment matters, the District Secretary shall compile a summary of the testimony of the witnesses.

4.5 Any audio or visual recording of a District meeting made for whatever purpose at the direction of the District shall be subject to inspection pursuant to the California Public Records Act. Audio and/or visual recordings will be posted on the District's website for 30 days before being taken down. Physical copies of the audio/visual recordings will be retained in the District archive for five (5) years and may be destroyed thereafter.

4.6 Nothing herein shall be deemed to create a requirement that minutes from the meeting be taken, or tape or film recordings be made, of any closed sessions of the Board.

4.7 All correspondence should have Name and Address of record to be entered in the minutes.

~~If for any reason the President and Vice-President resign or are absent or disabled, the Secretary shall perform the President's duties until the position of President is filled.~~

~~If for any reason the President and Vice-President disqualify themselves from participating in an agenda item or become partisan in the debate on any such item, the Secretary shall perform the duties of the presiding officer.~~

~~—DUTIES of the Secretary~~

~~The secretary of the Governing Board shall have the following duties:~~

- ~~1. Certify or attest to actions taken by the Board when required;~~
- ~~2. Sign the minutes of the Board meeting following their approval;~~
- ~~3. Sign the documents as directed by the Board on behalf of the Authority, and sign all other items which require the signature of the Secretary; and~~
- ~~4. Perform any other duties assigned by the Board.~~

~~—RESPONSIBILITIES of the Secretary~~

~~It is the responsibility of the Secretary with assistance of the agency Executive Officer to ensure:~~

- ~~1. Minutes of the Board of Directors meetings are recorded. These recordings are for use by the Secretary only for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board. Upon adoption of these minutes the recording media will be reused;~~
- ~~2. Minutes of each Board meeting are prepared and maintained;~~
- ~~3. Board records and other documents & reports are maintained, as required by law; and~~
- ~~4. Board officers receive the correspondence addressed to them.~~

POLICY TITLE: ~~Clerk of the Board~~ District Treasurer
POLICY NUMBER: 4047

The District General Manager shall serve as the District Treasurer pursuant to Government Code Section 61050(c).

4047.1 In accordance with Government Code Section 61053, the District has adopted Resolution # _____, which provides for the following:

- a. Designates <bank> as the depository of District Funds for those funds that are not held by the County of San Luis Obispo;
- b. Establishes the amount of the bond for the District Treasurer and other District employees who are responsible for handling the District's Finances;
- c. Adopts a system of accounting and auditing which shall adhere to generally accepted accounting principles
- d. Adopts a procedure for drawing and signing checks.

4047.2 The District Treasurer shall provide to the Board of Directors a quarterly report identifying the receipts, disbursements and balances in the District's accounts.

~~The Clerk of the Board shall be responsible for performing the duties imposed by law or District Resolution. Additionally, the duties of the Clerk of the Board include:~~

- ~~1. May provide input in formulating the budget of the office of the Board and have the authority to expend funds in accordance with the annual budget of the Board.~~
- ~~2. Manage the office of the Board and responsibility for maintaining confidential information and files; prepare the Board agenda, minutes, resolutions, ordinances, notices and other related matters.~~
- ~~3. Attend Regular, Special, Emergency, and Adjourned Board meetings and other meetings as required, taking non verbatim notes of business transacted and prepare minutes; post/publish all notices and agendas required by law.~~
- ~~4. Prepare reports, memoranda and other documents; act as custodian of the District seal; serve as filing officer or filing official.~~
- ~~5. Be responsible for receiving, forwarding or retaining statements of economic interest or campaign statements in accordance with California Code of Regulations, Title 2, Section 18227;.~~
- ~~6. Maintain resolutions, ordinances, Board approved policies and District agreements; attest to ordinances and resolutions, and accept correspondence on behalf of the Board.~~

~~The Board may appoint an Assistant to the Clerk of the Board to perform the duties of the Clerk of the Board in the absence of the Clerk.~~

POLICY TITLE: Legal Counsel and Auditor
POLICY NUMBER: 4048

4048 The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

Legal Counsel shall be the legal adviser of the District and shall perform such duties as may be prescribed by the Board of Directors. Legal Counsel is required to review and approve as to form District legal documents, i.e. contracts, agreements, etc. The Legal Counsel shall present and report on all legal issues and Closed Session items before the Board. The Legal Counsel shall serve at the pleasure of the Board, and shall be compensated for services as determined by the Board.

4048.1.2 The Legal Counsel reports to the Board as a whole but is available to each director for consultation regarding legal matters particular to that Board members participation. No Board member may request a legal opinion of legal counsel without concurrence by the Board except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the District General Manager for consultation on applicable issues and activities.

The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

4048.2.1 The Board may appoint a committee to oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Board's resolution adopting a system of accounting and auditing, which shall adhere to generally accepted accounting principles, and the Finance Committee Charter for Audit Compliance. Under the direction of the ~~The Chief Financial Officer~~ General Manager, the Business and Accounting Manager —will install and maintain an accounting system that will completely and at all times show the financial condition of the District.

POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 4050

5.1 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

5.2 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and options, but in a respectful manner.

5.3 Once the Board takes action, Directors should commit to supporting the action and should not obstruct implementation of the action.

5.4 Any vacancy in the office of a member elected to the Board shall be filled pursuant to Government Code Section 1780.

AUTHORITY OF DIRECTORS.

6.1 The full Board of Directors, in actions taken pursuant to The Brown Act, ~~shall establish policies for the operations of the District and provide for the implementation of those policies, which is the responsibility of the District's General Manager. retain absolute power to set policy, direct staff, and conduct the business of the District.~~

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

6.3 Directors do not represent any fractional segment of the community. Rather, they are part of the body which represents and acts for the community as a whole.

6.4 The primary responsibility of the Board is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are the responsibility of the professional staff members of the District. Directors should not obstruct the professional staff in the performance of their duties.

6.5 The Board at a regular or special meeting may authorize a Director or staff to speak or communicate on behalf of the District or represent the District at a meeting or related function. Otherwise, Board members attending such events as described above shall make it clear that they are speaking on their own behalf and not representing the District or its Board of Directors.

7. DIRECTOR GUIDELINES.

7.1 It is the intent of the Board of Directors to:

(a) Maintain control and direction of the District by action of the Board of Directors taken pursuant to the Brown Act;

(b) Allow Board Members access to information relative to the running of the District;

(c) Protect staff from undue influence, threats, harassment, and/or pressure from individual Board Members or members of the public;

(d) Allow staff to execute priorities given by the Board of Directors and management without fear of reprisal.

~~7.2 — Individual Board members, by making a request to the General Manager shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as a basis for certain actions of staff or as justification for staff recommendations. Board Members shall receive the cooperation and candor of the General Manager in being provided with the requested information. If the General Manager cannot timely provide the requested information because it is not presently available or its production would cause an interruption in work schedules or workloads, then the General Manager shall inform the Board member why the information is not available or cannot be made available in a timely manner, and when it may be made available.~~

~~7.3 — If the information still cannot be provided the General Manager shall, or the Board Members shall direct the General Manager to, place an item on the Board agenda for direction as to the Board's desire and method of providing the information.~~

7.4 In handling complaints from residents, property owners within the District or other constituents, Directors are encouraged to listen carefully to the concerns, but the complaint should be referred to the General Manager for processing and appropriate response.

7.5 Directors, when seeking clarification of policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programs, should refer said concerns directly to the General Manager.

7.6 When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager.

7.7 Directors and the General Manager should develop a working relationship so that current issues, concerns and District projects can be discussed comfortably and openly.

7.8 When responding to constituent requests and concerns, Directors should respond to individuals in a positive manner and route their questions to the General Manager.

7.9 Sitting Directors should not enter into Litigation against the District. Should a Director enter into litigation against the District, it will be presumed that said Director has a conflict of interest on all matters presented to the Board for discussion and action. _

Board Member Requests for Agenda Items

As provided in Policy _____, the agendas for regular Board meetings shall include an item entitled "Future Agenda Items," which will provide the Board the opportunity to direct the General Manager to include specific items on future agendas.

In addition, any Board member may request the General Manager to include an item on an agenda, at any time, without concurrence of other Board members. In consideration of an individual Board member's request, it shall be the General Manager's discretion whether the item is scheduled on the agenda as a separate and distinct item, with a staff report, or whether the request is specifically listed on the agenda under "Future Agenda Items," which shall also identify the Board member requesting the agenda item. In deciding whether to create a separate and distinct item for the agenda, including a staff report, the General Manager shall consider the timing of the request, how the request compares to existing work and priorities, and whether the item should be considered by the Board as a whole. In the event that the General Manager concludes that the item should be listed under "Future Agenda Items," the Board member making the request will be provided an opportunity to discuss the request with the Board as a whole and seek majority support for the future agenda item. The Board as a whole will consider the request while also considering the District's priorities, impacts on workloads, the needs of the District, and other factors deemed appropriate by the Board.

Board Member Requests for Information, Analysis and Communications

7.2 Individual Board members, by making a request to the General Manager shall have access to information relative to the operation of the District, including but not limited to statistical information, information serving as a basis for certain actions of staff or as justification for staff recommendations. Board Members shall receive the cooperation and candor of the General Manager in being provided with the requested information. If the General Manager cannot timely provide the requested information because it is not presently available or its production would cause an interruption in work schedules or workloads, then the General Manager shall inform the Board member why the information is not available or cannot be made available in a timely manner, and when it may be made available.

Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff or exchanged between Directors before meetings.

Information exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed. If the information is distributed electronically, all Board members shall be blind-copied to mitigate the risk that Board Members inadvertently exchange emails between each other that could violate the Brown Act.

Information request by Board Members that requires the preparation of analysis that is not part of normal work efforts may be deemed by the General Manager to be a request for a Future Agenda item. In such event, the General Manager shall inform the Board Member requesting the information, and the District President, so that the request may be considered as a future agenda item pursuant to Policy # .

During communications between individual Board Members and the General Manager, information and opinions are shared. The General Manager shall be prohibited from sharing the opinions and conversations of any Board member with other Board members to avoid conflicts that could violate the Brown Act.

Copies of information exchanged before meetings shall be available at the meeting for members of the public in attendance, and shall also be provided to anyone not present upon their request.

~~Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.~~

Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

~~Directors may request for inclusion into minutes brief comments pertinent to an agenda item only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).~~

Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision-making responsibilities.

~~Requests by individual Directors for substantive information and/or research from District staff will be channeled through the General Manager.~~

10. CORRESPONDENCE DISTRIBUTION.

10.1 The following letters and other documents shall be accumulated and delivered to the Board on Friday of each week.

(a) All letters approved by the Board and/or signed by the President on behalf of the District.

(b) All correspondence received by the District that are of District-wide concern as reasonably determined by the General Manager.

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POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4060

3.1 The Board may create Committees that are reflective of the District's business and its enumerated powers at its discretion. Committees shall be advisory committees to the Board and shall not commit the District to any policy, act or expenditure. The duties of the committees shall be outlined at the time of creation.

3.2 All standing committee meetings shall be conducted as public meetings in accordance with the Brown Act.

3.3 No committee shall include in its membership more than two (2) Board members.

3.4 An alternate member may be assigned by the Board in advance for those meetings where a regular member is unable to attend.

The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

The following shall be standing committees appointments of the Board:

Insert Table of Committee and Subject Matter Assignments

~~—Planning Committee;~~

~~———Ordinance Committee;~~

~~———Personnel Committee;~~

~~———Finance Committee; and,~~

~~———Public Relations Committee.~~

The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's first regular meeting in January.

The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said

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review should be submitted to the Board via a written or oral report.

All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

~~The Board's standing Planning Committee shall be concerned with the formulation of plans for arranging, realizing, and/or achieving District goals.~~

~~The Board's standing Ordinance Committee shall be concerned with proposed ordinances, resolutions and/or District policies, except those pertaining specifically to personnel.~~

~~The Board's standing Personnel Committee shall be concerned with the functions, activities, operations, compensation and welfare of District staff.~~

~~The Board's standing Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.~~

~~The Board's standing Public Information Committee shall be concerned with assuring that information regarding the affairs of the District is adequately and appropriately communicated to its constituents and the public at large.~~

POLICY TITLE: Basis of Authority
POLICY NUMBER: 4070

The Board's authority is established under California Government Code Section 61000 et seq., which is also known as Community Services District law.

~~The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.~~

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

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POLICY TITLE: Membership in Associations

POLICY NUMBER: 4080

~~The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist which have applicability to the functions of the District, and shall look upon such memberships as an opportunity for in-service training.~~

The Board of Directors shall maintain membership in the California Special Districts Association ~~and shall ensure that annual dues are paid when due.~~

The Board of Directors shall maintain membership in the [LOCAL] Chapter of the California Special Districts Association ~~and shall ensure that annual dues are paid when due.~~

4080.3.1 At the regular Board meeting in [MONTH], a member of the Board shall be selected to represent the District in accordance with said chapter's constitution/bylaws, and another member of the Board or staff member shall at the same time be selected to serve as an alternate for the representation.

SAMPLE POLICY HANDBOOK

POLICY TITLE: Training, Education and Conferences
POLICY NUMBER: 4090

Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District governance, policy development or oversight of operations. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

"Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted.

The ~~Finance Division~~ Business and Accounting Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the ~~Finance Division~~ Business and Accounting Manager, together with validated receipts in accordance with State law and District Policy.

Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the Finance Division Manager and by:

Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

Directors traveling together whenever feasible and economically beneficial.

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Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

SAMPLE POLICY HANDBOOK

POLICY TITLE: Ethics, Discriminatory Harrassment Prevention, and Continuing Education / Training

POLICY NUMBER: 4095

4095 All directors and designated executive staff of [District] shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

All ethics training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

In addition, Board Members are required to attend training on ethics and sexual and discriminatory harassment prevention every other year on an alternating schedule. Board members are also required to attend training on the National Incident Management System (NIMS) tailored specifically to elected officials.

4095.3.1 District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

District staff shall provide the board of directors with information on available training that meets the requirements of this policy at least once every year.

Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

Any director of [District] that serves on the board of another agency is only required to take the training once every two years.

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POLICY TITLE: Filling of Vacancy(s) on Board of Directors (~~Trustees~~)
POLICY NUMBER: 4097

The District Board of Directors (Trustees) are elected (or appointed) in accordance with the Principal Act of the District. From time to time a vacancy may occur on the Board for a variety of reasons. This policy is established to provide general guidelines and procedures for filling a vacancy on the Board. Under state law, the District has a total of sixty (60) days in which to take action.

The Board of Directors shall be informed immediately of the resignation or death of a member of the Board of Directors. The Board of Directors shall consider whether to act to fill the vacancy, either by appointment or by calling a special election.

The District shall notify the county elections official of the vacancy no later than fifteen (15) days after the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.

In cases where the Board determines to appoint a replacement to the Board, the District may publish a public notice of a vacancy and the process for considering candidates in a local newspaper of general circulation. The Board may establish an application and interview process including requiring a resume or application form detailing qualifications and experience of the candidates.

4097.4.1 The District shall post a notice of vacancy in at least three conspicuous places in the District at least fifteen (15) days before the Board makes an appointment. If the Board makes an appointment, the District shall notify the county elections official within fifteen (15) days of making the appointment.

The Board may review and invite those candidates that a majority of the Board determine are the most qualified or all of the candidates for an interview before the Board at a public noticed meeting. The Board may then consider the interviewed candidates and vote to determine if a majority of the Board can agree on a selected replacement candidate.

If the Board of Directors chooses to call an election, the Board must do so within sixty (60) days of notification of the vacancy or the effective date of the vacancy, whichever is later.

All costs for any election shall be identified for consideration by the Board for the decision of appointment or election.

A selected replacement Director shall serve out the balance of the term of the position and be subject to reelection under the Principal Act of the District.

If the Board fails to take action in the sixty (60) day period, state law provides that the Board of Supervisors may appoint a successor to fill the vacancy.

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POLICY TITLE: Board Meetings
POLICY NUMBER: 5010

Regular meetings of the Board of Directors shall be held on the ~~{DAY}~~ second and fourth Wednesday of each calendar month. The meetings shall start at 5:30 p.m. with closed session, and with open session starting no earlier than 6:00 p.m. {TIME} in the {PLACE}, {ADDRESS} Meeting locations are at 1655 Front Street, Oceano, CA 93475 in the Board Chambers. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board.

Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board.

All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting.

Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone during business hours as soon after the meeting is scheduled as practicable.

An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

Quasi-judicial hearings, enforcement hearings, and issues that are specific to service provided to specific properties, which are not routine in nature, will normally be conducted during special meetings so that adequate time for review and findings of fact, testimonies, and Board conclusions are not constrained by the time restrictions and items that are normally associated with regular meetings.

Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office as soon after the meeting as possible.

Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above.

Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December [or other appropriate month]. At this meeting the Board will elect a President, Vice President and Clerk from among its members to serve during the coming calendar year, and will appoint the General Manager [or other responsible managing employee] as the Board's Secretary and the Finance Division Manager as the District's Treasurer.

~~The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.~~

The ~~Chairperson and the~~ General Manager shall ensure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

2.3 The General Manager, in cooperation with the Board at the prior meeting shall ~~prepare an identify items for future~~ agendas. ~~for each regular and special meeting of the Board. Any Director, before or during a regular meeting, may request that the General Manager place an item on the agenda.~~ The General Manager may also put emergent District business on the agenda. Items being placed on any agenda are subject to Brown Act regulations.

2.4 ~~No action or discussion may be taken on an item not on the posted agenda. However, matters deemed to be emergencies or of an urgent nature may be added to the agenda of a regular meeting under the procedures of the Brown Act. Pursuant to the Brown Act and at regular meetings:~~

(a) Board Members may briefly respond to statements or questions from the public; and

(b) Board Members may, on their own 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 or a majority of the Board itself may direct staff to place a matter on a future agenda as

2.5 The presiding officer shall conduct all meetings in a manner consistent with the policies of the District and the Brown Act. He/she shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board. He/she shall announce the Board's final decision on all subjects. He/she shall vote on all questions; and on roll call his/her name shall be called last.

~~2.6 — A majority of the Board shall constitute a quorum for the transaction of business. While a majority of the Board is sufficient to do business, motions must be passed unanimously if only three Board members are present. Only those Board members present at a meeting may vote on business conducted at that meeting.~~

2.7 If a quorum does not arrive within fifteen (15) minutes of the time the meeting has been scheduled, it shall be determined that a quorum is not present. 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 District secretary shall adjourn the meeting.

2.9 Any person attending a meeting of the Board may record the proceedings with an audio or video tape recorder or a still or motion picture camera unless the recording causes unreasonable noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings or would impair the ability of the public to observe the proceedings. All video tape recorders, still, and/or motion picture cameras shall remain stationary and shall be located and operated from behind the public speakers' podium once the meeting begins.

2.10 During each meeting, time shall be set aside to receive public comment in accordance with the Brown Act and District policy. Public comment shall be directed to the Board as a whole and not to any member individually or to the public.

~~2.11 — If an individual or group willfully interrupts a meeting, fails to adhere to the District's policies pertaining to public comment, or otherwise creates an unreasonable disruption to the proceedings, the meeting may be stopped and the room may be cleared. In such circumstances, members of the media must be allowed to remain and only matters on the agenda can be discussed.~~

2.12 No regular meeting will be conducted past 9:00:30 p.m. At that time the meeting will be continued, to a time and place acceptable to a majority of the Board Members present, to consider any items where action is necessary prior to the next regular Board meeting. If a second meeting is held and continues until 9:30 p.m., then the meeting will be adjourned and remaining agenda items continued to the next regular Board meeting. Adjournment at 9:00:30 p.m. may be disregarded by means of a motion to suspend the rules, if seconded and approved by a vote of two-thirds of the Board Members present.

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 5020

The General Manager, ~~in cooperation with the Board President,~~ shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act (California Government Code Section 54950). Any Director may contact the General Manager and request any item to be placed on the agenda pursuant to Board Policy _____ no later than 5:00 P.M. on the day that is 48 hours prior to the closing of the agenda for the next meeting date (per Section 5020.4).

~~Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:~~

~~The request must be in writing and be submitted to the General Manager [or other responsible managing employee] together with supporting documents and information, if any, at least seven business days prior to the date of the meeting;~~

~~The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may appeal the General Manager's decision at the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.~~

~~No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy;~~

The ~~Board of Directors~~ presiding officer of a meeting may place limitations on the total time ~~to be devoted to a public request issue at any meeting, and may limit the time~~ allowed for any one person to speak on thean issue at the meeting.

This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted in a place that is freely accessible to members of the public (California Government Code 54954.2 (a)(1)). If the District maintains a website, the agenda shall be posted on the website for public information at the same

time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location as for Regular Meeting agendas (California Government Code Section 54956).

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 5030

Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,
- Receive, consider and take any needed action with respect to reports of accomplishment of District operations.
- Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:
- ~~Five-Three~~ minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.
- No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the ~~Chairperson~~President, of that person's privilege of address.
- Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.
- After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.
- Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 5040

Actions by the Board of Directors include but are not limited to the following:

- Adoption or rejection of regulations or policies;
- Adoption or rejection of a resolution;
- Adoption or rejection of an ordinance;
- Approval or rejection of any contract or expenditure;

Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of ~~personnel~~ the General Manager; and,

Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors ~~[if five—member Board, four if seven-member Board]~~ represent a quorum for the conduct of business.

2.8 A roll call vote shall be taken upon the passage of all ordinances, resolutions, and other matters established by Board policy or state law that require solicitation of bids, and all matters involving more than a seven thousand five hundred dollar (\$7,500.00) expenditure by the District. The roll call vote shall be entered in the minutes of the Board meeting showing those Board members voting aye, those voting no, and those not voting or absent. A roll call vote shall be taken and recorded on any vote not passed unanimously by the Board. Unless a Board member states that he or she is not voting because of a conflict of interest, his or her silence or abstention shall be deemed and recorded as an affirmative vote.

A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one Director abstains on a particular action and the other two cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

Example. If an action is proposed requiring a two-thirds vote and two Directors abstain, the proposed action cannot be approved because four of the five Directors would have to vote in favor of the action.

three Directors must vote in favor of the appointment for it to be approved. If two of the four Directors present abstain, the appointment is not approved.

The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

Informal action by the Board is still Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

POLICY TITLE: Review of Administrative Decisions
POLICY NUMBER: 5050

The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 5060

The Secretary ~~or Deputy Secretary~~ of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

Copies of a meeting's minutes shall normally be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be archived in a manner to prevent destruction. ~~kept in a fireproof vault or in a fire-resistant, locked cabinet.~~

Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 60 days. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

Date, place and type of each meeting;

Directors present and absent by name;

Administrative staff present by name;

Call to order;

Time and name of late arriving Directors;

Time and name of early departing Directors;

Names of Directors absent during any agenda item upon which action was taken;

Summary record of staff reports; Written information supplementing staff reports provided at the meeting;

Summary record of public comment regarding matters not on the agenda, including names of commentators;

Approval of the minutes or modified minutes of preceding meetings; Approval of financial reports;

Record by number (a sequential range is acceptable) The amount of all warrants approved for payment;

Complete information as to each subject of the Board's deliberation;

Record of the vote of each Director on every action item for which the vote was not unanimous;
Resolutions and ordinances described as to their substantive content and sequential numbering;
Record of all contracts and agreements, and their amendment, approved by the Board;
Approval of the annual budget;
Approval of all policies, rules and/or regulations;
Approval of all dispositions of District assets;
Approval of all purchases of District assets; and,
Time of meeting's adjournment.

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 5070

General.

Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

Obtaining the Floor.

Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

Motions.

Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

A Director makes a motion; another Director seconds the motion; and the President states the motion if any Director requests clarification on the motion.

Once the motion has been stated, seconded and recognized by the President, it is open to discussion and debate. After the matter has been fully debated, ~~and after the public in attendance has had an opportunity to comment,~~ the President will call for the vote.

Public comment will normally be taken prior to motions and Board discussions on motions.

~~If the public in attendance has had an opportunity to comment on the proposed action, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.~~

Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

Motion to Close Debate and Vote Immediately. ~~As provided above, a~~Any Director may move to close debate and immediately vote on a main motion.

Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

Decorum.

The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

The President may also declare a short recess during any meeting.

Amendment of Rules of Order.

By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both.



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: February 8, 2017

To: Board of Directors

From: Paavo Ogren, General Manager

Subject: Agenda Item # 8(C): Consideration of 2017 Goals and a Recommendation for Approval

Recommendation

It is recommended that your Board review and consider the attached 2017 Draft Goals and approve them as provided or as your Board may wish to modify.

Discussion

Attached are 2017 Draft Goals. In comparison to 2016 goals, the format has been modified to use a "category" approach. The 2016 goals were developed using the following categories:

- Capital Projects
- Professional Services
- Operations
- Customer Accounts
- Contracts
- Water Rates and Conservation
- Risk Management
- Administration
- Accounting/Finance
- Budgets
- 2017
- Other

Also attached is a review of the results of 2016 goals. During the agenda item, staff will provide a verbal presentation on the results on the 2016 goals, and the recommended goals for 2017.



The approach for the recommended goals in 2017 has been further simplified. The various details in the 2016 goals, by category, are still included but the statement of the goals is broader in nature, and the details should be considered as objectives or tasks in support of the goals.

The proposed goals for 2017 include the following:

- A. Develop the District's Multi-Year Capital Improvement Program with Funding Alternatives
- B. Update the District's Policies and Complete the District Codification
- C. Develop the District's Staff Training Program
- D. Update the District's Enforcement Program
- E. Update the District Website

The following provides a summary of the goals.

Develop the District's Multi-Year Capital Improvement Program (CIP) with Funding Alternatives

The CIP effort has been dependent on grant funding from Proposition 84, which was awarded by the California Department of Water Resources in late 2015. The grant agreement, however, was not in final form until late 2016. As a result, the CIP is considered by staff as the District's #1 priority.

Update the District's Policies and Complete the District Codification

This effort was initiated with the District's By-Laws at the January 25, 2017 meeting of the Board of Directors and will continue through-out the year. Once all the policies have been reviewed with tentative approval by the Board, a final Policy Handbook will be presented for final approval later in the year. The "codification" effort is a compilation of efforts that will be coordinated with legal counsel, and draft documents exist from District efforts several years ago. Staff does not anticipate providing the District Code to the Board for approval since the Board actions have already been approved by resolutions, ordinances and policies. Since the policy update must first be completed, the codification is expected in late 2017 and will be provided to the Board as an informational item. Future ordinances, resolutions and policy amendments will automatically revise the District Code through work of the General Manager, or designee, and legal counsel.

Develop the District's Staff Training Program

Staff initiated work in 2016 and will utilize a computer application called "Target Solutions" to develop the training program. Development of the training program is considered a high priority since it will



enhance staff efforts, but in addition, will help with training new employees when turnover occurs. Since the District only has 7 full time employees, the vacancy in one position represents approximately 15% of the workforce and providing a training program to orient and enhance productivity of new employees will be important for the District's ongoing operations.

Update the District's Enforcement Program

Different aspects of the District's enforcement activities should be reviewed and updated. For example, Ordinance 1999-1 which covers the abatement of illegal dumping of solid waste includes reference to the County Health Agency, which is not involved in the District's solid waste program. Other examples include coordination with County Code enforcement on unpermitted land use when it involves non-permitted connection to the District's water and/or wastewater systems.

Update the District's Website

Funding will need to be addressed. Simply said, the website is not user friendly, and is on a software platform that is difficult for staff to use.

The details supporting the goals are included in the attachment and carried forward from 2016 goals.

Other Agency Involvement

n/a

Other Financial Considerations

n/a

Results

Establishing goals and reviewing the results of previously set goals promotes a well governed community.

Attachments:

- 2016 Goals

	B	C	D	E	H	J	K	L	M	N		
1	2016 GOALS											
3	DESCRIPTION					QUARTER	NOTES	CIP	Policies	Training	Enforcement	Website
5	CAPITAL PROJECTS											
6			IMPLEMENT EMERGENCY GENERATOR	2	CONSTRUCTION DOCUMENTS NEEDED; POSSIBLE USDA GRANT	X						
7			COMPLETE YARD PIPING	2	ONGOING; SCHEMATIC AND PID IN PROCESS							
8			DEVELOP USDA & SRF GRANT / LOAN APPLICATIONS	2	GET INTO APPLICATION PROCESS WHILE CIP IS EVALUATED	X						
9			INITIATE CIP PORTION OF PROFORMA	3	CONCURRENT WITH OTHER CIP DEVELOPMENT	X						
10			DEVELOP INFRASTRUCTURE REPLACEMENT & UPGRADE PROGRAM	4	CONCURRENT; HALCYON LINE EXTENSION; WELL #4; OTHERS	X						
11	2017		EVALUATE FIELD SHOP/ OFFICE OPTIONS & COST	4	CONCURRENT WITH OTHER CIP DEVELOPMENT	X						
12	NEW		UTILITY RELOCATION FOR HWY 1 DRAINAGE PROJECT	?	DETERMINE LEGAL RESPONSIBILITY; ESTABLISH PROJECT IF NEEDED							
14	PROFESSIONAL SERVICES											
15	NEW		RFP FOR PROP 84 - STORMWATER RECHARGE EVALUATION	2/3	TIMING BASED ON EXECUTION OF GRANT AGREEMENT	X						
16	NEW		RFP FOR PROP 84 - INJECTION WELL EVALUATION	2/3	TIMING BASED ON EXECUTION OF GRANT AGREEMENT	X						
17	NEW		RFP FOR PROP 84 - LEAKY PIPES CIP UPDATE & PROGRAM	2/3	TIMING BASED ON EXECUTION OF GRANT AGREEMENT	X						
18	2016		RFP FOR 2015-16 AUDIT	2								
19			DISTRICT ENGINEER PROPOSAL FOR AIRPARK DR BRIDGE	2	CONFIRM REQUIREMENTS WITH COUNTY	X						
20	NEW		DEVELOP CONSTRUCTION CONTRACT BOILERPLATES	4		X						
21	NEW		OTHER PROFESSIONAL SERVICES SUBJECT TO BUDGET	4	SEE BUDGET CATEGORY							
23	OPERATIONS											
24			OBTAIN POLICY DIRECTION ON SEWER LATERAL MAINTENANCE	1								
25	2017		LITTER AND DEBRIS "CLEAN AND GREEN" PROGRAM	2	FUNDS INCLUDED IN BUDGET; APPROACH AND RESOURCES NEEDED							
26	NEW		EVALUATE SCADA OPTIONS	2		X						
27	NEW		EVALUATE LIFT STATION OPTIONS	3		X						
28	NEW		DOCUMENT LONG TERM WATER RESOURCE POLICIES & STRATEGIES	3	BOARD APPROVAL OF POLICIES			X				
29			EVALUATE SMART METER OPTIONS	4	NOVEMBER/DECEMBER							
30	NEW		INITIATE LEAK DETECTION PROGRAM DEVELOPMENT	4		X						
32	CUSTOMER ACCOUNTS											
33	2016		OBTAIN BOARD DIRECTION ON FEES FOR SERVICE CALLS	?			X					
34	2016		OBTAIN BOARD DIRECTION ON DEPOSITS FOR NEW ACCOUNTS	?			X					
35	NEW		OBTAIN BOARD DIRECTION ON WATER BILL APPEALS	?			X					
36			AUDIT CUSTOMER ACCOUNT CLASSIFICATIONS	2					X			
37			CONCLUDE ELECTRONIC PAYMENT EVALUATION	2	SEVERAL OPTIONS EVALUATED; FEW REMAIN; AUTO PAY ALREADY ESTABLISHED		X					
38			DETERMINE NON-STANDARD SITUATIONS	3/4	ESTABLISH COMPLIANCE PROCESSES				X			
39	2016		EVALUATE STATUS OF A.G. / OCSD CUSTOMERS	3/4					X			
40	2016		VERIFY SUFFICIENCY OF WILL-SERVE PROCEDURE, CHECKLISTS	4	SIGNIFICANT PROGRESS IN 2016; FINAL DOCUMENTATION REMAINS							

	B	C	D	E	H	J	K	L	M	N
1	2016 GOALS									
3										
42	CONTRACTS									
43	NEW		SOUTH COUNTY SANITARY FRANCHISE EXTENSION	ONGOING	PENDING PROPOSAL BY SCS INC.					
44			ZONE 3 - LOPEZ CONTRACT RENEGOTIATIONS	ONGOING	CONTINUE DISCUSSIONS WITH OTHER AGENCIES					
45	NEW		FCFA JPA AMENDMENTS	ONGOING						
46			EVALUATE & MONITOR CONTRACT COMPLIANCE	3	FRANCHISES, WATER CONTRACTS, PROPERTY LEASES, OTHERS			X		
48	WATER RATES AND CONSERVATION									
49			EVALUATE "RETROFIT " ON SALE	3			X			
50	2016		DEVELOP MUTI-YEAR LONG-TERM RATE ANALYSIS	4	CONCURRENT WITH CIP WORK; MAY DEFER TO 2017	X - 2018				
52	RISK MANAGEMENT									
53			DOCUMENT COVERAGE BY COUNTY PLANS	3	COMPLETE REVERSE '911' COORDINATION			X		
54	NEW		OPERATIONAL RISK ASSESSMENT	2/3	SEE TRAINING PROGRAM (UTILITY SYSTEMS SUPERVISOR)			X - LHMP?		
56	ADMINISTRATION									
57			CONSIDER UPDATING MISSION VISION STATEMENTS	BOD	INCLUDE 2016/17 BUDGET					
58			UNION NEGOTIATIONS				X			
59			PUBLIC INFORMATION ON ROLES OF AGENCIES SERVING OCEANO	BOD	CREATE REFERENCE DOCUMENT WITH WEBLINKS					X
60			CREATE LIST OF REFERENCES DOCUMENTS	BOD						X
61	2016		DEVELOP PUBLIC INFORMATION CAMPAIGN	BOD		X				
62			DEVELOP RECORDS RETENTION POLICY	2						
63			TECHNICAL CORRECTIONS TO H.R. POLICIES	3			X			
64			UPDATE EMPLOYEE HANDBOOK ON POLICIES & PROCEDURES	3			X			
65	2016		COMPLETE CODIFICATION	4			X			
66	2016		CLEAN UP "T DRIVE"	4						
67			DETERMINE LIST OF PROCEDURES NEEDED	4	REVIEW APWA MANUAL AS A GUIDE					
69	ACCOUNTING / FINANCE									
70			ESTABLISH INTER-FUND DEBT REPAYMENT SCHEDULES	2						
71			UPDATE CHART OF ACCOUNTS	2						
72			FORMALIZE ACCOUNTING PROCEDURES	3/4						
73			DEVELOP (A FUNDABLE) EQUIPMENT REPLACEMENT PROGRAM	4		X - 2018				
75	TRAINING									
76			DEVELOP TRAINING PROGRAM					X		
77	NEW		BROAD BASED SAFETY TRAINING	2/3/4	UTILITY SYSTEMS SUPERVISOR			X		
78			TRAINING ON DIFFICULT PEOPLE & CRITICAL CONVERSATIONS					X		
79			TYLER TRAINING		BUSINESS AND ACCOUNTING MANAGER			X		

	B	C	D	E	H	J	K	L	M	N					
1	2016 GOALS														
3	DESCRIPTION					QUARTER	NOTES				CIP	Policies	Training	Enforcement	Website
81	BUDGETS														
82	2016		DEVELOP RESERVE POLICIES		CONCURRENT WITH LONG TERM RATE ANALYSIS										
83	2016		REDESIGN WEBSITE		SUBJECT TO AVAILABLE FUNDING IN 2016/17 BUDGET										X
84			UPDATE ATLAS/ AS BUILTS		SUBJECT TO AVAILABLE FUNDING IN 2016/17 BUDGET	X									
85			UPDATE SEWER SYSTEM CIP		SUBJECT TO AVAILABLE FUNDING IN 2016/17 BUDGET	X									
86			UPDATE SPECIFICATIONS FOR TECHNICAL DETAILS		SUBJECT TO AVAILABLE FUNDING IN 2016/17 BUDGET	X									
87															
88	2017														
89			IMPLEMENT DEFERRED INFRASTRUCTRE IMPROVEMENTS			X - 2018 / Thereafter									
90	2017		EVALUATE GIS OPTIONS			X									
91			IDENTIFY FIELD APPS FOR TABLETS					X							
92	2016		DEVELOP AMENDMENTS ON METER FEES FOR NEW DEVELOPMENT				X								
93	2016		REVISE METER READ ROUTES												
94	NEW		EVALUATE LONG TERM CONSULTANT NEEDS												
95															
96			EVALUATE "TREE USA" PROGRAM												
97			DEVELOP COMMUNITY "CLEAN& GREEN" PROGRAM												
98	OTHER		EVALUATE " SOLAR " OPTIONS												
99			EVALUATE WRAP AROUND SERVICES												
100			DEVELOP OPTIONS FOR OLD FIRE STATION												