

SANTA YNEZ COMMUNITY SERVICES DISTRICT

**BOARD POLICY MANUAL**

**Amended July 2024**

Initially Adopted by Resolution 19-11 on November 20, 2019.

## ***TABLE OF CONTENTS***

Section 01.	SYCSD Mission Statement
Section 02.	Purpose of Board Policies
Section 03.	Adoption/Amendment of Policies
Section 04.	Conflict of Interest
Section 05.	Public Comment Policy
Section 06.	Public Complaints
Section 07.	Claims Against the District
Section 08.	Code of Ethics
Section 09.	Board Meetings
Section 10.	Attendance at Meetings
Section 11.	Board President
Section 12.	Members of the Board of Directors
Section 13.	Board Meeting Conduct
Section 14.	Board Actions and Decisions
Section 15.	Rules of Order for Board and Committee Meetings
Section 16.	Committees of the Board of Directors
Section 17.	Board Meeting Agenda
Section 18.	Minutes of Board Meetings
Section 19.	Basis of Authority
Section 20.	Membership in Associations
Section 21.	Board Compensation, Travel Expenses, Ethics, and Sexual Harassment Training
Section 22.	Copying of Public Documents
Section 23.	Community Outreach

## ***Section 1. SYCSD Mission Statement***

The mission of the District is to respond to the needs of its citizens and represent them, as a group, at local, regional and state levels in solving local problems within the District's authorized powers affecting the common good. To fulfill that mission, the Board of Directors of the Santa Ynez Community Services District is deeply committed to the following:

To respond to community needs within the District's sphere of influence (said sphere being subject to future revision and amendment pursuant to the Government Code) to the full extent of the District's authority and the purposes for which it was formed;

To support orderly growth and development, which is not just a goal but a commitment essential to the social, fiscal and economic well-being of the community as an integral part of the Santa Ynez Valley and which responds sensitively to environmental concerns and available natural resources; and

To set priorities for community services by weighing actual and future needs against all available financial resources and to manage public funds in a fiscally sound and conservative manner.

The Board further finds that the common good is best served when all policies are based upon the complete information that can be assembled, the counsel of reliable, independent experts is sought, and the District is administered fairly, objectively, and without deference to special or self-interests.

## ***Section 2. Purpose of Board Policies***

The Santa Ynez Community Services District Board of Directors intends to maintain a Board Policy Manual. The Manual will contain a listing of the Board's current policies and serve as a resource for Directors, staff, and members of the public in determining the manner in which District business is to be conducted.

The Board has adopted Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century ("Rosenberg's Rules") to supplement this Board Policy Manual. A copy of Rosenberg's Rules is attached hereto as Exhibit "A" and is incorporated herein by reference.

If any policy or portion of a policy contained within the Board Policy Manual is in conflict with ordinances, regulations or legislation applicable to the District, or with Rosenberg's Rules, said ordinances, regulations, legislation or rules shall prevail.

### ***Section 3. Adoption/ Amendment of Policies***

New policies may be added to this Board Policy Manual and existing policies contained herein may be amended or deleted upon approval of the Board. Consideration by the Board of Directors of a proposed policy addition, amendment or deletion may be initiated by adding the item to the agenda in accordance with Section 16 hereof.

#### ***Section 4. Conflicts of Interest***

The Political Reform Act (Government Code 81000, et seq.) requires the District to adopt a conflict of interest code. The District has adopted the standard conflict of interest code set forth in 2 Cal. Code of Regs. 18730 by incorporating said regulations by reference and has designated those employees of the District who shall file statements of economic interests (Form 700) with the Clerk of the County of Santa Barbara.

## ***Section 5. Public Comment Policy***

Public comments received by the District shall generally be handled following the provisions of this Section and applicable law, including, but not limited to, Section 54954.3 of the Ralph M. Brown Act. The procedures for handling comments vary depending on whether the comments are oral or written and whether the comments are received at or outside of a meeting of the Board of Directors or a respective committee and other legislative body.

### Oral Comments Received at Agendized Meeting

Time shall be set aside during each meeting of the Board of Directors for the public to express their views, concerns, and opinions on matters within the Board or District's subject matter jurisdiction, regardless of whether such items are on the agenda.

The scope of topics that shall be deemed within the Board's subject matter jurisdiction shall be at the reasonable discretion of the Board President. The other Board members can appeal such determination upon a motion duly seconded and approved by a majority vote.

Board responses to public comments on non-agendized items will generally be limited to:

- Thanking the public for their comments
- Brief clarifying questions, usually without extended discussion
- Direction to staff to follow up with the members of the public or
- A motion duly seconded and passed for an item to appear on a future agenda

This provision shall apply to all legislative bodies of the District that are otherwise subject to the Ralph M. Brown Act.

### Comments to the Board Received Outside an Agendized Meeting

All comments to the Board delivered to the District outside of an agendized meeting shall be:

1. Submitted in writing to the General Manager or individual designated by the General Manager and
2. Expressly addressed to the Board or for the attention of the Board.
  - a. Comments so addressed will be distributed by the General Manager or the General Manager's designee to the Board regularly for informational purposes only.

- b. They shall be available to the public on request. As reasonably feasible, the General Manager, or the General Manager's designee, shall acknowledge receipt of such comments and indicate that such comments will be made available to the Board consistent with existing District policies.

For comments received and distributed to the Board, members may elect to confer individually with the General Manager for any clarifying questions or comments or request that an item be added to a future agenda for discussion.

For any comments received by the District that are not specified as being directed specifically to the Board, the General Manager or the General Manager's designee may, in their sole discretion, determine whether such comment is, in fact, for the Board and distribute such comment in the same manner.

The General Manager will not be required to distribute to the Board comments made generally to the District, such as customer service comments, common inquiries, and other such communications. Instead, such comments will be routed to the appropriate person or department within the District.

#### Written Comments Received at an Agendized Meeting

Written comments deemed to be within the District's subject matter jurisdiction received at a board meeting shall be received by the General Manager or a designee and distributed to the Board in the same manner set forth above for "Comments to the Board Received Outside an Agendized Meeting," except as provided herein.

At the discretion of the General Manager or Board President, or if requested by the Board, written comments received at a meeting may either be:

1. Distributed to the Board at such meeting or
2. Read into the record during the time designated for receipt of public comments.

In such instances, copies of the received written comments will be made available to the public immediately following the meeting upon request.

Written comments received at an Agendized Meeting but outside the District's subject matter jurisdiction (wastewater and lighting) will follow the policy outlined above under Comments to the Board Received Outside an Agendized Meeting.



## ***Section 6. Public Complaints***

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 expeditious, logical and systematic.

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

The method of resolving complaints shall be as follow:

- The individual with a complaint, or the individual's duly authorized agent, shall first discuss the matter with the District's Secretary 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 Secretary, the matter may be appealed to the General Manager, either verbally or in writing. Within a reasonable time, the General Manager shall meet with the person filing the complaint to resolve the matter. The General Manager may, at his/her option, conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager shall provide a written decision if requested by the individual filing the complaint. The General Manager shall report on all such complaints at the next regularly scheduled Board meeting.
- If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the General Manager's decision. The Board may consider the matter at the next regular meeting or call a special meeting to consider the matter. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, and utilize written documentation. The Board shall provide a written decision if requested by the individual filing the complaint.
- If an individual is of the opinion that, by reason of special circumstances, any provision of the District's Sewer Service Code is unjust or inequitable as applied to the individual's premises, then in lieu of filing a complaint

with the Board as provided above, the individual may file an application for relief pursuant to Section 105 of the District's Sewer Service Code.

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

## ***Section 7. Claims Against the District***

The purpose of this policy is to provide direction for processing and resolving (if possible) claims against the District. Inherent in this policy is the recognition that every claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, discretion and good sense must be used in handling each claim.

### **Property (land Improvements) Damage Claims**

In the course of District's operations, damage to land and improvements thereon occasionally occur due to the proximity of the District's facilities to private property. When District employees are aware that property has been damaged in the course of their work, restorative measures 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 will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions and 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 given to the General Manager. The General 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 regarding the damage, the information will be given to the General Manager. Directors should not independently investigate claims, but may go with staff to observe.

Claims involving personal injury or death shall not be investigated by District staff or Directors but shall be immediately forwarded to the District's insurance carrier.

### Personal Property Damage Claims

All claims of damage to vehicles or other personal 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 in an amount not to exceed \$500.

### Board Review of Claims

As soon as reasonably feasible, District staff shall notify the Board of any claim that (i) is in excess of \$1,000, (ii) is in excess of the District's insurance deductible, (iii) involves personal injury or death, or (iv) is subject to the Government Tort Claims Act (Government Code Sections 810 to 996.6). The Board will consider such claim at its next regular meeting or at a special meeting called for that purpose. If authorized by the Board, the matter shall be forwarded to the District's insurance carrier (Special District Risk Management Authority, SDRMA), and the claimant shall be advised of that action. For any claim that is subject to the Government Tort Claims Act, the Board shall respond to the claim in accordance with said Act.

### Claims on District Form

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. District staff shall provide no assistance to the claimant in filling out the claim form. The claimant must fill out the claim form in its entirety and submit it to the District office. Upon receipt, District staff shall date-stamp the document.

## ***Section 8. Code of Ethics (Conduct)***

The Board of Directors is committed to excellence in leadership that provides its constituents with the highest quality of services. To assist members of the Board of Directors in carrying out their duties, the Board of Directors shall comply with the rules of courtesy and etiquette as set forth in Rosenberg's Rules, as well as the following rules:

- Each Director's dignity, style, values, and opinions are to be respected.
- Responsiveness and attentive listening communication is encouraged.
- The needs of the District's constituents are to be the priority of the Board of Directors.
- The primary responsibility of the Board of Directors is formulating and evaluating policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- Directors are to commit themselves to emphasizing the positive, avoiding negative forms of interaction.
- Directors are to commit themselves to focusing on issues and not personalities. The presentation of the opinions of others is to be encouraged. Voting blocs based on personalities rather than issues are to 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 are to commit to supporting said action and not creating barriers to implementing said action.

Directors shall practice the following procedures:

- The Board and individual Directors may discuss the development and implementation of District policies with the General Manager. Only the Board, and not individual Directors, may direct the General Manager to develop and implement District policies.
- The Board and individual Directors should generally not discuss District business directly with any District employee other than the General Manager. Exceptions may be made where (i) a Director is requesting information that can be provided by the Board Secretary, in which case, the Director may communicate with the Board Secretary, or (ii) the Board (but not an individual Director) is investigating a matter involving the General Manager and has authorized one or more

Directors to communicate with other District employees. In addition, if the General Manager is unavailable and immediate action is needed, a Director may contact other District employees, in which case the director shall report such contact to the Board at the next Board meeting.

- The Directors may take action only as a Board. Individual Directors shall not take action or speak on behalf of the District without express Board authorization.
- In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.
- 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 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.
- When approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager. The chain of command should be followed.
- 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 are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

## ***Section 9. Board Meetings***

Regular Meetings of the Board of Directors shall be held on the third Wednesday of each calendar month at 5:30 p.m. in the Board Room at 1070 Faraday, Santa Ynez, California. (Government Code Section 54954).

Special Meetings of the Board of Directors may be called by the Board President or by the Board. (Government Code Section 54956).

Emergency Meetings of the Board of Directors may be called by the Board President or by the Board. They shall require a determination by the Board that there exists (i) an emergency involving a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, or (ii) a dire emergency involving a crippling disaster, mass destruction, terrorist act, or a threatened terrorist activity that poses immediate and significant peril. (Government Code Section 54956.5).

At the December Meeting. The Board of Directors will elect a President and Vice President from among its members to serve during the coming calendar year. The Board will also appoint members to the Standing Committees (see Section 15).

Notice. Notice of all Board meetings shall be given per the Ralph M. Brown Act (Government Code Section 54950 et seq.).

## ***Section 10. Attendance at Meetings***

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

A vacancy on the Board shall occur during any of the events set forth in Government Code Section 1770.

Directors can use the traditional teleconferencing method to attend regularly scheduled monthly Board meetings a maximum of eight times per calendar year, including a Board recommendation that Directors attend four regularly scheduled Board meetings in person per calendar year beginning January 2025.



## ***Section 11. Board President***

The President of the Board of Directors shall preside over all Board meetings and act as the chairperson. 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 or inability to serve of the President, the Vice President of the Board of Directors shall preside over all Board meetings and act as the chairperson. If the President and Vice President of the Board are both absent or unable to serve, the remaining members present shall select one of themselves to act as chairperson of the meeting.

## ***Section 12. Members of the Board of Directors***

Directors shall remain informed regarding District business and shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Whenever feasible, agenda packets shall be distributed to all Directors six (6) days prior to each regular Board meeting.

Any Director may request information from District staff at any time where such information relates to an agenda item or other matter of District business and is not subject to confidentiality restrictions under applicable law. District staff will generally provide the Directors with copies of new correspondence, notices and other information of a material nature affecting the District or pertaining to District business ("New Information") prior to each Board meeting at the time the agenda packet for the meeting is distributed. However, New Information shall be provided by District staff to all Directors as soon as reasonably feasible in cases where (i) District staff determines, in the exercise of staff's reasonable discretion, that, due to its importance, the Directors would likely be interested in receiving the New Information prior to the distribution of the agenda packet for the meeting, (ii) the New Information involves communications with another public agency, or (iii) the New Information is time sensitive. New Information shall be considered to be time sensitive if it relates.

to an event that will occur or a matter that will be discussed or acted upon prior to the next meeting of the District's Board of Directors.

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.

Directors are required to understand their responsibilities as Board members and to familiarize themselves with applicable legal requirements. These requirements include (i) the Ralph M. Brown Act (Government Code Section 54950, et seq.), which sets forth requirements for open and public meetings, (ii) the Public Records Act (Government Code Section 6250, et seq.), which addresses the public's rights to access governmental records, (iii) the Political Reform Act (Government Code Section 81000, et seq.), which addresses conflicts of interest and the requirement for the annual filing of a Statement of Economic Interests (Form 700), (iv) ethics training (Government Code Section 53234 et seq.), and (v) sexual harassment prevention training (Government Code Section 53237 et seq.). To provide assistance in that regard, as soon as possible after a newly elected or appointed Director takes the oath office, District staff shall provide the Director with (a) copies of this Board Policy Manual and the District's Conflict of Interest Code, and (b) copies of, or links to, the following publications:

- *Special District Board Member Handbook* published by the California Special Districts Association
- *Open and Public - A Guide to the Ralph M. Brown Act* published by the League of California Cities
- *California Public Records Act Compliance Manual for Special Districts* published by the California Special Districts Association
- *The People's Business - A Guide to the California Public Records Act* published by the League of California Cities
- *Recognizing Conflicts of Interest* published by the Fair Political Practices Commission

Newly elected or appointed Directors shall carefully review the resources referenced above and are encouraged to participate in available training courses (e.g., the Special District Leadership Conference sponsored by the California Special District's Association).

The Board or the General Manager may authorize District legal counsel to assist in new Board members' orientation and training process.

### ***Section 13. Board Meeting Conduct***

The chairperson shall conduct meetings of the Board of Directors in a manner consistent with Rosenberg's Rules and the district's policies. Rosenberg's Rules and Section 14, "Rules of Order for Board and Committee Meetings," shall be used as general guidelines for meeting protocol. All Board meetings shall commence at the time stated on the agenda and shall be guided by the same.

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

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

- Consider problems to be solved, weigh evidence related to it, 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 follows;
  - The Board may limit speakers to three (3) minutes each and may limit the total time allotted to public comments on an agenda item to twenty (20) minutes.
  - No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination by the chairperson of that person's public comment privileges.

Willful disruption of any of the meetings of the Board of Directors shall not be permitted.

## ***Section 14. Board Actions and Decisions***

The Board of Directors shall act only by ordinance, resolution, or motion. A majority of the total membership of the Board of Directors shall constitute a quorum for the transaction of business. Except as otherwise specifically provided by law, a majority vote of the total membership of the Board of Directors is required for the Board to take action. The minutes of all Board meetings shall record the aye and no votes taken by the members of the Board for the passage of all ordinances, resolutions, or motions. The Board of Directors shall record all its actions, including financial transactions.

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

- Adoption or rejection of a regulation or policy.
- 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 that commits District funds or facilities.
- Approval or disapproval of matters that require the District or its employees to act and provide services.

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

The chairperson shall determine whether a consensus exists for a Board directive and state it for clarification. Should any two Directors challenge the chairperson's determination, a vote on the matter shall be required.

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 referring the matter to the General Manager for review and recommendation, etc.).

Informal action by the Board is still Board action, and unless an exception applies under the Ralph M. Brown Act, it shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

## ***Section 15. Rules of Order for Board and Committee Meetings***

### General

Action items shall be brought before and considered by the Board by motion per Rosenberg's Rules.

### Decorum

The chairperson shall take whatever necessary and appropriate action to preserve order and decorum during Board meetings, including public hearings. The chairperson may eject any person or persons refusing to abide by a reasonable request from the chairperson or otherwise disrupting the meeting or hearing.

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

### Public Hearings

Matters required to be heard at a public hearing shall be conducted under the procedures in this section. Public hearings will generally be held at the beginning of the meeting as a convenience to the public. The usual order of procedure is as follows:

- a. No sooner than the time set for the public hearing, the chairperson shall declare the public hearing open.
- b. The General Manager or other appropriate staff person shall verify that notice of the public hearing has been given in the manner required by law.
- c. The General Manager or other appropriate staff person shall present a staff report concerning the subject of the hearing.
- d. The chairperson shall ask whether any Directors have any questions of the staff.
- e. The chairperson shall ask the General Manager whether any written comments on the subject matter of the public hearing have been received.
- f. If applicable, the chairperson shall ask the applicant or proponent to present any comments.
- g. The chairperson shall then ask whether any members of the public wish to present written or oral comments on the subject of the public hearing.
- h. The chairperson then closes the public hearing.
- i. The Board then deliberates and acts on the item.

No person shall be permitted to speak during the hearing about matters not germane or relevant to the subject of the hearing.

Individuals testifying at a public hearing do not have a right to unlimited time. The Board may limit speakers to three (3) minutes each and the total time allotted to public comments during the public hearing to twenty (20) minutes. Any time limits so established shall be uniformly applied and strictly adhered to. A public hearing may be continued from time to time by the Board's approval.

Amendment of Rules of Order

By motion made, seconded and approved by a vote of the Board, 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.



## ***Section 16. Committees of the Board of Directors***

The Board of Directors shall appoint such ad hoc committees as may be deemed necessary or advisable by 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 of the Board:

- Finance/Budget Committee: The Board's standing Finance/Budget Committee shall be concerned with the district's financial management, including preparing an annual budget and major expenditures.
- Personnel Committee: The Board's standing Personnel Committee shall be concerned with the functions, activities, operations, compensation, and welfare of District staff.
- Wastewater Committee: The Board's standing Wastewater Committee shall manage the collection system and issues/concerns with the City of Solvang agreement and charges.
- Community Interface Committee: The Board's standing Community Interface Committee shall be concerned with interfacing and working with the City of Solvang, the County of Santa Barbara, the Santa Ynez Band of Chumash Indians, the Chamber of Commerce, residents of Janin Acres, and other agencies, organizations, and groups with respect to the District's mission and the services the District provides.

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

The Board's standing committees may be assigned to review District functions, activities, and operations regarding their designated concerns, as specified below. The assignment shall be made by a vote of the Board. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

All standing committee meetings shall conform to all open meeting laws (e.g., the Ralph M. Brown Act).

## **Section 17. Board Meeting Agenda**

In cooperation with the Board President, the General Manager shall prepare an agenda for each Regular and Special meeting of the Board following the Ralph M. Brown Act, as outlined in California Government Code Section 54950 *et seq.* Any Director may request any item directly related to District business (wastewater, streetlights) be placed on the agenda by contacting the General Manager at least fourteen business days before the meeting date.

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

1. The request must be in writing and submitted to the General Manager, together with any supporting documents and information, at least fourteen business days before the meeting's date.
2. 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 to the General Manager's decision at the next Regular Board meeting during public comment on non-agenda items, during which the Board may elect to direct a matter to be included on the agenda for a future meeting. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.
3. No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
4. The Board may limit the time devoted to a public request issue at any meeting and the time allowed for anyone to speak on the issue at the meeting.

This policy does not prevent the Board from receiving public comments at Regular and Special meetings on matters that 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 other than brief clarifying questions, requesting that an item be added to a future agenda for discussion, or providing brief general directions to staff regarding the matter, if appropriate.

At least 72 hours before 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)). The agenda shall also be posted on the website simultaneously for public information.

All information made available to the Board (except confidential information exempted by State law) shall be available for public review on request before 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).

For the meetings described herein, the General Manager shall determine the order in which agenda items shall be considered for discussion and/or action by the Board, subject to the Board's election to re-order the agenda at the meeting.

## ***Section 18. Minutes of the Board Meetings***

The 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 be distributed to Directors as a part of the agenda 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 kept in a secure offsite location.

Unless directed otherwise and except for closed sessions, a recording of regular and special meetings of the Board of Directors will be made. The recording shall be kept in a secure location for the period of time specified under the District's records retention policy. Members of the public may inspect recordings of Board meetings without charge on a device 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, in which case the unanimous vote shall be noted. All resolutions and ordinances adopted by the Board shall be numbered consecutively. 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 (regular, special or emergency) 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 of staff reports.
- Summary of public comments regarding matters not on the agenda.
- Approval of minutes or modified minutes of preceding meetings.
- Record by number of all warrants approved for payment.
- Summary of each subject of the Board's deliberation.
- 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 and mid-year budget adjustments.
- Approval of all policies, rules and/or regulations .
- Approval of all dispositions of District assets.
- Approval of all purchases of District assets.
- Time of meeting adjournment.

## ***Section 19. Basis of Authority***

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 speak on behalf of the District or commit the District to any policy, act, or expenditure. Directors do not represent any fractional segment of the community but are, instead, a part of the body that represents and acts for the community.

## ***Section 20. Membership in Associations***

The Board of Directors shall ordinarily hold membership in and attend meetings of such national, state, and local associations as may exist that are applicable to the District's functions and shall consider such membership 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 Santa Barbara Chapter of the California Special Districts Association (SBCSDA) and shall insure that annual dues are paid when due.

At the regular meeting in December, a member of the Board shall be selected to represent the District in accordance with SBCSDA'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.

## ***Section 21. Board Compensation, Travel, and Training***

### Purpose

It is recognized that the District's Directors are required to attend meetings and render various services in connection with the performance of their duties as Board members. Section 61047 of the Community Services District Law (the "CSD Law") provides that, unless an increase is authorized according to Section 20200 et seq. of the Water Code, the compensation for Directors shall not exceed \$175.00 for each day of service, not to exceed six (6) days of service in a month. This Section sets forth the compensation and expense policies of the District relative to such services. No compensation or expenses for meetings or services shall be paid without the express authorization of the Board, except as provided below. The Board may deviate from these policies on a case-by-case basis to address specific circumstances as may be determined by the Board, subject to the limitations of the CSD Law and other applicable law provisions.

### Board and Committee Meetings

The Board holds regular meetings on the third Wednesday of each month and holds special meetings as provided by law. In addition, the Board has established various standing committees to address specific ongoing issues.

It periodically establishes ad hoc committees to address matters not within the purview of the District's standing committees. Subject to the provisions and limitations of this Section, Directors shall be compensated at the rate of \$175.00 for attendance at all regularly scheduled board meetings and special board meetings and at the rate of \$87.50 for attendance at standing committee meetings and ad hoc committee meetings, together with any expenses incident to that.

### Additional Services

The Board periodically requests that Directors attend meetings of other agencies and organizations at which matters that pertain to or affect the District are to be discussed and acted upon. Directors render services to the District by attending and participating in such meetings. For all services identified in Section 3, Directors shall be compensated at \$87.50, with any expenses incident to that.



### Maximum Compensation

The maximum compensation a Director is entitled to receive for attending Board and committee meetings and rendering other services is \$1050.00 per month.

### Expenses

The District shall pay expenses incident to any meeting or other services for which (i) compensation is payable to the Director, as provided above, or (ii) compensation is not payable to the Director, but the payment of expenses has been approved by express authorization of the Board. The payment of expenses shall not be limited to the number of meetings attended in a calendar month.

Board. The payment of expenses shall not be limited to the number of meetings attended in a calendar month.

### Travel Expenses - Purpose

It shall be the policy of the District to reimburse Directors for travel expenses that are necessary, reasonable, ordinary, legitimate, permissible, and actually incurred when traveling on authorized District business, provided the expenses are authorized pursuant to above, are fully documented by receipts or other records, and are itemized on an approved Expense Reimbursement Report.

It shall be the responsibility of each Director, within two (2) weeks after travel is completed, to submit a properly completed Expense Reimbursement Report together with supporting documentation in accordance with this Section. All documents related to reimbursable expenditures are public records subject to disclosure under the California Public Records Act.

### Registration

Registration fees for approved conferences, seminars, workshops, and meetings are a district expense and are paid directly by the district in advance.

### Transportation

Transportation costs for approved travel shall be a District expense. If travel is to be completed by use of a personal vehicle, the vehicle owner shall submit to the District proof of adequate insurance prior to travel.

When a personal vehicle is used, the owner will be compensated for mileage at the rates provided in Internal Revenue Service Publication 463 or any successor publication. When available, Directors shall use government and group rates offered by transportation providers. In the case of air travel, under no circumstances will the reimbursement for airfare exceed the cost of the lowest available round trip airfare from Santa Barbara or Santa Maria to the meeting site.

### Lodging

Lodging costs for approved travel shall be an expense of the District. Where an overnight stay is required, Directors may arrange to have the District billed in advance for lodging expenses. If advance payment by the District is not possible, the Director may advance the payment for lodging costs. Suppose lodging is connected with a conference or organized educational activity. In that case, lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available at the time of booking. If the group rate is unavailable, Directors shall use government rates, if available, or shall use comparable lodging that is consistent with the requirements of this policy. Under no circumstances will the reimbursement for lodging exceed the cost of the lowest available single occupancy rate, plus tax. In addition, no reimbursement will be made for extra services or entertainment purchased by a Director.

### Meals

Meal costs while on approved travel shall be an expense of the District. The maximum amount authorized for meal expenses for each day a Director is traveling to or from and/or is in attendance at a meeting, conference, or other activity authorized by the District shall be the current per diem amount for meals as provided in Internal revenue Service Publication 463 or any successor publication. Under no circumstances will the District pay for or reimburse any expenses for consumption of alcoholic beverages.

### Method of Payment for Travel Expenses

Payment for travel and other expenses incurred in connection with authorized District related business is to be made in accordance with the following procedure:

- (a) Advance Payments - Where the Board has authorized travel, the District may pay per diem meal expenses to a Director in advance and may prepay the costs of transportation, lodging and registration directly to the vendor. Requests for prepayment should be made to the District's General Manager.
- (b) Use of District Credit Cards - The District's credit cards shall not be used, directly or indirectly, by Directors.
- (c) Cash Reimbursement - The District shall reimburse Directors for expenses incurred in connection with travel previously authorized by the Board, provided the expenses are fully documented by receipts or other records and are itemized on an approved Expense Reimbursement Report. The Expense Reimbursement Report and related documentation shall show detailed information regarding the date, nature and amount of the expense for all travel items except for per diem expenses. Lodging statements and other receipts pertinent to travel expenses shall be attached to the Expense Reimbursement Report so that any personal expenses can be identified and charged to the Director. A properly completed Expense Reimbursement Report and supporting documentation shall be submitted to the General Manager within two (2) weeks following the completion of the authorized travel.

### Reports

At the next regular board meeting, directors shall provide brief reports on meetings attended at the District's expense.

### Limitations

All expenses that do not fall within the travel reimbursement policies of this Section or the reimbursable rates provided in Internal Revenue Service Publication 463, if applicable, shall be approved by the Board in a public meeting before the expense is incurred. Expenses associated with spouses, relatives, guests, friends, and any person other than the Director shall not be paid by the District, nor shall such expenses be passed through the District's accounting system.

### Ethics Training

- Purpose. The purpose of this Section is to set forth the ethics training requirements of the District, which are adopted following Assembly Bill 1234 (Government Code Section 53234 et seq.).
- Designated Officials. The provisions about ethics training shall apply to all "Designated Officials" of the District, which term is defined to include (i) all Directors of the District and (ii) the District's General Manager, who are hereby designated by the Board to receive the training specified under this Section. All designated officials shall receive training in ethics according to this Section.
- Definition of Ethics Laws. The term "Ethics Laws" includes, but is not limited to, the following:
  - (a) Laws relating to personal financial gain by public servants, including, but not limited to, laws prohibiting bribery and conflict-of-interest laws.
  - (b) Laws relating to claiming prerequisites of office, including, but not limited to, gift and travel restrictions, prohibitions against the use of public resources for personal or political purposes, prohibitions against gifts of public funds, mass mailing restrictions, and prohibitions against acceptance of free or discounted transportation by transportation companies.
  - (c) Government transparency laws, including, but not limited to, financial interest disclosure requirements and open government laws.
  - (d) Laws relating to fair processes, including, but not limited to, common law bias prohibitions, due process requirements, incompatible offices, competitive bidding requirements for public contracts, and disqualification from participating in decisions affecting family members.
- Training Requirements. Each designated official shall receive at least two (2) hours of training in general ethics principles and ethics laws relevant to his or her public service at least once every two years. Each designated official who commences service with the District on or after January 1, 2006, shall receive the training required by subdivision of this Section no later than one (1) year from the first day of service with the District.
- District Obligations. The District shall provide information on training available to meet the requirements of this Section to its designated officials at least once annually. The District shall also maintain

records indicating (i) the dates that designated officials satisfied the requirements of this Section and (ii) the entity that provided the training. Said records shall be maintained for at least five (5) years after a designated official receives the training and are public records subject to disclosure under the California Public Records Act.

### Sexual Harassment Prevention Training and Education

- Purpose. The purpose of this Section is to set forth the sexual harassment prevention training and education requirements of the District, which are adopted in accordance with Assembly Bill 1661 (Government Code Section 53237 et seq.).
- Designated Officials. All Directors of the District shall receive sexual harassment prevention training and education pursuant to this Section.
- Training Requirements. Each Director shall receive at least two hours of sexual harassment prevention training and education within the first six (6) months of taking office, and every two (2) years thereafter. The training and education required by this Section shall include (i) information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against, and the prevention and correction of, sexual harassment and the remedies available to victims of sexual harassment in employment, and (ii) practical examples aimed at instructing the local agency official in the prevention of sexual harassment, discrimination, and retaliation.

District Obligations. The District shall provide a recommendation on training available to meet the requirements of this Section each Director at least once in written form before the Director assumes office and every two (2) years after that. The District shall also maintain records indicating (i) the dates that Directors satisfied the requirements of this Section and (ii) the entity that provided the training. Said records shall be maintained for at least five (5) years after a Director receives the training and are public records subject to disclosure under the California Public Records Act.

each Director at least once in written form before the Director assumes office and every two (2) years after that.

The District shall also maintain records indicating (i) the dates that Directors satisfied the requirements of this Section and (ii) the entity that

provided the training. Said records shall be maintained for at least five (5) years after a Director receives the training and are public records subject to disclosure under the California Public Records Act.

## ***Section 22. Copying Public Documents***

Individuals requesting copies of public documents shall be charged twenty-five cents (\$.25) per sheet to defray expenses associated with the copying process. Copies of agendas and other writing (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 before the Board meeting will be charged twenty-five cents (\$.25) per sheet.

## ***Section 23. Community Outreach***

To inform members of the public about the district's operations and the business of its Board of Directors, the District will follow the notification procedures set forth below, in addition to such other procedures as may be required by law.

Routine Matters. A matter is deemed routine regarding the district's day-to-day operations, upcoming Board meetings, agenda items, community relations, public service notifications, etc. District customers will be notified regarding routine matters by posting them on the District's website.

Community Interest Matters. A matter is deemed to be of community interest where an activity which the District is or plans to be engaged in could affect the fees charged to a District customer or a customer's property. Examples include sphere of influence changes, annexations, and construction of new capital facilities. District customers will be notified regarding community interest matters (i) by direct mail, or (ii) by email if the customer has registered with the District to receive email communications.

Urgent Matters. A matter is deemed to be urgent where it involves breakage of a sewer line, a sewage back up or other failure that immediately affects District customers and/or the public due to road closures, restricted property access, public health concerns, etc.

Once a line breakage, sewage back up or other failure has been confirmed, the District will notify a Public Safety Answering Point (PSAP). The Fire Department will typically be the first responder and an incident commander will determine the proper action. The District will obtain and retain a recording of the PSAP notification for future reference. The community at large will be notified regarding urgent matters through County emergency channels and news outlets.