

CAMERON ESTATES COMMUNITY SERVICES DISTRICT

Policies and Procedures Handbook

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Mission Statement

Amended May 21, 2015

The Mission of Cameron Estates Community Services District is to construct and maintain district roadways and easements, define riding trails, provide control over use and authorize restriction of access to roads, and to represent the residents in District matters as may arise before various regulatory bodies

CAMERON ESTATES COMMUNITY SERVICES DISTRICT

BYLAWS

**Amended and Adopted July 18, 2013 by Resolution 2013-06
Amended November 19, 2015 by Resolution 2015-09**

ARTICLE I - DISTRICT FORMATION

The Cameron Estates Community Services District was established in 1969 pursuant to a petition filed with the Board of Supervisors of the County of El Dorado, State of California, requesting the formation of a political subdivision.

The petition, which set forth all basic requirements in compliance with the Government Code, was accepted, passed, and adopted at a regular meeting of the Board of Supervisors of El Dorado County by Resolution No. 309-69 on August 26, 1969, as recorded in the records of the County by the County Clerk, August 26, 1969.

Name: El Dorado County Resolution No. 309-69 designated the name of the political subdivision as **"Cameron Estates Community Services District."**

Boundaries: Initial boundaries of the District were designated in Exhibit "A" of Resolution No. 309-69. The District boundaries were amended by Annexation No. 75-1 approved by LAFCO January 15, 1975; by Annexation No. 78-82 approved by LAFCO October 18, 1978; by Board of Supervisors Resolution 266-84, August 21, 1984; and by LAFCO Boundary Amendment 88-13 and 88-14, September 8, 1989.

Principal Office: The principal office for the transaction of the activities and affairs of the District is located at 4692 Longview Road, Cameron Park, California. Its mailing address is P.O. Box 171, Shingle Springs, California 95682.

The Board of Directors may, from time to time, change the principal office of the District. Any change of location of the Principal Office shall be noted by the Secretary on these Bylaws opposite this section or this section may be amended to state the new location.

ARTICLE II - PURPOSE and AUTHORITY

The Cameron Estates Community Services District was formed to fulfill the following purposes and functions. Additional authorized purposes since the original formation have been authorized by the California State Legislature and resident voter approval.

- a. Represent property owners of the District on District matters as may arise before the various regulatory County agencies, bodies and departments.
- b. Provide control over use of and the maintenance and repair of road surfaces.
- c. Maintain easements along the sides of roadway surfaces.

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- d. Define riding trails within the District.
- e. Authorize restriction of access to the CECSD roadways under authority of Government Code 61105(f).
- f. The duties and responsibilities of the District may be amended or changed in accordance with State regulations or by majority resident vote as circumstances dictate.

ARTICLE III - POWERS AND GOVERNMENT

- 1. The conduct of Cameron Estates Community Services District shall be in accordance with the Community Services District Law, California Government Code Sections 61000 through 61800 inclusive, which was amended and superseded in 2006 as Sections 61000-61226.5, inclusive. The District is also subject to numerous Federal, State and County statutes including but not limited to Proposition 218 (Articles XIII C and XIII D of the California Constitution), Labor Code, Public Contract Code, Conflict of Interest Code, Public Records Act, Ralph M. Brown Act, and the Uniform Public Construction Cost Accounting Act.
- 2. The District has the powers authorized under Government Code Section 61060 and may exercise all rights and powers, expressed and implied, necessary to carry out the purposes and intent of those rights and powers.
- 3. Authority for conduct of District affairs shall be vested in, exercised, and directed by a five member Board of Directors legally elected by the voters of the District or appointed by a majority of the Board to fill any interim vacancy.
 - a. Appointments to fill any vacancies will occur pursuant to the provisions of Government Code Section 1780, only after the County Elections Department has been notified of the vacancy and notice of the vacancy has been posted in three or more conspicuous places in the District at least fifteen days before the appointment is made.
 - b. Appointments to fill any interim vacancy must be approved by the voters at the next General District Election by normal election procedures.

ARTICLE IV - ELECTION OF DIRECTORS

- 1. All elections of Directors shall be at the General Election in November in even numbered years.
- 2. Any legally registered voter of the District may file an application with the Election Department of the County of El Dorado as a candidate for membership on the Board of Directors.

ARTICLE V - TERM OF OFFICE

- 1. The term of office of each Member of the Board of Directors shall be for a period of four years, all elections being in even years. Three (3) members are to be elected in one general election, with two members elected in the alternate general election.

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a. Directors elected following an election shall be sworn in and enter upon their term of office in December, or at the first regularly held Board meeting held thereafter. Directors appointed by the Board to fill any vacancy shall be sworn in and immediately enter upon their term of office following appointment. All elected and appointed Directors shall hold office until their successors are elected or appointed and have entered their term of office.

b. All candidates for election or appointment to the Board must be legally registered voters of the District.

ARTICLE VI - REMOVAL OF DIRECTORS, OFFICERS, AND OTHERS

a. Removal from office of any Director shall be in accordance with provisions of Government Code Sections 3000 et seq. or pursuant to any other law or provision pertaining to forfeiture of or removal from office.

b. Upon the written resignation or removal by the Board of any Director for cause more than ninety (90) days before the next scheduled regular election, the Board shall appoint a replacement Director. Directors shall submit to the President the names of candidates who in their opinion are qualified to fill the interim vacancy. In addition, the General Manager shall post a "Notice of Vacancy" at each gate entrance, on the Cameron Estates Community Services District website, and in the Cameron Estates Newsletter. Applicants shall submit an application form to the District. The Board shall make the final determination and appoint the successor at the next Board of Directors Meeting.

ARTICLE VII - POWERS OF BOARD OF DIRECTORS

1. Conduct, control, and manage the business and affairs of the District and make rules and regulations thereto consistent with provisions of applicable law as in their judgment are for the best interest and welfare of the residents and property owners of the District.

2. Elect, appoint, or remove for cause, other required officers, agents, and employees of the District; prescribe such duties for them as are consistent with applicable law; fix compensation and other terms and conditions for agents and employees.

3. Create and appoint standing or temporary committees as the Board determines necessary; define the duties and authority of same; and remove from membership any committee person as considered advisable.

4. Cause to be levied and collected special assessments or fees as authorized by the Government Code or approved by the voters of the District.

5. Limit or prohibit any activity, conduct, or affairs deemed to be prejudicial to the best interests of the property owners and residents of the District, or deemed to bring the District into disrepute.

6. Take other actions consistent with a Board of Directors as empowered by the Government Code and other applicable government rules and regulations.

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ARTICLE VIII - OFFICERS

Officers of the District shall consist of the following:

1. President, Vice President, and three (3) Directors at Large.
2. The Board President and Vice President shall be elected by the Board members annually at the regular January meeting.
3. A General Manager shall be appointed by the Board of Directors, and shall not be a member of the Board of Directors. The General Manager may also serve as Secretary and/or District Treasurer.
4. One Director shall be appointed annually in January or before by the Board as Chairperson of the Road Committee.
5. A chairperson and one or more members of the Budget Committee and Road Committee, shall be appointed annually in January or before by the Board.
6. The Board may at any time appoint Officers, who are legally registered voters of the District but not necessarily members of the Board, with other specific voluntary duties and functions.
7. Self-interest of Directors or Officers is prohibited and any contracts, agreements, or understandings, verbal or written, entered into by the District as a result of such self-interest are voidable. Directors or Officers determined to have acted in their own self-interest are subject to prosecution to the full extent of the law.

ARTICLE IX - POWERS AND DUTIES OF OFFICERS

Board President

1. Preside at all meetings of the Board of Directors.
2. Carry out and enforce all rules and regulations of the District in accordance with the Government Code, District Bylaws, Policies and Procedures, as they apply to the District, and report interpretation of same to the Board of Directors.
3. Designate date and time of the meetings of the Board.
4. Exercise general supervision over business affairs, agents, and Officers of the District subject to the direction of the Board.
5. Sign on behalf of the District such contracts and agreements approved by the Board.
6. Sign other official documents of the District as required.
7. Perform all other duties as relative to the office or as may be required from time to time by the Board of Directors.

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Vice President

In the absence or disability of the President, the Vice President shall perform all duties and responsibilities of the President.

General Manager/Secretary

1. Serve as advisor to the President and Board of Directors and execute and direct resolutions and ordinances adopted by the Board.
2. Develop information pertinent to the affairs of the District as requested by the Board.
3. Publish various information, proceedings, and reports approved by the Board of Directors.
4. Maintain a complete and accurate record of the account of the District on deposit and handled through the Auditor/Controller of the County of El Dorado and render to the President and Board of Directors, as they may require, a statement of this account and financial condition of the District.
5. Employ an auditor, subject to the request of and approval by the Board of Directors, to conduct a biennial audit of the financial records of the District.
6. Maintain a complete record of the proceedings and meetings of the Board of Directors of the District.
7. Cause the publication of all notices that may be necessary and proper, maintain official correspondence, and perform other duties as stated in the General Manager Job Description, Policy No. 2000, or as directed by the Board of Directors.

Road Chairperson

1. Responsible for developing recommendations to the Board of Directors for yearly road work and reviewing the roadways during the year for problems or potential problems.
2. Responsible for coordinating work parties, conduct of work parties and review of any road work or beautification work performed by work parties.
3. Responsible for supervision of road work after a contract has been awarded and review of road work performed by the contractor.

ARTICLE X - COMPENSATION

1. For every regularly scheduled, publicly noticed Board meeting they attend, members of the Board of Directors shall receive compensation of \$80.00 plus any expenses they have incurred for the District's benefit. For every special publicly noticed Board meeting they attend, members of the Board of Directors shall receive compensation of \$60.00. (Resolution 95-3, April 20, 1995).

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2. General Manager/Secretary, Legal Counsel, Independent Auditor, and other agents or employees shall receive compensation determined by the Board of Directors either by negotiation or contract.

ARTICLE XI - MEETINGS

1. A majority of the Board (3 members) shall constitute a quorum for the transaction of any business but a smaller number may adjourn until a quorum is obtained. Every official act of the Board shall be adopted by a majority vote, which shall mean a majority of the total membership of the Board.

2. The Board shall act only by ordinance, resolution or motion. The minutes of the Board shall record the ayes, noes and members present not voting for the passage of all ordinances, resolutions or motions.

3. Regular meetings of the Board shall be scheduled for the third Thursday of every other month at 7:00 p.m. (January, March, May, July, September, November).

4. All regular and special meetings of the Board of Directors are held at Fellowship Meeting Room, Light of the Hills Lutheran Church, 3100 Rodeo Road, Cameron Park, California and are open to the public.

5. At every regular meeting, members of the public shall have an opportunity to address the Board on matters within the District's subject matter jurisdiction. Except for matters scheduled for formal public hearing, public input and comment on matters on the agenda, as well as public input and comment on matters not otherwise on the agenda, shall be made during the time set aside for public comment provided that the Board may provide that public input and comment on matters on the agenda be heard when the matter regularly comes up on the agenda. The President or presiding officer may limit the total amount of time allocated for public discussion of particular issues and the time allocated for each individual speaker.

6. Matters brought before the Board at a regular meeting not on the agenda of that meeting shall not be acted upon by the Board at that meeting unless action on such matters is permissible under the Brown Act. Non-agenda items brought before the Board that the Board determines may require future Board consideration and action may either be placed on the agenda for the next regular meeting or referred to staff as directed by the President or the presiding officer.

7. Notices of special or emergency meetings shall be posted at each gate entrance and on the Cameron Estates website at least 24 hours before such meeting except in the event of a special emergency, when notice shall be posted as early as possible under the circumstances.

8. Executive (closed session) meetings of the Board of Directors may be called at any time as authorized under Government Code Sections 54950 et seq. (Ralph M. Brown Act) and are not open to the public.

ARTICLE XII - DEPOSIT OF DISTRICT FUNDS

1. The Board of Directors has designated the County Treasurer of El Dorado County to be the District depository and have custody of all District funds.

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2. The Board may, by resolution, when such action is found to be in the best interest of the District, direct the County Treasurer to deposit certain of its funds into another designated depository. If such depository is not designated for all funds, the Board shall designate what funds are to be deposited into such depository and the reason and purpose for the deposit.

ARTICLE XIII - ALTERNATIVE REVENUE

1. Whenever the Board of Directors determines that the amount of revenue available to the District is inadequate to meet the costs of operating and maintaining authorized services and facilities, the Board of Directors may raise revenues pursuant to Government Code Sections 61120-61124 or any other provision of law.

2. The Board of Directors may take such lawful action as it deems in the best interests of the District to tax (by an election with 2/3 voter approval), bond, or levy special assessments or fees.

3. The Board of Directors has the authority to lien property of residents upon their failure to reimburse the District for services performed per the Easement Maintenance Policy, Resolution 2008-01, Resolution 2007-01 and Resolution 2007-02.

4. The Board of Directors has the authority to charge a fee for use of District resources.

ARTICLE XIV - CAPITAL FINANCING

Whenever the Board of Directors determines that the amount of revenue available to the District is inadequate to acquire, construct, improve, rehabilitate, or replace the facilities authorized by this division, or for funding or refunding any outstanding indebtedness, the Board of Directors may borrow money and incur debt and raise revenues in accordance with Government Code Sections 61116(b) and 61125-61131.

ARTICLE XV - FUNDS ENCUMBERMENT

The Board of Directors shall not obligate future District funds (e.g. the following year's revenues) for the benefit of any one resident or family within the District, except as may be provided in an annexation agreement.

ARTICLE XVI - DONATIONS

1. The District may accept any revenue, money, grants, goods, services and donations from any federal, state, regional or local agency or from any person for any lawful purpose of the District, provided it shall not be in violation of any code, law, statute, or regulation. (Government Code Section 61116(a)).

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- a. A receipt is to be given for all cash donations and funds deposited promptly in the District depository.
- b. All donations by check are to be made payable to the District and deposited in the District depository.
- c. The acceptance of any donation is not to be considered as deserving of any special considerations to be accorded to the donee.

ARTICLE XVII - CONTRACTS

1. Contracts entered into by the District shall be subject to provisions of informal bidding procedures under the Uniform Public Construction Cost Accounting Act (Public Contract Code Sections 22000 et seq.) first adopted in 1990 as Ordinance 89-300, and then again in 2006, as Ordinance No. 2006-02.

a. Projects of \$60,000 or less, may be awarded by negotiated contract or purchase order upon approval by a majority of the Board. (Public Contract Code Section 22032(a).)

b. Projects of \$200,000 or less, may be let to contract by informal bidding procedures set forth in Section 22032(b) of the Public Contract Code (Jan. 1, 2019) by a majority approval of the Board.

c. If all bids received on a project of \$200,000 or less are in excess of \$200,000, the Board may, by adoption of a Resolution, by a 4/5 vote, award the contract at \$212,500 or less, to the lowest responsible bidder, if it determines the cost estimate of the District was reasonable (Public Contract Code Section 22034(d)).

d. Projects of more than \$200,000 shall, except as otherwise provided in the Public Contract Code, be let to contract by formal bidding procedures.

e. In cases of emergency when repairs or replacements are necessary, the District may proceed at once to replace or repair roadways without adopting plans, specifications, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the District, by contractor, or by a combination of the two. (Public Contract Code Section 22035(a))

The President of the Board or General Manager may declare such an emergency subject to confirmation by the Board by a 4/5 vote at its next meeting.

ARTICLE XVIII - ROAD BID PROCEDURES

1. The Road Committee shall make recommendations to the Board of Directors for the proposed work to be submitted for bids.

2. Following approval by the Board of Directors, the General Manager with assistance from the Road Committee Chair, shall advertise for bids from interested contractors and prepare a bid package for release to those expressing a desire to bid the project. The bid package shall include copies of all contractual documents and bond requirements as well as a detailed scope of work to be bid, work specifications, and map identifications of the sites where such work is to be performed. A deadline for submission of bids shall

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be provided. Notice and procedures for bidding shall comply with Public Contract Code Sections 22034 and 22037, as appropriate.

3. The Road Committee will similarly identify by markings on the roadways the locations of work to be done in coordination with the scope identifications in the bid package.
4. Following receipt of bids, at the next regular or special Board meeting the Board of Directors shall open all bids and determine whether to accept the lowest bid or reject all bids, pursuant to Public Contract Code Section 22038(a). If the project is downsized or otherwise revised, it may be re-let to bid. If a contract is awarded, it shall be awarded to the lowest bidder pursuant to Public Contract Code Section 22038(b).
5. Upon award of contract the District shall identify the Road Chair (or other designated officer) to whom the contractor is to report during the course of the work.
6. Upon completion of work the Road Chair will report to the Board whether or not the work has been completed in accordance with the contract specifications.
7. Payment will be approved by the Board of Directors at its next regular or special meeting in accordance with its findings as to its satisfaction with the work performed and acceptable completion of the contract conditions.

ARTICLE XIX - WORK PARTIES

1. The District may hold volunteer "work parties" that are sanctioned by the Board as needed for the purpose of road improvements or beautification. The Road Chairperson or designee shall be responsible for conduct of the work party.
2. Any compensation to be paid for equipment or materials is to be subject to monetary limitations established by the Board prior to the work being done, and any reimbursement for expenditures and other payments must be approved by the Board of Directors.

ARTICLE XX - DISTRICT RECORDS

1. Copies of District documents that are made accessible to the public under the Public Records Act (Government Code Section 6250 et seq.) are available to the public at a cost of 10 cents per page.
2. District Records are retained and destroyed in accordance with the Districts Records Retention Program set forth in Policy No. 3310, and Resolution 2010-04 Records Retention Program and Authorizing the Destruction of Records.

ARTICLE XXI - CHANGES IN BOUNDARIES

Contiguous land not a part of the District which consists of any unincorporated territory may be annexed to the District if found to be of benefit to and in the best interest of the District, subject to the District's Annexation Policies and Procedures.

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ARTICLE XXII - ANNEXATIONS

In the event that the District is petitioned, requested, or desires to annex any adjacent territory or parcel, the Board of Directors shall follow procedures detailed in Resolution 2013-01 Annexation Policies and Procedures. Annexation, de-annexation, and reorganization shall be in accordance with Government Code Section 56825 et seq.

ARTICLE XXIII - AMENDMENTS

These rules and regulations may be altered, amended, or repealed in whole or in part, and new rules and regulations adopted at any meeting of the Board of Directors of Cameron Estates Community Services District by actions taken at that time by a majority vote of the Board, provided that such action is not in conflict with the applicable law as relating to Community Services Districts.

ARTICLE XXIV - CONFLICTS

In the event any provision contained herein is inconsistent with the Brown Act, the Community Services District Law, or any other applicable provision of law, as such law currently exists or as it may be subsequently amended, the applicable provision of law shall prevail.

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Series 1000 - General

POLICY TITLE: Purpose of Board Policies

POLICY NUMBER: 1000

- 1000.1** It is the intent of the Board of Directors of the Cameron Estates CSD 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, the General Manager, and members of the public in determining the manner in which matters of District business are to be conducted.
- 1000.2** If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, Regulations, laws or legislation having authority over the Cameron Estates Community Services District, the applicable authoritative rules, regulations, laws or legislation shall prevail.

POLICY TITLE: Adoption and Amendment of Policies

POLICY NUMBER: 1010

- 1010.1** 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 submitting a written draft of the proposed new or amended policy to each Director and the General Manager by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.
- 1010.2** Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 4/5 affirmative vote of the entire Board of Directors.
- 1010.3** Copies of a proposed new or amended policy shall be included in the agenda-information packet for any meeting in which it is scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy shall be made available to each Director for review at least three days prior to any meeting at which the policy is to be considered.

POLICY TITLE: Conflict of Interest

POLICY NUMBER: 1020

- 1020.1** 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 may be incorporated by reference by a public agency and may be amended by the Fair Political Practices Commission after public notice and hearings, to conform to amendments in the Political Reform Act. The terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission have been incorporated by reference pursuant to a resolution of the Cameron Estates Community Services District Board of Directors, and constitute the District's conflict of interest code. A copy of the conflict of interest code is available at the District Office.
- 1020.2** Members of the Board of Directors and the General Manager shall file statements of economic interests (Form 700) and any attachments as may be required with the Clerk of the County of El Dorado.

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POLICY TITLE: Public Complaints

POLICY NUMBER: 1030

1030.1 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.

1030.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute which has adversely affected the individual.

1030.3 The method of resolving complaints shall be as follows:

1030.3.1 The complainant shall first discuss the matter with the General Manager with the objective of resolving the matter informally.

1030.3.2 If the complainant is not satisfied with the disposition of the complaint by the General Manager it shall be forwarded to the Board President. The Board President shall make a decision and memorialize it in writing, with the complainant being provided a copy.

1030.3.3 A complainant who is not satisfied with the disposition of the matter by the Board President may request consideration by the Board of Directors by filing a request in writing within ten days of receiving the Board President'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 and hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing, and the complainant will be provided a copy.

1030.4 This policy is not intended to prohibit or deter a member of the community or staff member from otherwise lodging a complaint or from appearing before the Board to verbally present testimony, a complaint, or a statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

POLICY TITLE: Copying Public Documents

POLICY NUMBER: 1050

1050.1 Individuals requesting copies of public documents shall be charged ten cents (10¢) per sheet copied to defray expenses associated with the copying process.

1050.2 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. One copy of Board meeting 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 ten cents (10¢) per sheet. The copy charge will be levied at Board meetings for copies of documents if more are needed or requested in addition to the documents prepared for the public at Board meetings

1050.3 Allow 7-10 days for requested copies from General Manager.

POLICY TITLE: Code of Ethics

POLICY NUMBER: 1060

CAMERON ESTATES COMMUNITY SERVICES DISTRICT

1060.1 The Board of Directors of Cameron Estates Community Services District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents. In order to assist in the governance of the behavior between and among members of the Board of Directors, the following rules shall be observed.

1060.1.1 The dignity, style, values and opinions of each Director shall be respected.

1060.1.2 Responsiveness and attentive listening in communication is encouraged.

1060.1.3 The needs of the District's constituents should be the priority of the Board of Directors.

1060.1.4 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 the General Manager of the District.

1060.1.5 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

1060.1.6 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues should be avoided.

1060.1.7 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.

1060.1.8 Directors should practice the following procedures:

1060.1.8.1 In seeking clarification on informational items, Directors may directly approach the General Manager to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

1060.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.

1060.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the General Manager or to a member of the Board. Emergency situations should be dealt with immediately by seeking appropriate assistance.

1060.1.8.4 In presenting items for discussion at Board meetings, see Policy #5020.

1060.1.8.5 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.

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1060.2 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.

1060.2.1 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions the General Manager.

1060.2.2 Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

1060.2.3 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.

1060.2.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission

Series 2000 - Personnel

POLICY TITLE: Executive Officer General Manager

POLICY NUMBER: 2000

2000.1 The General Manager shall be the Executive Officer of the Cameron Estates Community Services District and for the Board of Directors.

2000.2 The duties and job description of the General Manager's employment shall be specified in document CECSO General Manager/Secretary Job Descriptions and Duties--Third Revision July 24, 2013.

Ongoing Duties

1. Serves as advisor to the Board of Directors on issues directly related to Board functions.
2. Prepares, executes and documents resolutions and ordinances adopted by the Board. The GM uses his/her discretion to contact legal counsel on resolutions and ordinances as necessary.
3. Advises Board on their actions to keep in compliance with the Government Code, Brown Act, and other governing instruments that the Board is obligated and bound to obey.
4. Provides an office facility for maintaining files, handling telephone calls, handling fax transmissions, assisting with the gate system, and exchanging computer email communications.
5. Monitors and confirms that all expenditures are within budgetary limitations per legal requirements. Arranges for timely budgetary amendments by the Board if necessary.
6. Monitors and records mileage for CSD reimbursement purposes.
7. Monitors and records hours worked on CECSO duties.
8. Satisfies requirements of outside agencies and organizations (SDRMA, CSDA, El Dorado County, LAFCO, Post Office, etc.) by updating information forms, paying dues etc. in a timely manner. Certain issues may need to be reviewed by the Board in a meeting.
9. Acquires and maintains knowledge of modern office equipment—computer, fax, printers, copiers, etc. Has the ability to write reports, business letters, compose correspondence independently,

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transcribe, and maintain cooperative relationships with those contacted in the course of work. Should be able to plan, organize, analyze data and draw logical conclusions and must be able to communicate with the public.

10. Maintains office equipment, orders and maintains office supplies and products for District.

11. Assists with gate operations, maintenance, repairs, input of data and resident information.

12. Researches information pertinent to the affairs of the District.

13. Maintains updated contact information of the residents of the District.

Daily Duties

Handles telephone and written correspondence, checks emails, voice mails and responds. These communications should be kept to a minimum and only regarding road issues and matters that affect the district. Supplies information to the public regarding Board matters.

Several Days a Week Duties

Check Post Office box.

Weekly Duties

Update CECSD Website.

Biweekly Duties

Complete Payroll Time sheet and submit to El Dorado County Auditor- Payroll Office.

Monthly Duties

1. For bimonthly regular meetings and special meetings (held when President calls for meeting as needed): Prepares Director's packets and agenda and posts along with signage, 72 hours before meeting on all 3 entrance boards. Emails agenda and meeting materials (prior meeting minutes, county financial reports, and any paperwork pertinent to an agenda item) to Directors the Monday prior to the meeting. Sets up the meeting room and attends all Board meetings every other month and any special session meetings. Maintains complete records of the proceedings and regular meeting and special session meetings of the Directors. Takes meeting minutes, transcribes, edits, and copies original in a minute binder.

2. Checks room availability and Light of the Hills church calendar for regular meeting conflicts. Obtains key for Regular and Special Board meetings from Light of the Hills Church Office.

3. Reviews bills, prepares claim voucher for payment, and prepares invoices and copies. After Board approval (signed by two Directors) sends payment authorization (vouchers) and original bills and invoices to the El Dorado County Auditor/Controller for processing and payment of vendors via email and hardcopy.

4. Maintains a complete and accurate record of district proceedings in binder format. Reviews county financial reports including the revenue and expenditures, and balance sheets from the Auditor/Controller of the County of El Dorado.

5. Prepares newsletter for distribution via email (special consideration for postal mailing for those residents who do not have internet).

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6. Manages credit card matters and makes payment within allotted time. Certain expenditures may require Board approval.

Quarterly Duties

1. Payment of Sonitrol Security Maintenance Fee.

Annual Duties

1. Employs the services of an outside auditor, subject to the approval of the Board of Directors, to conduct an audit every other year of the financial records of the district. Assists in preparation of annual audit. This can be annual or biennial.

2. Prepares annual road bid packages, legal notices, notices to contractors, advertises in trade journals, attends additional meetings as needed, and mails packages to interested contractors.

Accompanies one or more road committee members at the pre-bid walk through.

3. Obtains, maintains, and reviews annual parcel listings secured from the County Assessor for assessment purposes. Prepares each parcel special tax assessment (direct charge) for use by County Auditor in the format they designate. Create direct charge packet as directed, including Resolution and forms provided by the county. Reviews legal notices and resolutions.

4. Prepares annual budget and resolution for adoption by the Board of Directors. Reviews prior year budget, edits, publishes legal notices, attends meeting, prepares package, and writes resolution. After adoption provides copies to governmental agencies.

5. Calculates and prepares resolution for appropriation limitation. Reviews prior year and information from state and prepares legal notices.

6. Prepares and files the annual State mandated cost reimbursement packet, if applicable.

7. Prepares the annual Financial Transaction Statement and files with the State.

8. Collects bids and prepares contract for weed spraying operation each year with Board approval. Posts signs at three entrance gates.

9. Signs agreement and usage documents for use of Light of the Hills Church for Board meetings. Provides additional insurance coverage documents naming LOTH as additionally insured.

10. Collects fees from T-Mobile (MetroPCS) and Crown Castle (CC Holding) and EID per the Road Use Agreement.

11. Submits year-end financial report to El Dorado County.

12. Serves as member of committees appointed by the Board and with Board approval.

Periodic Duties

1. Reviews mailing lists and updates.

2. Every two years: Prepares Resolution for Conflict of Interest. Review Conflict of Interest Code.

3. Every two years: Prepares necessary documents for Ballot measures and elections (Resolutions, post notices, etc.), and submits to El Dorado County elections department in the required time period.

4. Reviews records and manages files as needed. Destroys or disposes of records under the Government Code Guidelines as directed by the Board of Directors.

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5. Attends meetings of other agencies as a representative of Cameron Estates Board of Directors. Attendance at workshops requires Board approval.

6. Facilities Easement Maintenance Policy: Draft and send notification by certified mail to resident with estimate of cost to district to have the work done. After 30 days if no action, send bill to owner. If no payment, calculate initial 10% penalty and 1% per month thereafter per parcel. In June, file a report for the Board describing each affected parcel and the amount of charges and delinquencies for each parcel for the year. By mail notify each homeowner of affected parcels of public hearing (as well as publish public hearing notice in Mt. Democrat newspaper) once a week for 2 successive weeks. Before August 10th of each year, file a final report with El Dorado County Auditor for billing on the tax roll.

7. Order signs, equipment, and supplies for maintenance and repair of district roads.

8. Hire outside labor as needed for District repairs and maintenance. Hiring outside labor requires Board approval.

9. Prepare and submit documents for Use of CSD roadways and annexation requests. All correspondence or documents received by GM from other agencies should be passed onto Board to review.

10. Reviews policies and procedures

11. LAFCO Municipal Services Review—coordinates with LAFCO in the preparation of the report and updates as necessary with input from the Board.

2000.3 Whenever the agreement of employment established between the General Manager and the Board of Directors is in conflict with any District policy, the agreement of employment shall prevail.

POLICY TITLE: Employee Records

POLICY NUMBER: 2032

2032.1 All personnel information and records are considered confidential to the extent allowed by Federal or State law. All personnel files shall be maintained in a secure and private condition.

2032.2 The District will restrict disclosure of a personnel file to authorized individuals within the District. Any request for information contained in personnel files must be directed to the General Manager. Only the General Manager or Board President is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited as required by law. The District will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required or authorized.

POLICY TITLE: Vehicle Costs

POLICY NUMBER: 2100

2100.1 An employee who is authorized to use a personal vehicle in the performance of District work shall be reimbursed for the cost of the use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the usage.

2100.2 Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

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2100.3 All employees shall maintain a "Mileage and Expense Form" which shall be submitted to the District or County, as appropriate, for reimbursement for mileage used and a copy shall be kept in the District files.

POLICY TITLE: Volunteer Personnel
POLICY NUMBER: 2115

2115.1 Persons authorized to perform volunteer service without pay for the District may, at the District's sole discretion, be covered under Workers' Compensation Insurance benefits for any injury or illness sustained by them while engaged in the performance of services for the District under the District's direction and control.

2115.1.1 Prior to authorizing volunteer work, the General Manager will provide volunteers with all current terms and conditions related to applicable Workers' Compensation coverage.

2115.1.2 Volunteers who perform work for the District must be registered with the District Office's list of volunteers and must sign an Informed Consent Waiver and Release Agreement provided by the District, prior to performing any work for the District.

2115.1.3 Volunteers must notify the District Office when any work will be performed and receive prior authorization for any such work.

POLICY TITLE: Discrimination, Harassment and Retaliation
POLICY NUMBER: 2210

It is the policy of the District to provide a work environment free of discrimination, harassment and retaliation on the basis of a protected status, including race, color, ethnicity, national origin, ancestry, creed, religion, disability, medical condition (including pregnancy, childbirth, cancer-related conditions, HIV and AIDS), gender, gender identity, sexual orientation, physical characteristics, marital status, age, or organizational affiliation.

This Policy shall be interpreted in a manner which is consistent with all applicable federal and state statutes, regulations and ordinances, in conformance with Title VII of the Civil Rights Act of 1964, the guidelines issues by the Equal Employment Opportunity Commission (EEOC), the California Fair Employment and Housing Act (FEHA), and the California Department of Fair Employment and Housing (DFEH). The District will not tolerate any form of unlawful discrimination, harassment or retaliation in the workplace. Upon investigating and confirming the existence of discrimination or harassment prohibited by this Policy, the District shall take appropriate action against those responsible for the discrimination or harassment.

Discrimination, harassment and retaliation do not include acts or omissions of acts based solely upon bona fide occupational qualifications under EEOC and DFEH guidelines or bona fide requests or demands by a supervisor that the employee improve his or her work quality or output, that the employee report to the job site on time, that the employee comply with the District's rules and regulations, or any other appropriate work related communication between supervisor and employee.

In interpreting and implementing this policy, the constitutional rights of free speech and association shall be accommodated in a manner consistent with applicable federal and state law and the intent of this Policy.

2210.1 Discrimination

Discrimination is considered to be any act or omission of an act which would create a hostile work environment or exclude or limit any person's employment or promotional opportunities because of a protected status including race, color, ethnicity, national origin, ancestry, creed, religion, disability, medical

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condition (including pregnancy, childbirth, cancer-related conditions, HIV and AIDS), gender, gender identity, sexual orientation, physical characteristics, marital status, age, or organizational affiliation.

2210.1.1 Examples of discrimination include, but are not limited to:

- A. Basing an employment decision such as decision to hire, promote, transfer or terminate on an applicant's or employee's protected status (e.g., race, sex, age, religion, etc.);
- B. Treating an applicant or employee differently with regard to any aspect of employment because of his or her protected status;
- C. Engaging in harassment, as more specifically defined below;
- D. Taking adverse employment action such as demotion, transfer, discipline or termination against an employee based on retaliation to the employee's opposition to discrimination in the workplace, or assisting, supporting, or associating with an employee who has complained about discrimination.

2210.2 Harassment and Sexual Harassment

Harassment includes unwelcome or offensive conduct, which may be verbal, physical or visual, motivated by or directed toward an employee on the basis of a protected status, with the purpose or effect of creating an intimidating, hostile, or offensive work environment, whether or not there is any tangible, adverse impact on the employee's employment status.

Sexual harassment includes any type of sexual advance made explicitly or implicitly a term or condition of employment, or where submission to or rejection of the conduct is used on a quid pro quo basis for an employment action or decision. The conduct need not be explicitly sexual and may include repeated or continuing unwelcome or offensive romantic advances, requests, invitations, or unwelcome or offensive overtures from one employee to another. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and that fails to respect the rights of others.

2210.2.1 Examples of harassment include, but are not limited to:

- A. Speech, such as epithets, derogatory comments, slurs, propositioning, and graphic or descriptive comments made on the basis of a protected status, whether made in general, directed to an individual or to a group of people and regardless of whether the behavior was intended to harass or offend. Prohibited speech may include inappropriate sexually oriented comments on appearance, including dress, body type or physical features, stories, jokes or anecdotes related to race, disability, age or religion, or sexual rumors and comments about personal life that may be perceived as offensive.
- B. Physical acts, such as assault, impeding or blocking movement, offensive touching, leering, pinching, grabbing, patting or brushing the body, propositioning, leering, or physical interference with normal work, privacy or movement, directed at an individual or group on the basis of a protected status. Prohibited physical acts may include making explicit or implied job threats or promises in return for submission to physical acts.
- C. Visual insults, such as derogatory, prejudicial, stereotypical, pornographic, or otherwise offensive posters, cartoons, pictures, objects, notes, bulletins, drawings, emails or photographs related to the employee's protected status, whether made in general or

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directed to an individual or to a group of people, and regardless of whether the behavior was intended to harass or offend.

D. Unwelcome sexual advances, requests for sexual favors and other acts of a sexual nature, where submission to or rejection of the conduct is used as the basis for an employment decision, or where the conduct is intended to or does unreasonably interfere with an employee's work performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment may take different forms, including sexual innuendoes, suggestive comments, jokes of a sexual nature, sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures and requests or demands for sexual favors.

2210.3 Retaliation

Retaliation is a form of harassment. Retaliation includes adverse actions, decisions or conduct including but not limited to threats or coercion affecting an employee, which is motivated by or directed toward the employee on the basis of the employee's participation as complainant of discrimination, harassment or retaliation, or the employee's support for the complainant, or participation in the investigation of such a complaint. The retaliatory conduct may include, but is not limited to action, decisions, or other conduct affecting hiring, placement, compensation, assignments, leave, promotion, training, disciplinary action, lay off, recall, transfers, leave of absence, termination, and reinstatement. Retaliation is expressly prohibited by this policy and subject to disciplinary action up to and including termination.

2210.4 Policy Publicizing

All employees shall be informed of the District's discrimination, harassment and retaliation policy and complaint process prior to their need to know, and again when any complaint is filed. Also, the policy and complaint process shall be made readily available to all employees and members of the general public utilizing the District's facilities and services.

2210.4.1 All new employees shall be given a copy of the discrimination, harassment and retaliation policy at the time of hiring and the policy's contents shall be discussed and explained at that time by the employee's supervisor.

2210.4.2 Employees shall be encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

2210.5 Bulletin. Within three working days after any complaint has been filed in accordance with this policy, a bulletin shall be prepared and distributed to all employees re-informing them of the District's policy.

2210.6 Complaint Process. Any employee who believes he or she has been the victim of discrimination, harassment or retaliation may file a formal or informal confidential complaint without fear of reprisal or embarrassment.

2210.6.1 An informal complaint is made verbally by the employee to the Board.

2210.6.2 A formal complaint is made in writing, using the "Employee Grievance Form." The form should be submitted by the employee to the Board. The complaint should include details of the incident, names of any individuals involved, and names of any witnesses.

2210.7 Complaint Response Process. Any Board member who receives a formal or informal discrimination, harassment or retaliation complaint shall at all times maintain the confidentiality of the plaintiff and shall personally deliver the complaint immediately and directly to the President or Vice-President.

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2210.7.1 Within 24 hours of the filing of a formal or informal complaint, even if it is withdrawn, an investigation shall be conducted by the Board.

2210.7.2 A written record of any investigation of alleged discrimination, harassment or retaliation shall be maintained by the District, subject to the Records Retention policy. Findings will be sent to the General Manager, if appropriate.

2210.7.3 All discussions concerning the investigation shall be considered confidential to the greatest extent allowed by law.

2210.7.4 The complainant has the right to be accompanied by one or more advocates or representatives when discussing the alleged incidents. The complainant shall be advised of this right prior to the commencement of any such discussions.

2210.8 Disciplinary Procedures and Sanctions

Upon conclusion of the investigation of an alleged incident of discrimination, harassment or retaliation under this policy, appropriate action shall be taken by the Board against the harasser where a violation of the policy is found. Whatever punishment is meted out to the harasser shall be made known to the victim of the harassment as appropriate and allowed by law.

2210.8.1 Appropriate action shall be taken to remedy the victim's loss, if any, resulting from the discrimination, harassment or retaliation. Making the employee whole may involve reinstatement, back pay, promotion, etc.

2210.8.2 Action taken to remedy a violation of this policy shall be done in a manner so as to protect potential future victims.

2210.8.3 Employees complaining of discrimination, harassment or retaliation shall be protected thereafter from any form of reprisal.

POLICY TITLE: Equal Opportunity

POLICY NUMBER: 2225

2225.1 It is the policy of Cameron Estates Community Services District that there shall be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action. The District employs persons having the best available skills to efficiently provide high quality service to the public.

2225.2 The District provides equal opportunity for all persons in all aspects of employment, including recruitment, selection, promotion, transfer, training, compensation, educational assistance, benefits, discipline, working conditions, reduction in force, reinstatement, and all other matters of employment.

2225.2.1 Such equality of opportunity shall be based solely on job related knowledge, skills, and job performance, and shall be without discrimination because of race, color, religion, national origin, sex, age, sexual orientation, handicap, veteran status, or any other factor unrelated to job performance.

2225.3 Allegations of wrongdoing, such as arbitrary and discriminatory action, should be made by filing a grievance with the Board or complaint to the appropriate regulatory agency.

POLICY TITLE: Confidentiality Regarding Resignations

POLICY NUMBER: 2251

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2251.1 To the extent permitted by law, District staff and Directors shall keep confidential the circumstances giving rise to an employee's resignation from the District.

2251.1.1 This policy is itself a public record which the District shall release upon request

Series 3000 – Operations

POLICY TITLE: Budget Preparation

POLICY NUMBER: 3020

3020.1 An annual proposed budget shall be prepared by the General Manager.

3020.2 Prior to review by the Board of Directors, the Board's standing Budget Committee shall meet with the General Manager to review the proposed annual budget.

3020.3 The proposed annual budget as reviewed and amended by the Budget Committee shall be reviewed by the Board at its regular meeting in May.

3020.4 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in May.

3020.5 The final annual budget will be approved at the District July meeting.

3020.6 The final budget will be adjusted at the September meeting after receipt of the El Dorado County year-end figures.

POLICY TITLE: Expense Authorization

POLICY NUMBER: 3040

3040.1 All purchases made by the General Manager/Board of Directors shall be in conformance with the approved District budget.

3040.2 Any commitment of District funds for a purchase by the General Manager for an expense of zero up to two thousand five hundred dollars (\$0 up to \$2,500) does not require Board approval.

3040.3 Any commitment of District funds for a purchase by the General Manager for an expense over two thousand five hundred dollars (\$2,500) requires the approval of the Board President and one Director, or shall be in conformance with prior Board action or authorizations.

3040.4 Any commitment of District funds for a purchase by the General Manager for an expense over ten thousand dollars (\$10,000) shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action or authorizations.

3040.5 Whenever the General Manager or Directors of the District incur "out-of-pocket" expenses for items or services appropriately related to District business as verified by valid receipts, the expended funds shall be reimbursed through a voucher claim submitted to the El Dorado County Auditor's Office.

POLICY TITLE: Expenditure Reimbursement

POLICY NUMBER: 3050

3050.1 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.

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3050.2 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. All expenditures must be reasonable and necessary and directors are encouraged to exercise prudence in all expenditures.

3050.3 Whenever District employees or directors desire to be reimbursed for out-of-pocket expenditures for item(s) or service(s) appropriately relating to District business, they shall submit their receipts to the General Manager. The General Manager will review and approve reimbursement requests.

POLICY TITLE: Credit Card Usage

POLICY NUMBER: 3075

3075.1 Purpose. The purpose of this policy is to prescribe the internal controls for management of District credit cards.

3075.2 Scope. This policy applies to all individuals who are authorized to use District credit cards or who are responsible for managing credit card accounts or paying credit card bills.

3075.3 Implementation. A credit card shall be issued to the General Manager. Credit cards shall not be issued to or used by members of the Board of Directors.

3075.3.1 All credit card bills shall be paid in a timely manner to avoid late fees and finance charges.

3075.3.2 All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If there is an overlap on a transaction between personal and District business, the employee shall pay for the transaction personally and then request reimbursement by the District.

3075.3.3 All credit-card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

3075.3.4 The General Manager shall review and approve credit-card transactions.

3075.3.5 All transactions over \$2,500 require Board approval.

Policy Title: Publication Policy

Policy Number: 3080

Goal

To inform CECSD residents of events which may affect them.

Media

This policy applies to all CECSD sponsored publications such as the printed and electronic versions of the newsletter, and the website (<http://CameronEstates.net>).

Content

CECSD publications **can include** the following types of content.

- Meeting notices, activities, events, financial, and other CECSD internal information
- El Dorado County, State of California, LAFCO and other external information
- Safety and security issues verifiable with official sources such as the police and fire departments
- Other information which may be of interest to a significant number of residents

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- Classified advertisements by residents

Approval Process

The General Manager will be primarily responsible for content of the newsletter and website. If there is questionable material submitted for publication not listed in the Content section above, the General Manager will discuss with the Board President before a decision is made to publish the material.

POLICY TITLE: Employment of Outside Contractors and Consultants

POLICY NUMBER: 3205

3205.1 The District employs outside contractors and consultants for construction projects. The District's procedure is as follows:

3205.1.1 Construction projects will adhere to California public contracting code.

3205.2 Consultants, Auditor, and Legal Counsel will be recommended by the General Manager and approved by the Board of Directors. This selection will be based on experience and qualifications.

POLICY TITLE: Records Retention

POLICY NUMBER: 3310

3310.10 Purpose

The purpose of this policy is to provide efficient and economical management methods for the creation, utilization, maintenance, retention, preservation and disposal of the District's records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

Effective records management ensures that records are kept **only** so long as they have some administrative, fiscal, or legal value. Records retained beyond their value "just in case" may only extend the District's legal liability in the event of adverse litigation. When records no longer fulfill the value for which they were created, they should be destroyed unless they also have some historic or research significance, in which case the records should be preserved by an appropriate historical agency.

The General Manager, or designee, is authorized by the Board of Directors to interpret and implement this policy, and to cause the District's records to be inventoried, labeled, and retained, disposed of or destroyed as set forth in this policy.

3310.11 Definitions

Active Records – Records that are referred to at least once a month per cubic foot of records (one typical file drawer). Also, a Perpetual Record that remains "active" until some event occurs to change its status, at which time it has fulfilled its function. (See also **Perpetual Record**)

Administrative Records – Records commonly found in all offices and typically retained for less than five years. Examples include subject, chronological, budget, and policy files.

Archival Records - Records with enduring value because they reflect significant historical events, document the history and development of the District, or provide valuable research data.

Confidential Records – Records that contain private or restricted information, which is not public record. Examples include personnel records, medical records and confidential legal opinions.

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Confidential records must be securely stored where only authorized persons may access them and must be securely physically destroyed at the close of their retention period, if any.

Non-Records - Material not usually included within the definition of records, such as unofficial copies of documents kept only for convenience or reference, working papers, appointment logs, stocks of publications and processed documents, and library or museum material intended solely for reference or exhibition. Also, documents such as rough notes, calculations or drafts assembled or created and used in the preparation or analysis of other documents.

Permanent Records – Records that are required in perpetuity, usually identified by statute or other written guidance. Examples include official correspondence that serves to document the origins, history, and accomplishments of the District; agendas and minutes of official meetings; books of final entry and general ledgers; and external audits of the District.

Perpetual Records – Records retained for an indefinite period of time and then stored or destroyed after some event takes place. Examples include personnel files which are kept until the employee leaves the District, policy files kept until the policy is superseded, contract files kept until the contract terminates, special project files kept until the project is complete, long-term transactions until concluded, etc.

Program Records - Records that relate to the primary functions of the District in response to its daily mission.

Public Records - Any information relating to the conduct of the public's business prepared, owned, used, or retained by the District, regardless of physical form or characteristics.

Records - All papers, maps, exhibits, magnetic or paper tapes, photographic films and prints, punched cards, and other documents produced, received, owned or used by the District, regardless of physical form or characteristics.

Records Retention Schedule - A list of all records produced or maintained by the District and the actions taken with regards to those records. The retention schedule is the District's legal authority to receive, create, retain, and dispose of or destroy official public records. It assists the District by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, or legal value. In the event of litigation, courts accept a retention schedule as establishing the District's "normal course of doing business."

Retention Period – The length of time a record must be retained to fulfill its administrative, fiscal and/or legal function. After the retention period, a record should be disposed of as soon as possible in accordance with the approved Records Retention Schedule.

3310.12 Inventory

The records inventory allows the District to know what records it has, where the records are kept, the volume, and how the records are used. Records should be inventoried on a Records Inventory Worksheet showing the following information.

Record Series - A record series is a group of similar records arranged under a single filing system or kept together as a unit. They deal with a particular subject (budget, personnel, payroll, etc.), result from the same activity (contracts, claims, etc.), or have a special form (blueprints, maps, etc.). The title of each record series should be as specific as possible, since future references to the records will be by the record series name.

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Media – Staff should determine the media for each record series such as paper, microfilm, electronic media, etc. and also note if the same record exists in several medium.

Years covered – Staff should note the period of years covered by each record series.

Activity Level - The amount of activity involving a record determines where the record should be stored. Active records need to be readily available and are generally stored in the office because they are accessed frequently. Inactive records that are still needed but only accessed occasionally should be warehoused in low cost storage.

3310.13 Sorting the Records

As records are inventoried, staff should determine the immediate and future usefulness of the records. In general, records should be retained only as long as they serve the immediate administrative, legal and/or fiscal purposes for which they were created. When records no longer serve these purposes, they should be either disposed of or preserved for archival purposes.

Records with administrative value are created to help accomplish the functions for which the District is responsible and have administrative value only as long as they assist the District in performing current or future work. Their administrative use is exhausted when the transactions to which they relate are complete and from that point on they lose value rapidly.

Some confidential records, such as personnel and medical records, will be kept for extended lengths of time. Care must be taken to preserve the confidentiality of these records.

Records with legal value contain evidence of legally enforceable rights or obligations of the District. Examples are records that provide the basis for action, such as legal decisions and opinions; fiscal documents representing agreements, such as leases, titles and contracts; and records of action in particular cases, such as claims documents and legal dockets.

Fiscal records pertain to the financial transactions of the District, such as budgets, ledgers, allotments, payrolls and vouchers. After some records have served a basic administrative function, they may still have sufficient fiscal value to justify additional retention to protect the District against court action and/or audits.

Some records will also have enduring value because they reflect significant historical events or document the history and development of the District. Others contain accumulated data that can be useful for scientific and genealogical research. At the local level, historical societies and/or public libraries may be able to assess this potential value for the District.

Once records have fulfilled their administrative, fiscal, or legal function they should be disposed of as soon as possible in accordance with the Records Retention Schedule, which provides the District with legal authority to dispose of its records.

Disposition may include sending appropriate records to an archival facility, recycling unneeded records, or destroying unneeded confidential records. In the event of litigation, the court will want to know what the District does in the normal course of doing business. The Records Retention Schedule spells out the normal course of business for how the District handles and disposes of its records.

It is important not to keep records beyond their administrative, fiscal, or legal value “just in case” the records may be desired for future purposes. Excess records over-burden staff, slow

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response times to public requests, and extend the District's legal liability. A court cannot demand that an agency produce documents that have been destroyed in accordance with accepted and documented District practices.

3310.14 General Guidelines for Records Retention, Copying and Disposal

3310.14.1 Do Not Destroy

Active Records

Archival Records

Permanent Records

Perpetual Records (until superseded or of no further value)

Disposal of records must be deferred when any of the following circumstances exist:

- a. If there are State or Federal laws or regulations, District contracts, or grants that override the standard retention period.
- b. If the records have been requested pursuant to statute or legal proceedings.
- c. If the records are likely to be requested pursuant to legal proceedings, even if they have not yet been requested.
- d. If the records are related to an ongoing investigation or audit.

3310.14.1 Duplicates

Duplicate records, papers and documents may be destroyed at any time without the necessity of Board authorization or copying to photographic or electronic media.

3310.14.2 Electronic copies

To ensure that every official electronic document or record is considered to be a true and accurate copy of the original information received and before the original copy may be destroyed, at least two separate copies of the official document or record must be created on electronic media meeting all the conditions of a trusted system as provided herein.

3310.14.2.1 Trusted system

All electronically stored information should be stored in a trusted environment when required and in compliance with the associated Records Retention Schedule. This will ensure a trustworthy and reliable document management system for all electronically stored information. A trustworthy system incorporates technology and adherence to documented policies and procedures, in order to ensure that all electronically stored information can be considered to be a true and accurate copy of the original information received. The trusted document management system must ensure that at least two separate copies of the electronically stored information are created, meeting, at a minimum, all the following conditions:

- (a) The trusted document management system must use both hardware and media storage procedures to prevent unauthorized additions, modifications or deletions during the approved information lifecycle of the stored information; and
- (b) The trusted document management system must be verifiable through independent audit processes ensuring that there is no plausible way for electronically stored information to be modified, altered, or deleted during the approved information lifecycle; and

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- (c) The trusted document management system must write at least one copy of the electronic document or record into electronic media that does not permit unauthorized additions, deletions, or changes to the original document and that is to be stored and maintained in a safe and separate location.

3310.15 Specific Timelines for Records Retention and Disposal

The specific timelines for retention and disposal of District documents are embodied in Appendix A to this policy, incorporated herein by reference, a copy of which is available at the District Office.

Series 4000 – Administration

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.
- 4020.2** Whenever possible, members of the Board of Directors shall notify the General Manager if they will be absent or tardy to a Board meeting.
- 4020.3** Members of the Board of Directors shall give as much advance notice of their absence as possible, to allow the General Manager time to prepare meeting documents with the Director's absence noted.

POLICY TITLE: Duties of Board President

POLICY NUMBER: 4040

- 4040.1** The President of the Board of Directors shall serve as chairperson at all Board meetings, with the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow such actions.
- 4040.2** 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.

4040.3 Duties at Board Meetings

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 the effect of a motion, 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;
8. Put motions to a vote, and state clearly the results of the vote.

4040.4 General Responsibilities

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The president shall have all the rights to discuss and vote on any issues before the Board, including to move and second a motion. Responsibilities of the President include:

1. Sign all instruments, act, and carry out stated requirements and the will of the Board;
2. Approve the minutes of the Board meeting following their approval;
3. Appoint and disband all committees, subject to Board ratification;
4. Call such meetings of the Board as may be necessary, giving notice as prescribed by law;
5. Coordinate the preparation of meeting agendas with the General Manager;
6. Confer with the General Manager 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;
9. Perform other duties as authorized by the Board.

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.

4048.1 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 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 may be consulted regarding legal matters particular to individual Board members' participation on the Board. No Board member may request a legal opinion of legal counsel without prior concurrence by the Board. Legal Counsel shall be available to the District General Manager and the Board President for consultation on applicable issues and activities.

4048.2 The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall approve 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.

POLICY TITLE: Members of the Board of Directors

POLICY NUMBER: 4050

4050.1 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 within the strictures of the Ralph M. Brown Act.

4050.1.1 Information exchanged before meetings shall be distributed through the General Manager, and all Directors will receive all information being distributed.

4050.1.2 Copies of information exchanged before meetings shall be available at the meeting for members of the public to view, and shall also be provided upon request to anyone unable to attend the meeting.

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4050.2 Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings.

4050.3 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 at the appropriate time. All comments should be brief and confined to the matter being discussed by the Board.

4050.4 Directors may request for inclusion into minutes brief comments pertinent to an agenda item (including, if desired, a position on abstention or dissenting vote) only at the meeting when that item is discussed.

4050.5 Directors shall abstain from participating in consideration of or decision on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, Directors should not abstain from the Board's decision-making responsibilities.

4050.6 Individual Directors can request from the General Manager substantive information and/or research regarding agenda items.

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 4060

4060.1 The Board President shall appoint standing committees each year and the duties of the committee shall be outlined at the time of appointment.

4060.2 The following shall be standing committees of the Board:

4060.2.1 Road Committee

4060.2.2 Budget Committee

4060.3 The Board President 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.

4060.4 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. These review assignments may be made by the Board President, a majority vote of the Board, or by the committees themselves. Any recommendations resulting from such review shall be submitted to the Board via a written or oral report.

4060.4.1 All meetings of standing committees shall conform to all open meeting laws ("Brown Act") that pertain to regular meetings of the Board of Directors.

4060.5 The Board's standing Budget Committee shall be concerned with the preparation of an annual budget.

4060.6 The Board's standing Road Committee shall be responsible for developing recommendations to the Board for yearly road work, supervision of road work after contract has been awarded, reviewing the roadways during the year for problems or potential problems, and coordinating any work parties. This committee shall have the primary responsibility for road work performed by any work party or contractor. This committee shall be headed by the Road Chair.

4060.7 The Board President shall appoint ad hoc committees as may be deemed necessary or advisable by the President or the Board. The duties of the ad hoc committee shall be outlined at the time of appointment and the committee shall be considered dissolved when its final report has been made.

POLICY TITLE: Basis of Authority

POLICY NUMBER: 4070

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4070.1 The Board of Directors is the unit of authority within the District. Apart from their normal function as parts of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

4070.2 Directors do not represent any fractional segment of the community, but are a part of the authoritative body that represents and acts for the community as a whole.

POLICY TITLE: Training, Education and Conferences

POLICY NUMBER: 4090

4090.1 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 operation. 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.

4090.1.1 "Junkets" (defined as a tour or journey for pleasure at public expense) will not be permitted.

4090.2 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.

4090.2.1 Reimbursement shall be limited to tuition, 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 General Manager, together with validated receipts in accordance with State law.

4090.2.2 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to a Director incurring any reimbursable costs.

4090.2.3 Directors should be careful to limit expenses to the District for Board of Directors' training, education and conferences by utilizing the following whenever feasible:

4090.2.3.1 Using hotels recommended by the event sponsor in order to obtain discounted rates.

4090.2.3.2 Traveling together whenever practicable and economically beneficial.

4090.2.3.3 Requesting reservations sufficiently in advance to obtain discounted hotel rates.

4090.3 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 the Director's pending resignation, or after an election in which a successor has been elected. A Director shall not attend a conference or training event when there is no significant benefit to the District. Any question as to such benefit shall be decided by the Board.

4090.4 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. Such reports shall detail the information learned at the sessions that will benefit the District. Materials from the sessions may be delivered to the District office to

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be included in the District library for the future use of other Directors and staff.

POLICY TITLE: Ethics Training

POLICY NUMBER: 4095

All Directors and designated executive staff 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.

4095.1 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.

4095.2 All ethics training shall be provided by entities whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

4095.3 Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District pursuant to Policy 4090.

4095.3.1 District staff shall maintain records indicating 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.

4095.4 District staff shall provide the Board of Directors with information on available training that meets the requirements of this policy.

4095.5 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.

4095.6 Any Director of the District that serves on the Board of another agency is only required to take the training once every two years.

POLICY TITLE: Filling a Board of Directors Vacancy

POLICY NUMBER: 4097

4097.1 The District Board of Directors are elected or appointed in accordance with the Bylaws of the District and California Government Code. 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. In the event of a change in the law or a conflict between the provisions provided herein and the applicable provisions of state law, including Government Code Section 1780, the provisions of the code shall prevail.

4097.2 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.

4097.3 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.

4097.4 In cases where the Board determines to appoint a replacement to the Board, the District may publish a public notice of vacancy and the process for considering candidates in the District newsletter, the District

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website, and posted at the three District entrances. 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.

4097.5 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 select the replacement Director by vote of a majority of the Board.

4097.6 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.

4097.7 All costs for any election shall be identified for consideration by the Board in deciding on appointment or election of the replacement Director.

4097.8 A selected replacement Director shall serve out the balance of the term of the position and be subject to reelection under the California Government Code

4097.9 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.

Series 5000 – Board Meetings

POLICY TITLE: Board Meetings

POLICY NUMBER: 5010

5010.1 Regular meetings of the Board of Directors shall be held on the third Thursday of every other calendar month at 7:00 p.m. at Light of the Hills Church at 3100 Rodeo Road Cameron Park, California. The date, time and place of regular Board meetings shall be reconsidered annually at the annual January organizational meeting of the Board. See Policy 5020 for additional requirements for a regular meeting.

5010.2 Special meetings (non-emergency) of the Board of Directors may be called by the Board President or by a majority of the Board.

5010.2.1 All Directors and the General Manager shall be notified of the special Board meeting and the purpose or purposes for which it is called. Such notification shall be in writing, delivered at least 24 hours prior to the meeting.

5010.2.2 The public shall be notified at least 24 hours in advance by posting on the website and posting at the three gate entrances in accordance with the Ralph M. Brown Act.

5010.2.3 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 all Directors and the General Manager.

5010.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.3 Special Meetings (emergency). 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 5010.2.1, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the General Manager, Board President or Vice President in the President's absence.

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5010.3.1 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting, a list of persons the General Manager 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.

5010.4 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 shall cause a written notice of adjournment to be posted, pursuant to Government Code 54955.

5010.5 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in January. At this meeting the Board will elect a President and Vice President from among its members to serve during the coming calendar year, and will appoint the General Manager as the Board's Secretary.

5010.6 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.

5010.7 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 meetings are functional and appropriate.

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

5020.1 The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may call the General Manager and request any item to be placed on the agenda no later than 5:00 p.m. seven days prior to the meeting date.

5020.2 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:

5020.2.1 The request must be in writing, submitted to the General Manager together with any supporting documents and information, at least ten business days prior to the date of the meeting.

5020.2.2 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 the General Manager's decision at the next regular meeting of the Board of Directors. The Board may, by a two-thirds majority vote (or a unanimous vote of those remaining if two-thirds of the Board is not present) add the item to that meeting's agenda if the Board determines that there is need to resolve the issue immediately and that it could not reasonably wait until the Board's next regular meeting. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

5020.2.3 No matter which is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

5020.2.4 The Board of Directors 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 the issue at the meeting.

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5020.3 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.

5020.4 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 conspicuously for public review at the District office, on the website and at the three gated entrances.

5020.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location.

POLICY TITLE: Board Meeting Conduct

POLICY NUMBER: 5030

5030.1 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.

5030.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by the agenda.

5030.3 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

5030.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.4 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:

5030.4.1 Three minutes may be allotted to each speaker.

5030.4.2 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 privilege of address.

5030.4.3 No oral presentation shall include charges or complaints against any District employee, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to the Board of Directors under provisions contained in Policy 1030.

5030.5 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is willful disruption of any meeting of the Board, the President may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.

5030.5.1 After clearing the room of disruptive individuals, the President may permit those persons who were not responsible for the willful disruption to remain in the meeting room.

5030.5.2 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

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POLICY NUMBER: 5040

5040.1 Actions by the Board of Directors include but are not limited to the following:

5040.1.1 Adoption or rejection of regulations or policies;

5040.1.2 Adoption or rejection of a resolution;

5040.1.3 Adoption or rejection of an ordinance;

5040.1.4 Approval or rejection of any contract or expenditure;

5040.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

5040.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action or provide services.

5040.2 Action can only be taken by the vote of the majority of the Board of Directors. Three Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three votes to be effective (unless a 4/5 vote is required by policy or other law).

5040.2.1 A member abstaining in a vote is considered as absent for that vote.

5040.2.1.1 Example. If three of five Directors are present at a meeting, a quorum exists and business can be conducted. 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.

5040.2.1.2 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.

5040.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill the 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.

5040.3 The Board may give directions that are not formal action, including the Board's directives and instructions to the General Manager. Such directions do not require formal procedural process.

5040.3.1 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.

5040.3.2 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.).

5040.3.3 Informal action by the Board is considered Board action and shall only occur regarding matters that appear on the agenda for the Board meeting during which such informal action is taken.

POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 5060

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5060.1 The General Manager/ Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board. In the event the General Manager/Secretary is not available, the Board shall appoint and approve a substitute, who may be a Board member, to take the minutes.

5060.1.1 Copies of a meeting's minutes shall 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 kept permanently.

5060.1.2 Unless directed otherwise, a tape recording of regular and special meetings of the Board of Directors will be made. The recording shall be kept 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.

5060.1.3 Motions, resolutions and ordinances shall be recorded in the minutes as having passed or failed, and ayes and noes votes will be recorded. 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 shall be included in each meeting's minutes, as appropriate:

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;
Approval of the minutes or modified minutes of preceding meetings;
Approval of financial reports;
Record by number of all warrant vouchers 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 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

5070.1 General.

5070.1.1 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).

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5070.1.1.1 If a Director believes order is not being maintained or procedures are not adequate, then the Director 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.

5070.2 Obtaining the Floor.

5070.2.1 Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

5070.3 Motions.

5070.3.1 Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

5070.3.1.1 A Director makes a motion; another Director seconds the motion; and the President states the motion.

5070.3.2 Once the motion has been stated 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.

5070.3.2.1 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.

5070.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions 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.

5070.4.1 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.

5070.4.2 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.

5070.4.3 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.

5070.4.4 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.

5070.4.5 Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.

5070.4.6 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.

5070.5 Decorum.

5070.5.1 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

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persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

5070.5.2 The President may also declare a short recess during any meeting.

Series 6000 – Annexation

POLICY TITLE: Annexation Procedures

POLICY NUMBER: 6030

6030.1 Property must be annexed to the District prior to receiving services. Unconditional commitments to provide service to property or proposed developments will not be granted until the property is annexed to the District pursuant to District policies and LAFCO requirements.

6030.2 Annexation applicants must submit a completed application and deposit to the District before the Board will consider annexation. The District will provide the application form to the applicant.

6030.3 The procedures required for annexation are set forth in Resolution 2013-01 Establishing Annexation Policies and Procedures, adopted by the District Board on March 21, 2013, and incorporated herein.

Series 7000 – Road Maintenance

Government Code Section 61100(l) provides the District with various powers, including, but not limited to, acquiring, constructing, improving, maintaining streets, roads, including rights-of-way and easements, bridges, culverts, drains, curbs, gutters, sidewalks and any incidental works, including entrance gates and riding trails.

7010. Tree and Brush Trimming

7010.1 Purpose:

- Reduce the risk of fire
- Increase visibility
- Provide for adequate emergency access and equestrian space
- Maintain erosion control
- Maintain established riding trails
- Other safety issues within roadway easements

7010.2 Authority:

- Legal authority pursuant to Government Code Section 61100(l)
- August 2000 Fire Safety Recommendations for Cameron Estates

7010.3 Responsibility of Property owners:

- Trim trees, brush, and remove dead weeds in the easement.
- Prevent vegetation undermining or encroaching on pavement by mowing, pulling or spraying.
- Remove dead or dangerous trees, limbs, etc. which are a hazard to the easement.
- Remove debris from cut brush, shrubs, branches, etc. from the easement.

7010.4 Standards:

- From the edge of the pavement, clear ten feet (10') on the horizontal plane and thirteen feet, six inches (13' 6") on the vertical plane.

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7010.5 Appeal Process:

(a) Any property owner who believes it is not possible to abide by the standards set forth in this policy because of terrain or other reasons, shall contact the District as soon as possible, or within five days of receiving a notice of violation from the District, and provide specific information on the reasons why the standards of the policy cannot be implemented.

(b) The District shall require the homeowner to appear at the next scheduled Board meeting to present the case for exemption from the standards set forth in this policy.

(c) The Board shall consider the matter and make a decision at the meeting or take the matter under further consideration and provide the homeowner with a decision prior to the next Board meeting.

(d) The Board's decision can: (i) grant the homeowner an exception from the standards set forth in this policy; (ii) modify the standards set forth in this policy due to the terrain; (iii) make provision for a third-party to undertake the work at the expense of the homeowner if the Board determines that the standards set forth in this policy are capable of being enforced and the homeowner refuses to abide by these standards; (iv) provide any other solution that would implement the standards set forth in this policy.

7010.6 Board Action:

Where notice has been provide to the homeowner, as set forth in Resolution No. 2007-01, (including an estimate of the cost to remedy the violation of this policy) and thirty days have elapsed without any response from the property owner, the Board shall have the work done and mail the bill for services rendered to the home owner. Failure to pay the bill within thirty (30) days will result in a ten percent penalty and a further one percent per month penalty for the nonpayment of the amount due. Any unpaid charges or penalties may be collected on the tax roll or as a lien against the property.

7010.7 Emergency Work:

Where a roadway of the District is blocked or restricted by a fallen tree limb or other debris, or there is clear danger that it will be, the Board shall contact the owner immediately and if the owner fails to take action within 24 hours, or in the event the Board has made all reasonable attempts to contact the property owner, and is unable to do so within 24 hours, the Board shall have the work done and mail the bill for services rendered to the home owner. Failure to pay the bill within thirty (30) days will result in a ten percent penalty and a further one percent per month penalty for the nonpayment of the amount due. Any unpaid charges or penalties may be collected on the tax roll or as a lien against the property.

7020. Road Repairs and Maintenance

7020.1 Purpose:

- Prevent damage to roadway surfaces
- Maintain and repair roadway surfaces
- Maintain and repair rights-of-way and sidewalks
- Maintain and repair roadway edges
- Maintain and repair culverts, gutters, and drains for proper drainage
- Maintain and repair bridges and monuments
- Maintain entrance gates
- Maintain any other District property

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7020.2 Authority:

- Legal authority pursuant to Government Code Section 61100(f)

7020.3 Responsibility of Property owners:

- Prevent damage to roadway surfaces, rights-of-way, sidewalks, roadway edges, culverts, gutters, and drains, bridges, monuments, entrance gates and other District property caused by, but not limited to, personal and rented vehicles, trailers, contractors, tractors, implements, and heavy equipment and other vehicles providing service to property.
- Keep easements free of mud, dirt and other debris, including garbage, trash and illegal dumping.
- No unlicensed or junked vehicles are allowed on District property.
- Notify the district prior to any commencement of excavation, drainage, swale placement or any type of improvements that may impact District property.

7020.4 Standards:

- Property owners must keep all District property clean and free of any impediment at all times.

7020.5 Appeal Process:

(a) Any property owner who believes it is not possible to abide by the standards set forth in this policy because of terrain or other reasons, shall contact the District as soon as possible, or within five days of receiving a notice of violation from the District, and provide specific information on the reasons why the standards of the policy cannot be implemented.

(b) The District shall require the homeowner to appear at the next scheduled Board meeting to present the case for exemption from the standards set forth in this policy.

(c) The Board shall consider the matter and make a decision at the meeting or take the matter under further consideration and provide the homeowner with a decision prior to the next Board meeting.

(d) The Board's decision can: (i) grant the homeowner an exception from the standards set forth in this policy; (ii) modify the standards set forth in this policy; (iii) make provision for a third-party to undertake the work at the expense of the homeowner if the Board determines that the standards set forth in this policy are capable of being enforced and the homeowner refuses to abide by these standards; (iv) provide any other solution that would implement the standards set forth in this policy.

7020.6 Board Action:

Where notice has been provide to the homeowner, as set forth in Resolution No. 2007-01, (including an estimate of the cost to remedy the violation of this policy) and thirty days have elapsed without any response from the property owner, the Board shall have the work done and mail the bill for services rendered to the home owner. Failure to pay the bill within thirty days will result in a ten percent penalty and a further one percent per month penalty for the nonpayment of the amount due. Any unpaid charges or penalties may be collected on the tax roll or as a lien against the property.

7020.7 Emergency Work:

Where emergency roadwork is necessary or if any of the District roadways are blocked or restricted by property owners' debris, or there is clear danger that they will be, the Board shall contact the owner immediately and if the owner fails to take action within 24 hours, or in the event the Board has made all reasonable attempts to contact the property owner and is unable to do so

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within 24 hours, the Board shall have the work done and mail the bill for services rendered to the home owner. Failure to pay the bill within thirty days will result in a ten percent penalty and a further one percent per month penalty for the nonpayment of the amount due. Any unpaid charges or penalties may be collected on the tax roll or as a lien against the property.

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Appendix A Timelines for Retention and Disposal of District Documents

<u>Type of Record</u>	<u>Retention Time</u>
<u>FINANCIAL</u>	
Audit - biannual	Permanent
Budget - annual	Audit + 8 years
Annual Financial Report	Audit + 4 years
County Financial Reports	
Monthly Rev/Exp/Ledger	Audit + 4 years
Yearly Rev/Exp/Ledger	Audit + 4 years
Claim Vouchers	Audit + 4 years
Credit Card	
CalCard	Last payment + 7 years
Capitol One	Last payment + 7 years
Deposit permits	Audit + 4 years
Annual Tax Roll/Direct charges	
Annual tax roll statement	10 years
Direct Charge documents	10 years
Financial Transaction Report	10 years
Property Tax Documents	10 years
State Mandated Reimbursements	7 years
<u>DEVELOPMENT</u>	
Road Construction	
Bid Proposals- not accepted	year of proposal + 2 years
Bid Proposals- accepted	Permanent
Contracts for Road work	Permanent
Unspecified contract documents	Permanent
Legal notices for project	Permanent
List of contractors/vendors	Permanent
Gates	
Plans/Contracts/Agreements	Permanent
ACCORD agreements	Permanent
Construction permits/docs.	Permanent
Repair/replacement invoices	7 years
Legal notices for project	N/A
Unspecified documents	Permanent
Warranties	Current until expired
Gate Cameras	
Contracts	Permanent
Maintenance Agreement	Permanent
Vendor Information	Superseded/Revised
Warranties	Current until expired

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Roadside Easement Weed Control

Bid Proposals- not accepted	year of proposal + 2 years
Bid Proposals- accepted	7 years
Contracts for weed spraying	7 years
Unspecified documents	7 years
List of contractors	5 years

Road Equipment/Replacement inventory

Receipts	5 years
List of vendors/contractors	5 years
List of Inventory	Current

DISTRICT FORMATION,AUTHORITIES,LEGISLATION

Authorities of District	Permanent
Annexation	Permanent
CCR's	Permanent
Deeds	Permanent
Easements	Permanent
Government Codes	Superseded + 5 years
Labor Codes	Superseded + 5 years
Maps	
CECSD	Permanent
Surrounding Development	Permanent
Parcel Information/documents	
CECSD-formation	Permanent
Pertaining to sale/transfers	Year of transaction + 2 years
Policies/Procedures	5 years after revised
<u>Easement Maintenance Policy</u>	
Unresolved Notifications	Year resolved + 2 years
Resolved Notifications	Year resolved + 2 years
Direct Charges on Tax Roll	10 years
Property -plans	Permanent
Public Contract Code	Superseded + 5 years
Ordinances	
Current/Active	5 years after revised
Inactive	5 years after revised
Other Relevant Codes	Superseded + 5 years
Resolutions	
Current/Active	5 years after revised
Inactive	5 years after revised

ADMINISTRATION

Accountant

CPA information	Termination + 5 years
Audit information	Audit + 4 years
Accountant Invoices	7 years

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Agendas/Supporting Documents	10 years
Agreements/Leases/Permits	
<u>Road use</u>	
EID	Permanent
SPRINT (Cal Com)	Permanent
MetroPCS/T-Mobile	Permanent
Crown Castle	Permanent
ACCORD	Permanent
Light of the Hills Lutheran Church	3 years
Correspondence	
<u>Emails</u>	
Non official District record	30 days
Official District record	30 days after saved
<u>Faxes</u>	
Non official District record	30 days
Official District record	Save per this guideline
Letters	
Non official District record	30 days
Official District record	Save per this guideline
Telephone/ logs/recorded messages	Kept until resolved
	Until resolved
Equipment: Office	
Computer	Current
Laptop	Current
Gate Computer	Current
Copier/printer/fax	Current
Phone/Answering machine	Current
Outdated/Retired equipment	Current
Other equipment	Current
Elections	
Oath of Office	Termination + 6 years
Candidate Statement	Election + 4 years
Notices/Memos	Election + 2 years
Ballot measures- successful	Permanent
Ballot measures- unsuccessful	Election + 2 years
Conflict of Interest statement	Until superseded- 2 years
Director 700 forms	Termination + 7 years
Notice/Publication/Posting	Election + 2 years
Handyman (Independent Contractor)	
Contract/Scope of Work	7 years
List of Independent Contractors	5 years
Unspecified documents	7 Years
Insurance	
<u>SDRMA-Liability</u>	Current + 2 years
Claims/Incident Report	Claim + 7 years
Insurance Policy	Current + 2 years

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Election	Current year
Notices/Memos	Current year
<u>Workman's Compensation</u>	Current + 2 years
Audit Report	7 years
Claims	Permanent
Legal	
Attorney information	Termination + 5 years
Attorney Conflict of Interest	Current Year
Notices/Memos/Correspondence	5 years unless cont. value
Invoices	7 years
Legal Opinion	Permanent
Minutes	
Paper/Softcopy minutes	Permanent
Digital/Tape Recording of Minutes	30 days (see remarks)
Newsletters	
Postage	
Bulk mailings	2 years
P.O Box	until discontinued
Post office memos/notices	2 years
Certified receipts	2 years
Resident Information	
Current/Outdated	2 years after change
Utilities/Vendors	
<u>Automatic Gate</u>	
Invoices	5 years
Notifications/Correspondence	2 years
<u>AT&T</u>	
Invoices	5 years
Notifications/Correspondence	2 years
<u>PG&E</u>	
Invoices	5 years
Notifications/Correspondence	2 years
<u>Sonitrol</u>	
Invoices	5 years
Notifications/Correspondence	2 years
<u>Website</u>	
Invoices	5 years
Notifications/Correspondence	2 years
<u>HUMAN RESOURCES (Personnel)</u>	
Directors	
Conflict of Interest -700	Termination + 7 years
Personal Information	Termination + 6 years
Election information	Election + 4 years
Job Description	Superseded/Revised

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General Manager

Conflict of Interest-700	Termination + 7 years
Personal Information	Termination + 1 year
Job Description	Superseded/Revised
Notices/Grievances	Termination + 6 years

Payroll

Timesheets	Audit +6 years
Quarterly reports	15 years
Monthly reports	15 years
W-4, W-2	15 years

EXTERNAL/OUTSIDE AGENCIES

ACCORD

Last interaction + 5 years

CSDA

Election documents	Current year
Policies relevant to CECSO	Permanent until superseded
Other correspondence	Current +2 years

El Dorado County

Auditor/Controller

Notices/Memos	Until obsolete/changed
Polices relevant to CECSO	Until obsolete/changed

Planning/Development

Notices/Memos	Current +2 years
Meeting Notification	Current +2 years
Adjacent development projects	Keep until obsolete

Recorder/Assessor

Notices/Memos	Current + 2 years
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EID

Agreements/permits	Permanent
Contracts	Permanent
Notices/Memos	Current + 2 years
Gates	Permanent

Fire Safe Council

Notices/Memos	Current + 2 years
Agreement	Superseded or terminated

Fire Services

Permits	Permanent
Notices/Memos	Current + 2 years
Reports	Current + 2 years

Law Enforcement

Reports	Current + 7 years
Notices/Memos	Current + 2 years
Multihazard Mitigation Plan	Superseded

LAFCO

Budget	Current + 3 years
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CAMERON ESTATES COMMUNITY SERVICES DISTRICT

Elections	Current year
Notices/Memos	Current +2 years
Municipal Services Review	Superseded
Relevant Policies for CECSO	Superseded
State of California	
Mandatory loan	Payment + 7 years
Statement of facts	Superseded