

CCSD

Policies and Procedures

Manual

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Article 100: Bylaws

Section 1. General Information

Policy 100.1 Adopted: February 15, 2010

NAME: The district established by the Yuba County Board of Supervisors on February 1, 1988, and approved by Yuba Local Agency Formation Commission (LAFCO) shall be named **Camptonville Community Services District** and hereafter be referred to as the District.

MAILING ADDRESS

Camptonville Community Services District
P.O. Box 327,
Camptonville, CA 95922

BOUNDARIES: The Camptonville Community Services District shall comprise all areas as noted in formation documents and referred to as “EXHIBIT ‘1.”

CLASSIFICATION: The Camptonville Community Services District shall be limited to the following services as declared in the formation documents: A) Fire protection, emergency medical services, emergency response search and rescue and related services; B) Water services; and, C) Cemetary services.

AUTHORITY: The Camptonville Community Services District, shall be supervised by a governing board herein after referred to as Board of Directors or the Board. The Board of Directors shall derive its authority from its formation documents and applicable Government and State of California Codes and statues in order to carry out its responsibilities.

POWERS: The Board of Directors has the power to establish its own policies and regulations consistent with applicable law. These policies and regulations supercede all other written or implied policies and regulations, and if any policy or regulation is in conflict with any public agency having authority over the District, said policy or regulations shall prevail.

ELECTIONS: Election of Officers shall be conducted annually at the January meeting. The Term of Office of each elected officer shall be one year and shall begin upon election in January and shall continue through December. A vacancy in any office shall be filled at the next regular meeting by a vote of the Board to fill the unexpired term.

DEFINITIONS: The Camptonville Community Services District will, hereafter, be referred to as the “District.” The Camptonville Community Services District Board of Directors will, hereafter, be referred to as the “Board.” The fiscal year of the District shall commence on the first day of July and end on the last day of June of the following year. The firehouse in Camptonville shall be known as Station 63; including the firehouse on Moonshine Road.

Section 2. Board of Directors

Policy 100.2 Adopted: February 15, 2010

The Board of Directors shall be comprised of five residents residing within the boundaries of the District and appointed by the Yuba County Board of Supervisors.

Each Director shall be appointed to a term of four years unless appointed to serve a remaining term.

The Board of Directors is responsible for the formulation and approval of the policies for the operation, control, administration and planning of the District's facilities and activities.

In the discharge of their duties, Board members act as a Board and not as individuals. The individual Board member has no more authority over District policy or personnel than any other citizen. A Board member has no legal or moral right to speak for the Board unless specifically authorized to do so by these Bylaws, Policies, and Regulations or action of the Board.

Board members are specifically charged to adopt an annual Budget that provides the best facilities, programs and services within the limits of the District's fiscal responsibility, and maintain comprehensive Board Policies and Regulations to govern the operation of the district.

The Officers shall be: President, Vice President, Secretary, Treasurer, with these duties:

PRESIDENT shall:

- Be the chief executive officer of the Board;
- Preside at all meetings;
- Sign all contracts and other papers authorized by the Board;
- Ensure all orders and policies of the Board are executed;
- Have the right to vote on all matters coming before the Board; and
- Be responsible for other such duties as may be directed by the Board.

VICE PRESIDENT shall:

- assume the duties of the president as may be required; and
- be responsible for other such duties as may be directed by the Board.

SECRETARY shall:

- keep a complete record of all proceedings;
- serve as official custodian of minutes and all records of the District;
- maintain a current and accurate list of Safe Deposit contents;
- sign official documents as directed;
- be empowered to administer oaths and affirmations;
- prepare and distribute meeting agendas and materials as directed under the "Brown Act;"
- be responsible for other such duties as may be directed by the Board; and maintain a file with a copy of valid California driver's license for each certified operator of equipment/vehicles.

TREASURER shall:

- receive and deposit all monies to the District's checking or savings
- accounts and keep an accurate and balanced report of account activity;
- receive and pay all invoices presented (noting check number, date of payment, amount of payment)

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- on the invoice, fund account) and verify expenditure is within available budgeted funds;
- serve as chairperson of the standing Budget Committee;
- establish adequate controls through a Budget Manual to insure all
- expenditures are consistent with the budget and policies and procedures of the District, state and federal statutes.
- prepare a monthly written report to the Board to become a part of the minutes with support documents showing beginning bank balance, itemized list of expenditures for previous month, deposits, and ending bank balance for previous month; a list of current month expenditures, and a list of non monetary donations, to be approved by the Board; prepare, in writing, any budget transfers for Board approval and notify the Secretary 10 days in advance for agendaizing the item(s);
- maintain current account signature cards for all accounts;
- require two Board member signatures on all checks, excluding the Treasurer;
- confirm department purchases are within the approved budget;
- strive to make purchases on 30 day accounts billable to the District;
- verify all accounts opened are authorized by the Board;
- maintain a \$200 petty cash fund to each Fire Chief for authorized and budgeted expenditures for which written receipts and written invoices shall be submitted to the Treasurer monthly;
- Provide emergency funds up to \$1000 as requested by the Fire Chiefs upon due diligence to contact the President for review and submit to the Board at its next regularly scheduled meeting; with input from Fire Chiefs and Budget Committee, prepare annual Preliminary Budget in July;
- prepare the Chart of Accounts for distribution with the annual budget;
- submit annual Budget in September to the Board for final approval;
- facilitate the Audit and Annual Report to the State of California
- Comptroller as required by government code.
- be responsible for other such duties as may be directed by the Board.
- Annually, in July, prepare a list of all donations/gifts to the Board for acceptance.

Section 3. Committees and Appointed Officials

Policy 100.3 Adopted: February 15, 2010

COMMITTEES: Following the election of officers, the President shall appoint committees. These committees shall be ratified by a majority vote of the Board. Standing Committees are:

- Budget
- Others as needed

APPOINTED OFFICIALS: The Board may fix reasonable compensation where they deem appropriate.

- Attorney – At the request of the Board, the attorney shall provide guidance in legal matters.
- Auditor – The auditor shall audit the District's financial records in accordance with the laws of the State of California using generally accepted auditing practices.

Section 4. Board Meetings

Policy 100.4 Adopted: February 15, 2010

Monthly meetings shall be held at the Camptonville School. **A meeting schedule** shall be adopted annually and posted throughout the District. **The agenda format** is as follows:

- I. ESTABLISH QUORUM, CALL TO ORDER:** At a regular meeting the board may take action upon an item of business not appearing on the posted agenda if, **first** the board publicly identifies the item, and **second** one or more of the following occurs:
- A. the board by a majority vote of the full board, decides that an emergency as defined in government code section 54956.5 exists; or,
 - B. upon a decision by a two-thirds vote of the board or if less than two-thirds of the board members are present a unanimous vote of those present the board decides that there is a need to take immediate action and that the need for action came to the attention of the county after the agenda was posted; or
 - C. the item was posted on the agenda of a prior meeting of the board occurring not more than five calendar days prior to the date of this meeting, and at the prior meeting the item was continued to this meeting.

II. APPROVAL OF AGENDA

III. PUBLIC COMMENT

IV. INFORMATION/DISCUSSION ITEMS

- A. Correspondence
- Committee/Member/Business Reports
 - Fire Chief Station
 - Water Operations
 - Cemetery
 - Risk Manager
 - Board Members

V. ACTION ITEMS

- A. Approval of Minutes
- B. Approval of Treasurer's Report
- C. Unfinished Business
- D. New Business

VI. NEXT MEETING AGENDA ITEMS

VII. ANNOUNCEMENTS

VIII. ADJOURNMENT

IX. EXECUTIVE SESSION WHEN CALLED

- Report out any action taken

All agenda items must be received by the Secretary 7 days prior to the scheduled meeting date.

All Board meetings are open to the public except during executive session, consistent with the requirements of the "Brown Act." All Board actions shall be conducted in open meetings.

Board meeting minutes will be available during regular Board meetings or by arrangement with the Secretary. Copies of Board minutes are available at a cost equal to the expense of duplication and must be requested of the Secretary in writing.

- Notice of meetings stating the time, place and agenda shall be provided to Board members and posted in Camptonville in accordance with the "Brown Act" requirements.

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- Special Meetings may be called by the President or any two Board members.
- Closed or Executive meetings may be called by any Board member during the course of any regular or special meeting or for a future regular or special meetings as defined by the “Brown Act.”
- Rules of Order except as they conflict with the California Government Code shall be Robert’s Rules of Order and shall govern all questions of procedures not otherwise provided in this document.
- Quorum shall be three Board members. If no quorum is present, the attending Board members shall adjourn the meeting to a time that a quorum is obtained.
- Notification of absence shall be made to the Secretary and shall be the individual responsibility of each Board member.
- Board Voting shall be verbal unless a written ballot is requested by one or more Board members. Ayes and nays shall be recorded upon the passage of all motions and upon the proposition to: create any legal liability; expend or appropriate money; and at the request of any member of the Board. The results of all votes shall be recorded in the meeting’s minutes. The act of a majority of Board members present at the meeting at which a quorum is present shall constitute an act of the Board. However, if the government Code or state statute should set different requirements on the voting of any matter, the vote required by the code or statute shall prevail.
- Public Comment. Board members are prohibited from addressing any items not previously included on the agenda. The Board may receive testimony and set the matter for a subsequent meeting.
- Suspension of Rules. To suspend a rule to change the order of business, a two-thirds vote of the members of the board shall be required.

Section 5. General Conduct

Policy 100.5 Adopted: February 15, 2010

In the meeting process, Board members shall:

- Avoid making individual pronouncements and public conjecture outside of official Board meetings about district matters not yet decided by the Board;
- Speak or act for the Board only when specifically authorized to do so by action of the Board;
- Arrive on time for meetings;
- Stay focused;
- Raise concerns about ground rules as soon as possible;
- Don't take things personally;
- After the motion and second, encourage discussion and strive for consensus;
- Address the issue;
- Allow for minority point of view;
- Not repeat what has been said, be concise;
- Be recognized by the chair before speaking;
- Come prepared, ready to ask questions and make decisions, do what is agreed upon;
- Follow the agenda;
- Respect confidentiality of Executive Session;
- Accept the principle of board unity or consensus by supporting majority decisions of the Board.
- In personal interactions, Board members shall:
- Disagree without being disagreeable;
- Be honest; sensitive, trustworthy, use humor, be tolerant;
- Respect the opinion of others;
- Not intentionally cause anyone embarrassment;
- Act with integrity and credibility;
- Represent the people of the District and make decisions based on factual information.

Section 6. Orientation of New Board Members

Policy 100.6 Adopted: February 15, 2010

New Board members shall be given selected materials on the duties and responsibilities associated with Board membership, to include the: CCSD POLICY AND PROCEDURES MANUAL; RISK MANAGEMENT MANUAL; SECTION 21 JPA.

As soon as practical after the new Board member assumes office and prior to the next regular Board meeting, an orientation meeting with the Fire Chief's, Water Manager, Risk Manager and President shall be held to review details and answer questions.

Section 7. Roles of Department Heads

Policy 100.7 Adopted: February 15, 2010

Policy 100.7 Revised (2nd Reading, Approved) August 27, 2018

Department Heads are to be appointed by a majority of Board of Directors and are charged with the overall management of their assigned department, under the direction of the CCSD Board. Specific requirements for each Department Head are prescribed Articles 700 through 1000 respectively. General requirements for each Department Head are prescribed herein. Department Heads shall:

- Are authorized to make day-to-day decisions on behalf of their department with regards to operations, maintenance, purchasing, setting departmental policy and handling personnel matters. Department Heads actions are accountable to the Board of Directors and the Board may object and/or discipline the department head based on past actions following a review by the board, but the Board shall maintain a hands-off approach to managing the department's actions.
- Submit a written report to the Board once each month, due one week before the regularly scheduled CCSD Board Meeting. This report shall serve as an executive summary of the department's activities for the preceding month, as well as alert the board to any special needs, issues or requirements for the department, and this report shall include any written materials the board may need to review prior to the coming Board Meeting;
- Adhere to all CCSD Policies and Procedures as well as all applicable State and Federal laws effecting the activities of the department;
- Inform the Board, Risk Manager and Insurer (Golden State Risk Management Authority) of any reportable injuries, vehicle accidents, disputes with outside parties and of any building and/or facility damage or excessive disrepair, in accordance with the Risk Manager's procedures manual.
- Shall make all day-to-day purchasing decisions but must at all times make these decisions in accordance with the approved annual budget. Deviations from the approved budget must be approved by the Board before they are implemented, unless the Board has granted the Department Head specific lee-way such as in the case of emergencies.
- Be responsible for the maintenance and repair of all district property assigned to the department. Department Heads shall keep the board informed of the status of their assigned facilities;
- Be responsible for the recruiting, training, supervision, discipline and nurturing of all employees and volunteers. New employees and volunteers shall be informed of all CCSD District Policies affecting their work and their behavior;
- Additionally, all Department Heads are responsible for implementing the following special considerations into their department's day-today activities:
 - A Risk Management and Safety Program consistent with the overall CCSD Risk Manager's direction;
 - When planning, developing and funding additions and/or improvements to existing building facilities and/or department vehicles, Department Heads shall give due consideration to the use of renewable energy sources when appropriate. To the extent that non-fossil fuel and/or renewable energy sources are reasonably available, cost effective, reliable and have comparable

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maintenance costs to traditional options, these sources shall be given priority. For emergency response vehicles and equipment, this policy shall not restrict or impair the department's ability to respond and function as needed.

- When planning, developing and funding additions and/or improvements to existing building facilities, Department Heads shall include provisions for compliance with the American Disabilities Act (ADA) worth at least twenty-percent (20%) of the overall cost of construction. ADA improvements, when made, shall be implemented in accordance with the priorities established in the California Building Code.

~~The Board recognizes the importance of defining the respective roles of the Board, Fire Chiefs, and Volunteers, as well as to distinguish the relationship between each.~~

~~The role of the Board of Directors is to provide guidelines and chart a general course of action for the District by formulating and approving the policies for the operation, administration and implementation of District plans.~~

~~The Fire Chiefs, appointed by and directly responsible to the Board of Directors, provide the data, information and professional counsel to the Board of Directors while serving as liaison between policy formulation and implementation of administrative procedures.~~

~~The Fire Chiefs are responsible for administering the delegated operations and functions of the District as established by the Board in the District Policies and Procedures.~~

~~The volunteers of the District are those employees engaged in the programs and/or services that directly meet the needs of the residents of the District.~~

~~The primary function of the volunteer is to perform under the direction of the Fire Chiefs and or the Board, as appropriate, the various duties and responsibilities required to provide the services of the District.~~

~~Fire Chief shall:~~

- ~~be responsible for the maintenance of all vehicles assigned the department;~~
- ~~be responsible for the maintenance of all aspects of property of all fire department property;~~
- ~~be responsible for the training of all employees/volunteers'~~
- ~~act as the Affirmative Action Officer/Coordinator for personnel;~~
- ~~adhere to all policies and procedures adopted by the Board;~~
- ~~be authorized to take action sufficient to address an emergency and report those actions outside established policy and procedures to the Board at the next regular meeting.~~
- ~~Maintain inventory control in conjunction with Treasurer and Risk Manager.~~

~~Water Plant Manager shall:~~

- ~~Be responsible for the maintenance of all vehicles assigned;~~
- ~~Be responsible for the maintenance of all aspects of property;~~
- ~~Be responsible for the training of all employees/volunteers;~~
- ~~Act as the Affirmative Action Officer/Coordinator for the Water Station;~~
- ~~Adhere to all policies and procedures adopted by the Board;~~
- ~~Be authorized to take action sufficient to address an emergency and report those actions outside established policy and procedures to the Board at the next regular meeting.~~

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- ~~Maintain inventory control in conjunction with Treasurer and Risk Manager.~~

Section 8. Conflict of Interest Code

Adopted: August 22, 2011

The Political Reform Act, government code Section 8100, *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. Section 18730, which contain the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the fair Political Practices commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the Conflict of Interest code of the Camptonville community Services District.

Appendix Of Designated Positions

Category	Assigned Disclosure
Board Members	1
General Counsel	1
Treasure	3
Tax Collector	3
Assessor	3
Consultants*	3
* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation: The manager of the district may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements of this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The manager's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.	

APPENDIX OF DISCLOSURE CATEGORIES

Category 1: All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the district, including but not limited to:

- Pipes, valves, fittings, etc.
- Pumps, Motors, etc.
- Meters

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- Construction and building materials Engineering Services
- Construction contractors
- Safety equipment and facilities
- Hardware tools and supplies
- Freight and hauling
- Motor vehicles, heavy equipment, special vehicles and parts and services thereto Petroleum products
- Photographic services, supplies and equipment
- Janitorial services
- Water quality testing
- Chemicals, insecticides, weed killers
- Communications equipment and services
- Travel agencies
- Well drilling
- Electrical equipment
- Computer hardware and software
- Architectural services
- Water treatment equipment, supplies and services Custom farming services such as weed abatement, etc. Telemetering equipment
- Appraisal services
- Printing, reproduction, recordkeeping, etc.
- Office equipment
- Accounting Services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Private water companies
- Private electric utilities
- Banks and savings and loan institutions
- Financial audit services
- Consulting services, such as legal, energy, and power, engineering, data processing, computers, labor relations, public relations, planning, economics, environmental, and appraisal Agricultural production
- Persons owning real property

Category 2: All interests in real property as well as investments and business positions in business entities and income from sources which provide supplies, services, equipment or facilities of the type utilized by the district including but not limited to:

- Entities constructing distribution and drainage collector facilities for the District
- Title companies
- Consulting services, such as legal, planning, environmental and appraisal services Land developers and builders
- Real estate agents/brokers and investment firms Agricultural production
- Persons owning real property.

Category 3: All interests in real property as well as investments and business positions in business entities and income from sources which provide supplies, services, equipment or facilities of the type

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utilized by the district including but not limited to:

- Printing, reproduction, recordkeeping equipment, supplies and services Janitorial services
- Office equipment, supplies and services
- Travel agencies
- Medical services and supplies
- Computer hardware and software
- Communication Services and Equipment
- Consulting services
- Accounting services
- Financial audit services
- Banks and savings and loan institutions
- Appraisal services

Section 9. Miscellaneous

Policy 100.9 Adopted: February 15, 2010

APPEARING BEFORE THE BOARD: The Board recognizes the need to establish a procedure for individuals and organizations to have the opportunity to present statements and/or information to the Board.

“PUBLIC COMMENT” section of the Agenda shall be designated for any comment/statement that is not agendized. There shall be no response by the Board to any information presented in this format. A maximum of five (5) minutes shall be allowed for each subject.

To agendize an item for Board discussion and/or action, the item must be submitted in writing to the Secretary ten (10) days in advance of the scheduled meeting date.

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

No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination by the Chairperson of person’s privilege to remain within the hearing, meeting, or workshop.

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 complaint shall be directed to the Board in writing.

RECORDS: The Board recognizes the necessity to keep adequate and appropriate district records to fulfill legal requirements and maintain/develop the proper administrative functions. All documents of the District shall be in writing and kept in a regular book of records open to public inspection at all reasonable and proper times as prescribed by the “Brown Act.”

The Secretary and Treasurer shall oversee the development and maintenance of an appropriate record keeping system that:

1. meets all of the requirements of the state and county laws;
2. provides data required for the audit;
3. secures all deeds, title, and such other designated documents in a safe deposit box;.

Copies of all public documents are available at a cost equal to the expense of duplication and must be requested of the Secretary in writing.

VACANCIES: Should any member of the Board die, resign, be declared mentally or physically unable to perform duties by a qualified professional, cease to be a legal voter in the district, be convicted of any felony offense, refuse or neglect to take the oath of office, neglect to attend the duties of the office, neglect to attend three regular meetings of the Board in a calendar year except by permission of the Board, said office shall be declared vacant by the Board at its next regularly scheduled meeting and shall be filled by appointment of the Yuba County Board of Supervisors. Any person so appointed shall hold office until the expiration of the term of the vacancy.

COMPENSATION: Board members shall serve as unpaid volunteers. Board members may receive reimbursement of expenses incurred representing the District as directed by the Board.

PUBLIC INSPECTION OF DISTRICT DOCUMENTS: All Board meeting minutes and documents from open meetings, as well as all official documents requiring the signature of the Secretary of the Board of Directors, shall be available for public inspection.

These documents can be examined in the Administrative Offices of the District by written request and prior arrangement with the board Secretary. The documents may not leave the Administrative Offices, but upon request, duplicate copies will be provided at a cost equal to cost of copying and mailing to be paid in advance.

Anyone wishing to regularly receive copies of Board Meeting Agendas must submit a check to the district in the amount established by Board Resolution. This will cover the cost of duplication, envelope addressing, and postage to mail agendas (12 regular meetings) for one year.

For purposes of posting and public notice, copies of agendas will be posted, at the School and the Post Office.

Section 10. Amendment of Bylaws and Policies

Policy 100.10 Adopted: February 15, 2010

Consideration by the Board to adopt or amend these Bylaws, Policies, Regulations may be initiated by any Board member and must be submitted to the Secretary in writing for agendaing.

A three fifths (3/5) affirmative vote of all members of the Board at a properly posted regular or special meeting shall be required as the introduction or “first reading” of the proposed adoption or amendment. A PUBLIC HEARING of the proposed adoption or amendment shall be agendaed. The final or “second reading” of the proposed adoption or amendment shall be set for a subsequent Board meeting at which the board must approve the adoption or amendment by a three-fifths (3/5) affirmative vote of all members of the Board.

Copies of all Bylaws, Policies, Regulations shall be placed in an Administrative Procedures Manual and distributed to all Board members and Department Heads.

Article 200: General Policy

Section 1. CCSD Vision Statement and Mission

Policy 200.1 Adopted: February 15, 2010

VISION STATEMENT: Our Vision is to enhance the Quality of life in Camptonville, through leadership in the progressive development of community services. CCSD values living in balance and harmony with our environment. CCSD will respect Camptonville's heritage and natural resources while it strives to protect lives, property, and the environment from natural and man-made disasters.

Our mission, to provide the level of services supported by the community in the areas of fire protection, emergency medical, search and rescue, water, and cemetery, shall also provide opportunities to develop a community identity that recognizes the shared mutual pride of home, family, and government.

MASTER PLAN: Long term planning facilitates the needs and growth of the District. A Master Plan will be developed by the Board to address facilities, equipment, and personnel. The Master Plan will be reviewed annually by the Board in January. Changes shall be approved by the Board.

Section 2. CCSD Policy Manual

Policy 200.4 Adopted: February 15, 2010

MANAGING CCSD POLICY: Policies, procedures, resolutions adopted by the CCSD Board shall have the policy number, adopted date, revised date and the initials of the district secretary *hand written* on the approved version at the board meeting when the article is approved, and shall be entered into the District Policies and Procedures Manual.

Only those documents with the District Secretary's blue ink initials will be considered as in effect as of the date adopted. in any dispute, any other version, be it paper or electronic, including the electronic media that produced the document, is not considered the officially adopted policy.

A scanned copy of the District Policies and Procedures Manual shall be kept up to date and made available to anyone so requesting a copy by the District Secretary.

The electronic version of these documents shall be kept by the Secretary, in the event policies need to be revised. Do not make copies of the policies from the electronic "doc" file, only make copies from the scanned "pdf" version of the manual.

The Board recognizes the need to allow the department heads to act in emergency situations in the absence of policy.

ACTION IN THE ABSENCE OF POLICY: In the event of an emergency for which the Board has not provided policy and there is not time to convene the Board for emergency action, the

department heads shall be authorized to take action sufficient to address the emergency. In those emergency instances, the department heads shall report those actions to the Board at the next regular meeting together with a recommendation for a policy statement that will cover future situations.

Section 3. Bonding, Insurance and Workers Comp

Policy 200.5 Adopted: February 15, 2010

Policy 200.3 revised June 16, 2014

Policy 200.3 revised (2nd Reading, Approved) August 27, 2018

BONDING AND INSURANCE: The Board of Directors recognizes the need to protect the District from financial loss as a result of actions taken by its Directors and staff.

The District shall be responsible to secure blanket bonding coverage for all Directors and employees in their conduct of District business. In addition, the appropriate bonding will be obtained for employee's who transact financial business for the District.

The Board of Directors recognizes the need to protect the District from financial loss due to risk exposure and provide a safe working environment for the District staff and users of the District's facilities and programs.

The Risk Manager shall be responsible for the design and implementation of a Risk Management Plan to prevent unbearable financial loss to the District, subject to approval by the Board. As a part of that Risk Management Plan, the District will make every effort to initiate an ongoing loss prevention program and continuing safety training program.

The Risk Management Plan shall be reviewed prior to each annual renewal date and change in coverage or carriers shall be made when needed or financially desirable. All changes require approval of the Board.

WORKERS COMPENSATION: Pursuant to Labor Code Section 3361 and 3363.5, an unsalaried person authorized by the District to perform volunteer service shall be deemed to be an employee of the District solely for the purpose of Workers' Compensation benefits provided for by law for any injury sustained by the volunteer worker while acting in the course and scope of such authorized services, including but not limited to the following:

- Fire Department volunteers;
- Community Center volunteers;
- Cemetery volunteers;
- Volunteers assisting the District at special events.

Section 4. Payment of Wages

Policy 200.4 Adopted: February 15, 2010

Any qualified EMT or firefighter may collect wages (funds allowing). Payment of wages shall not compromise their volunteer status or exemption within the constraints of applicable statutes. A copy of the current rates is on file with the Secretary of the District. Firefighters and EMTs may contribute their wages to the district.

OES/USFS Mutual Aid Fire Assignments: Firefighters responding to an OES or USFS mutual aid request and remaining on assignment until released by the Fire Chief shall be paid by the district at the rate received by the district as posted on the current California Fire Assistance Agreement letter. Funds shall be generated by the mutual aid response, and shall not encroach on general funds.

Section 5. Vehicle Usage

Policy 200.5 Adopted: February 15, 2010

The purpose of this policy is to establish and specify CCSD policy on transportation for officials and employees during the conduct of official District business and to establish related Administrative Regulation and controls.

District vehicles shall only be used for official District business. District and privately owned vehicles being operated for District business shall be operated in accordance with all safety and legal requirements.

The Fire Chief shall be responsible for ensuring uniform application and interpretation of District policy with regard to assignment of vehicles to individuals and departmental pools. Each Fire Chief shall also be responsible for ensuring that proposed exceptions to District policy are considered for maximum benefit to the District.

Appeals to any provision or application of this policy shall be directed, in writing, to the Board.

Response in private owned vehicles: When any member responds to the station or to the scene of an emergency in his/her private vehicle, each member must strictly adhere to all applicable motor vehicle laws. Privately owned vehicles are not provided with the same exemptions that are provided to emergency vehicles. No member of the organization will be permitted to violate any motor vehicle laws. While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand that their **private vehicles are not emergency vehicles and therefore are not afforded any exemptions or special privileges under state law**. Any driver observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action including, suspension, loss of driving privileges.

A. GENERAL

District vehicles shall only be used for official District business. District and privately owned vehicles being operated for District business shall be operated in accordance with all safety and legal requirements.

Each Fire Chief shall be responsible for ensuring uniform application and interpretation of District

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policy with regard to assignment of vehicles to individuals and departmental pools. Each Fire Chief shall also be responsible for ensuring that proposed exceptions to District policy are considered for maximum benefit to the District.

Each Fire Chief has the responsibility for implementation of and compliance with the provisions of this policy. These responsibilities include:

1. Review of each request for assignment of a District vehicle to an individual or departmental pool;
2. Periodic review of all District vehicle assignments to ensure continuing conformity with District policy;
3. Ensure adherence to stated standard operating procedures, including required authorization, identification and license status;
4. Arrange for purchase of sufficient and appropriate vehicles for official District use upon proper authorization from the Board of Directors.
5. Ensure maintenance of District vehicles in a manner which shall best serve the interests of the District;
6. Evaluate vehicle condition, determine replacement dates, and determine when vehicles are surplus to the needs of the District.

B. INDIVIDUAL ASSIGNMENTS

1. Vehicles Assigned to Individuals: All individual vehicle assignments must be justified in writing to the Fire Chiefs prior to assignment and are subject to periodic review. District vehicles may be assigned to individuals when essential to the District for safety, cost, or operational effectiveness. Individuals assigned District vehicles shall be responsible for abiding by the provisions of this policy. Vehicles assigned to individuals shall be made available for official use by other individuals during all periods when immediate availability to the assignee is not required. In addition, the assignees are responsible for assuring the vehicles are maintained at appropriate times.
2. Assigned vehicles are not to be construed as a fringe benefit.
3. Overnight retention vehicles shall be stored in an area, which reasonably provides for the protection of the vehicle.
4. When the need for after hours availability is no longer present, assignee shall not continue to drive the vehicle to and from work but shall instead arrange for the vehicle to be parked at the District location during offduty hours or returned to the District vehicle pool, as appropriate. This requirement applies, but is not limited, to the following periods:
 1. When assignee is on vacation, sick leave or otherwise off duty for more than three days.
 2. When required conditions that justified overnight retention is interrupted for more than three days.

C. REVIEW OF VEHICLE ASSIGNMENTS

1. Annually, each Fire Chief shall review the list of existing vehicle assignments including the type

of vehicle, position classification and name of the person to whom the vehicle is assigned, and justification for the assignment. This list shall be sent to the District Board with departmental budget requests. All assignments not appearing on the list will be terminated.

D. PRIVATELY OWNED VEHICLES

1. The use of privately owned vehicles for official District business shall be allowed and encouraged when such use is determined to be in the best interest of the District.
2. Use of a privately owned vehicle for official District business shall not be mandatory unless specifically stated as a condition of employment.
3. Prerequisites for Private Vehicle Authorization
 1. A copy of a valid California driver's license on file with the District Secretary.
 2. Proof of sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws of the State of California (Vehicle Code Section 16430).
 3. The vehicle shall be a conventional fourwheel, enclosed vehicle.
 4. The vehicle shall be equipped with seat belts.
 5. The vehicle shall be in sound mechanical condition, adequate for providing required transportation in a safe manner and without unreasonable delay.
4. Mileage Claims
5. Only those miles traveled in the performance of District business and authorized in advance by the Fire Chiefs shall be claimed.
 1. An individual may receive reasonable and necessary private mileage reimbursement when driving a privately owned vehicle to and from an authorized work location.
 2. Mileage claims shall be submitted within five days following the end of the calendar month during which the mileage is accrued.
 3. Authorized private mileage rates established by the Sierra County Auditor shall be used.

E. DISTRICT VEHICLE USE, SAFETY, ACCIDENTS AND LIABILITY

1. Permitted Use: District owned vehicles shall be used for official District business only and shall be operated in a manner consistent with all safety and legal requirements.
 1. Drivers: The provisions of this policy shall not be construed to prohibit the use of District vehicles by properly authorized drivers.
 2. Driver's Responsibilities: The driver of a motor vehicle used on District business must be satisfied that the vehicle is in good operating condition before embarking on a trip. The following items are to be checked by the driver prior to the use of any vehicle: tires, brakes, lights, fuel, horn, rear view mirrors, steering, and windshield wipers. All mechanical defects must be reported to the appropriate Fire Chief.
 3. The use of seat belts is mandatory. It is the driver's responsibility to ensure that all

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passengers are provided with and are utilizing seat belts.

2. Accident Reporting: The Fire Chiefs are responsible for processing all vehicle/accident claims by and against the District. The procedures listed below shall be followed.
 1. Individuals who are involved in a vehicle accident while driving a District owned or rented vehicle or their own car on District business must report the accident to the appropriate authority having traffic accident investigative responsibilities and their Department Head or designated representative.
 2. The driver must complete "CCSD Driver's Report of Accident" Form and forward to the Fire Chief. The Fire Chief must then complete the appropriate section. If the driver is injured and unable to complete the report, it should be completed by the Fire Chief.
 3. The driver must not discuss the accident with anyone except the police, the Fire Chief, or the District's insurance adjuster.
 4. If an individual is injured in the accident, the Fire Chief shall also complete a "Supervisor's Report of Illness/Injury" form which shall be attached to the "PRCSD Driver's Report of Accident" form. The Fire Chief shall transmit the Report of Accident Form to District Insurance Adjusted within 8 hours of the accident. One copy of the completed report shall also be furnished to the District Secretary for inclusion in the Board Packet.
3. Cost of Repair: Costs of repairing damage to District vehicles resulting from negligence, abuse or willful misconduct by the individual having custody of the vehicle may be recoverable from the individual only after proper due process disciplinary procedures have been followed.
4. Traffic and Parking Citations: Traffic citations issued to an individual while using a District vehicle are the sole responsibility of the individual involved. Parking citations issued to a District vehicle are the responsibility of the individual who parked the vehicle. If the individual cannot be identified, then the appointing authority of the department to which the vehicle was assigned shall be responsible.
5. Personal Equipment on District Vehicles: No individual shall install or cause to be installed in or on the vehicle any article of personal property without prior approval of the Fire Chief.
6. District Equipment in Privately Owned Vehicles Utilized for District Business: District equipment may be installed in privately owned vehicles utilized for District business upon the written request of the Fire Chief and upon the approval of the Board of Directors. Authorization shall be granted only if private vehicle use is approved.

Section 6. Awards

Policy 200.6 Adopted: February 15, 2010

The Board of Directors recognizes the desirability to establish a policy for recognizing voluntary contributions to the District and establishes the following categories:

1. Letter of Appreciation. Awarded for a one time service that contributed to the success of an individual program.
2. Certificate of Appreciation. Awarded to individuals or organizations for outstanding service to the District. The award must be made within one year of the event precipitating the award.
3. Plaque of Appreciation. Awarded to individuals or organizations for outstanding service to the District. Service must have been made over an extended period of time.
4. State and National Awards for outstanding service to the District and/or community as designated by the respective state and/or national organization.

Awards must be agendized, presented in Resolution format, and be approved by a 2/3 majority of the Board at a regular or special scheduled meeting.

Section 7. Grant Applications

Policy 200.7 Adopted: February 15, 2010

The Board of Directors recognizes the importance of governmental and private grants to the District. Such grants serve to reduce the direct financial burden on the District and may serve to make facilities available which would not be without the financial assistance provided.

The Department Heads shall solicit grant(s) when it is felt that the grant(s) will serve a specific need and is in the best interest of the District. No grant shall be initiated or pursued without Department Head approval and final approval by the Board of Directors.

The Department Heads shall report regularly to the Board on the status, implementation, and completion of all grants.

Section 8. Administrative Regulation

Policy 200.8 Adopted: February 15, 2010

Administrative Regulation is any plan or course of action formulated, developed, implemented and approved by the Board to facilitate day to day District operations with the respective policy guidelines.

Administrative Regulations guide staff in providing efficient and effective services by detailing the specific course of action to be taken within the general framework of policy.

The Fire Chiefs shall have the function and responsibility of developing Standard Operation Procedures specifying the action required and designing the detailed arrangements under which the District will operate fire protection services, emergency medical services and said procedures shall be consistent in every respect with the policies formulated and adopted by the Board.

Section 9. Paid Sick Leave

Policy 200.9 Adopted on: December 28, 2015

In accordance with California State Law, and beginning July 1, 2015, the District shall comply with the following:

- An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment is entitled to paid sick leave.
- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment or July 1, 2015, whichever is later.
- Accrued paid sick leave shall carry over to the following year of employment and may be capped at 48 hours or 6 days. However, subject to specified conditions, if an employer has a paid sick leave, paid leave or paid time off policy (PTO) that provides no less than 24 hours or three days of paid leave or paid time off, no accrual or carry over is required if the full amount of leave is received at the beginning of each year in accordance with the policy.
- An employee may use accrued paid sick days beginning on the 90th day of employment.
- An employer shall provide paid sick days upon the oral or written request of an employee for themselves or a family member for the diagnosis, care or treatment of an existing health condition or preventive care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking.
- An employer may limit the use of paid sick days to 24 hours or three days in each year of employment.
- Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days or both is prohibited. An employee can file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

These requirements shall be applied to the District as follows:

- Compensation for paid sick leave shall only apply to paid employees of the district;
- It is unknown if these requirements apply to volunteer fire fighters. Until such time as the State provides clear direction, paid sick leave does not apply to volunteer fire fighters;
- Payment for accrued sick leave shall be made by the end of each fiscal year.

Article 300: Personnel Policy

Section 1. Rules of Reasonable Conduct

Policy 300.1 Adopted: February 15, 2010

The purpose of this policy is to establish General Rules of Reasonable Conduct for all District staff, while on duty or acting in any capacity for the District. These rules are not designed nor intended to limit any staff member in the exercise or judgement or initiative in taking the action a reasonable person would take in extraordinary situations. It is the responsibility of all staff members of the Camptonville Community Services District to conduct themselves in a professional manner and in accordance with the following General Rules of Personal Conduct. Conduct deemed not suitable to your Department Head can be cause for disciplinary action; furthermore if any employee is injured while engaged in activity not suitable to your Supervisor, or contrary to this policy, that member may be denied Workers' Compensation benefits.

All staff shall:

- Be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens.
- Be courteous and respectful when dealing with, or in the eye of, the public and shall commit no act tending to bring reproach or discredit upon the Camptonville Community Services District.
- Not indulge or engage in boisterous conduct, horseplay or similar activities not occasioned by the requirements of their duty and which may result in injury or illness to anyone.
- Not engage in any coarse, profane or insulting language nor use any threatening or uncomplimentary terms of speech to defame or demean any individual or group.
- Be courteous and respectful of their co-worker.
- Comply with safety practices of the District.
- Promptly notify their immediate supervisor of any injury sustained while on duty.
- Obey any lawful and reasonable order or directive issued by a superior officer, supervisor or those assigned to act in that position.
- Exercise caution to avoid unnecessary damage or loss of District property and be responsible for the safe keeping and proper care of all District property.
- Demonstrate proper obedience, respect and courtesy to officers, acting officers or supervisors.
- Operate with/through their immediate supervisor when conducting District business, unless otherwise ordered.

Section 2. Non-Discrimination and Affirmative Action

Policy 300.2 Adopted: February 15, 2010

The Camptonville Community Services District is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of the District that all employees and applicants shall receive equal consideration and treatment.

All recruitment, hiring, placement, transfers and promotions shall be based on the qualifications of the individual for the position being filled regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition or physical handicap. All other personnel actions such as compensation, benefits, layoffs, returns from layoffs, terminations, training, and social and recreational programs are also administered regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition or physical handicap.

The objective of the District's nondiscrimination program is, wherever possible, to actively recruit and include for consideration for employment members of minority groups, females, and the physically handicapped. All decisions on employment and promotion must be made solely on the individual's qualifications (merit) and bona fide occupational qualifications for the job in question and the feasibility of any necessary job accommodations.

The Board has designated the Board President as the Equal Employment Opportunity Coordinators. Inquiries concerning the application of federal and state laws and regulations should be referred to the Coordinators. The Coordinators are responsible for administering programs, monitoring progress and initiating corrective action when appropriate. All personnel actions are monitored and analyzed to ensure adherence to this policy. Annually, reports are submitted to the Board of Directors for review and evaluation of progress. In addition, the Coordinators shall survey all District employees for ethnicity and gender. The survey shall be strictly voluntary but it shall be used to determine the District's progress in meeting its non-discrimination/ affirmative action program goals.

To achieve the goals of the District's nondiscrimination program, it is necessary that each employee understand the importance of the program and his/her individual responsibility to contribute to its maximum fulfillment. Specifically, the efforts of managers and supervisors toward the success of this program shall be evaluated in the same manner as their performance on other District goals.

The Governing Board shall review and reaffirm this policy statement annually.

Section 3. Harassment

Policy 300.3 Adopted: February 15, 2010

Policy Revision: Adopted: September 26, 2016

The Camptonville Community Services District including all directors, departments, employees and volunteers has a policy of ZERO TOLERANCE for any act of harassment and for any act of reprisal associated with a harassment complaint. All volunteers are required to report all or any abuse to the department, and ultimately the District. You may file a verbal or written complaint without fear of reprisal.

The Camptonville Community Services District has a policy of zero tolerance for any failure to act in accordance with this policy or for any act of retaliation on the part of district officers, department heads, supervisors, employees and/or volunteers.

Training in a Nutshell

For Potential Victims: If someone is behaving in a way that makes you uncomfortable, ask them to stop. If they persist, ask again - firmly. If they persist still, leave the area and make a complaint to a superior. If the offender offers to trade anything in exchange for cessation, make a complaint to a superior. If they threaten you, leave and make a complaint to a superior. If they are your superior, find their superior and make a complaint. If you make a complaint and nothing happens, call (800) 884-1684.

For Potential Witnesses: If you witness - or are told about - someone making someone else uncomfortable, act in a civil manner to separate the parties and speak with each party alone. Assure the victim that such behavior is not acceptable and encourage the victim to let you know if this continues. Inform the offender that what was done is not acceptable and encourage the offender to cease the behavior. Do not threaten. If the behavior continues, make a complaint to a superior. It does not matter who the victim or who the offender works for, the behavior is not permitted on the premises.

For Superiors: Train yourself, your leaders and your staff. If you receive a complaint, implement the CCSD Harassment Complaint Procedure. Know that both the district and you are personally liable for failing to prevent and otherwise halt offensive behavior. Know that lack of knowledge of offensive behavior is not a valid defense. Be aware. Your only protection is to implement this policy.

SUMMARY OF PROHIBITED ACTS

Sexual Harassment: Sexual Harassment of any person is prohibited by law. The Fair Employment and Housing Act (FEHA) defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser. The following is a partial list of types of sexual harassment:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Actual or threatened retaliation;
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters;
- Making or using derogatory comments, epithets, slurs, or jokes;
- Sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, or invitations;
- Physical touching or assault, as well as impeding or blocking movements.

Harassment not only Sexual: Harassment of any person is prohibited by law. In conformance with state and federal law, "harassment" can be based on any inherent and improper characteristic. The California Supreme Court has ruled that "*conduct outside the scope of necessary job performance, conduct presumably engaged in for personal gratification, because of meanness or bigotry, or for other personal motives*" may constitute harassment. The following characteristics fall into this classification, but do know that EVERYBODY is protected from harassment:

- Race, Religion, National Origin;
- Disability, Age, Gender, or
- Sexual Orientation.

Abusive Conduct (AB2053): Abusive Conduct is now treated in the same manner as discrimination and harassment, and everyone is protected. The California legislature has defined "Abusive Conduct" as "conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive and unrelated to an employer's legitimate business interest". A single act is not considered abusive conduct; the act must rise to the level of severe and pervasive, such as:

- Repeated infliction of verbal abuse such as derogatory remarks, insults and epithets;
- Verbal or physical conduct that a reasonable person would find threatening, intimidating or humiliating;
- The gratuitous sabotage or undermining of a person's work performance.

VICTIMS RIGHTS

Anyone may file any kind of complaint: Any individual who believes that they have been

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discriminated, sexually harassed, harassed or subject to abusive conduct may file a complaint with the Camptonville Community Services District. The complaint may be in any form, verbal, written or otherwise. Any person may file a complaint on behalf of any person, with or without their knowledge. For employees and volunteers, the complaint should be filed with immediate supervisors, or with a person of higher rank. Complaints may be made to any volunteer, employee, supervisor or director. You may also file a confidential complaint in writing by placing the complaint in a sealed envelope and dropping it into any district complaint box or by mailing it to:

Camptonville Community Services District
attn: Confidential: Board President Only
P.O. Box 327
Camptonville, CA 95922

Your complaint will be treated with the utmost confidentiality and will be opened by the Board President only and seen only by District Officers especially appointed to resolve your complaint. You will be informed of your rights, and the entire process of settlement will be explained to you.

You may also file a complaint of discrimination with DFEH within one year of the harassment. DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. Contact DFEH toll free at (800) 884-1684, TTY number at (800) 700-2320 or visit their web site at <http://www.dfeh.ca.gov>. You may also pursue the matter through a private lawsuit in civil court after a complaint has been filed with DFEH and a Right-to-Sue Notice has been issued.

All persons have protection against retaliation provided by Section 7287.8 of Title 2 of the California Code of Regulations for opposing the illegal discrimination and harassment practices prohibited by law and district policy, filing a complaint, or otherwise participating in an investigation, proceeding, or hearing conducted by the department or the DFEH Commission.

CCSD POLICIES

Training: Directors, Department Heads and all supervisory personnel shall attend biannual harassment training events either as sponsored by CCSD or via any *accredited* source. CCSD Department heads shall ensure that all employees and volunteers receive a copy of this policy, are trained on this policy, and sign a statement documenting that they are in receipt of this policy and have been trained on the policy.

Active Prevention: All CCSD personnel shall maintain an active awareness of people's relations at any CCSD event and act promptly to resolve any harassment as it happens or as soon as it is reported. All personnel shall know that CCSD and any of CCSD's officers and/or supervisors may be held personally liable for failing to act in the presence of harassment, and that in some cases, lack of knowledge of a harassment incident is not considered a valid defense if the court determines "they should have known.". It is therefore incumbent on all CCSD personnel to actively prevent discrimination, harassment or abusive conduct from recurring once it becomes known, and to

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promptly notify superiors once an act has occurred.

CCSD Harassment Complaint Procedure: The district and it's personnel are required by law to take all reasonable steps to prevent Discrimination, Harassment and/or Abusive Conduct from occurring. It is the District's policy that all directors, department heads and any employee, volunteer or person serving on behalf of CCSD shall:

- Accept any and all complaints,
- Act promptly to halt the behavior, and
- Initiate the "CCSD Harassment Complaint Procedure" (See Below), and
- Implement the procedure to bypass specific supervisors/superiors if necessary.

Once a complaint is known, the process of resolving the incident follows a chain. The *victim* informs the *reporting party*, The *reporting party* notifies the *most appropriate supervisor*. The *most appropriate supervisor* notifies the *district board* and the *district board* oversees the remainder of the incident. The "victim" may or may not file a complaint, but the "reporting party" being the first CCSD employee to learn of the incident shall commence the Harassment Complaint Procedure:

1. *Reporting Party:* Bring the complaint - be it verbal, written or simply witnessed - to the attention of the *most appropriate supervisor*. The "most appropriate" supervisor may or may not be your immediate supervisor, *depending on the circumstances*. Please use good judgement and discretion when choosing this person. This person should not be involved in the complaint and should in your view be fair and thorough in all acts. This may be someone within your department, or someone from another department who agrees to take the next steps.
2. *Most Appropriate Supervisor:* This person is responsible for writing what may be the first written record, documenting all information given by the *Reporting Party* and/or *Victim*. This written record shall then given to a member of the CCSD Board, preferably the board president followed by vice president, followed by any other director.
3. *Board Member:* This person becomes the defacto chair of the Board Review Panel. The board review panel shall include one other board member, selected by the chair, and the supervisor who brought the incident to the board. If the complaint came straight to the board, the review panel shall select a person from outside the board who can participate effectively on this panel.
4. *Review Panel:* The three-person review panel shall perform the following:
 - a) As soon as possible, notify the victim *and the reporting party* that the review panel has been formed and will be investigating the incident.
 - b) As soon as possible the Review Panel shall take interim and possibly temporary actions to ensure further offenses can not occur. The Review Panel has the full authority of CCSD to make such orders.
 - c) As soon as possible, before commencing a full investigation, notify the insurance company (Golden State Risk Management Authority, contact information easily found on the web at gsrma.org) of the incident and discuss the following subsequent steps, which may be amended by the insurance company:

- Interview the victim and determine the nature of the incident, including the names of all persons involved, any witnesses, the time and dates of the events, where they occurred and what happened. Determine the overall history of events leading up to the one that caused the complaint to be filed.
 - Interview the named offender(s) and record the same information.
 - Report back to the insurance company. Record the recommendations of the insurance company and it's human resource people in the report. The review panel shall consider all of the recommendations of the insurance company and it's agents, conduct any further investigations, perform any follow-up acts requested by the insurance company and review any further recommendations given. The insurance company shall advise the panel on who and to what extent persons can be informed of the panels final actions, including the victim, the offender, the reporting party and any other parties including the overall board.
 - The review panel shall then form a final plan of action and shall select persons to implement these acts, and see to it that the actions have been taken.
 - A final report shall be prepared, including a report on what happened after the panels action plan was implemented, and this report shall be filed in a confidential file and submitted to the insurance company for their use.
- d) In no case should the incident be discussed in open session of the CCSD board.

Section 4. Telecommunications

Policy 300.4 Originally Adopted: February 15, 2010 . First Reading of Amendment 5/22/17. Approved at Second Reading July 24, 2017.

General: The purpose of this policy is to establish procedures for Board Members and Department Heads with regard to correspondence using electronic communication media such as email, texting, "face-booking", tweeting and any other similar media, all hereinafter denoted by the term "communicate". The District is governed by the Brown Act, which requires that all meetings and deliberations on matters requiring board approval be held in open, agendaized meetings. Any other form of meeting and/or deliberation is not allowed. This policy frames the Brown Act in light of electronic forms of communication.

Part 1: Communications between Directors with or without Department Heads

Directors and department heads shall be familiar with the overall intent of the *Brown Act* and must understand what the court has defined as a "serial meeting". A serial meeting is a series of communications, each of which involves less than a quorum but when taken as a whole constitutes a majority of the board. The use of serial meetings is *well known by the court* and constitutes a Brown Act violation. In the words of the Attorney General, "conversations which advance or clarify a director's understanding of an issue, or facilitate an agreement or compromise among directors, or advance the ultimate resolution of an issue are all examples of communications which contribute to the development of a concurrence...accordingly, with respect to items that have been placed on an agenda or that are likely to be placed upon an agenda, directors ... should avoid serial communications of a substantive nature concerning such items". Communications that lead to consensus, whether intentional or not, can be found to be violations.

Directors may:

- Communicate and meet outside of a public meeting (such as via email) when there is an emergency and all other directors have consented in writing (including via email) to such a meeting and the consents have been filed with the minutes for that meeting.
- Communicate back and forth over any media regarding agendas, dates, times and places of proposed meetings.
- Communicate with what amounts to a majority of the directors with information of any kind, provided a two-way conversation does not ensue. A safe way to do this is to sign your note with the phrase "Do Not reply to this email". However, The safest way is to avoid briefing other directors on an issue outside of a public hearing.
- Communicate and deliberate on any matter with another director or directors, even about association business, provided the total number of directors involved does not equal or exceed a majority of the board (for example, two directors of a five member board may so communicate) and further provided that a "serial meeting" does not then ensue. If such limited communication occurs with other directors on a separate thread of communication it is a serial meeting, it will be discovered and it may be found a Brown Act violation.
- Communicate with Department personnel to give instruction or receive information pertaining to district business including review of reports, legal opinions, copies of correspondence, proposed

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minutes, even allowing a manager to sway the opinion of an individual director. However, a director may not ask department personnel to query other directors and report back on other director's opinions on an issue. That is, "polling the board" is considered a Brown Act violation.

On the other hand, Directors:

- Should not discuss District business outside of a properly agendized open or closed meeting;
- Should not "BCC" (Blind Copy) other directors,
- Should not "forward" communications from staff to other directors except as allowed above.
- Should not "reply all" to a communication distributed to the entire board, unless it concerns proposed meeting agenda, time, place, date or constitutes an emergency as described above.

Part 2: Communication between the District and the Public

Email through the CCSD's computer network is a business communications tool and all Board Members are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature, email seems to be less formal than other written communication, it is governed by the same laws that apply to written business communications. Therefore, it is important that Board members are aware of the legal risks of email and that the user and the CCSD can be held liable if:

- You send or forward email with any libelous, defamatory, offensive, racist, sexually explicit, profane, harassing, obscene or otherwise unlawful content;
- You unlawfully forward confidential information;
- You unlawfully forward or copy messages without permission of the sender;
- You knowingly send an attachment that contains a virus.

Emails from the public to a director requesting a certain consideration of an issue shall be forwarded to the Secretary as correspondence for the *entire* Board to consider.

Communications meeting the demands the Brown Act shall NOT be sent via email. They shall be sent via U. S Postal Service.

Confidential information should never be sent via email.

Section 5. Media Relations

Policy 300.5 Adopted: February 15, 2010

All calls or personal visits related to Board matters should be referred to the Board Secretary.

All calls regarding fire department information can be answered directly by the appropriate Fire Chiefs.

Written Materials

All District press releases are to be approved by the Board or designee.

Board meeting information, notice of special meetings, and other routine administrative matters may be approved by the Board Secretary.

Section 6. Nepotism

Policy 300.6 Adopted: February 15, 2010

It is the policy of Camptonville Community Services District to seek the best possible candidates through appropriate search procedures. There shall be no bars to appointment of close relatives in any staff category in the same or different departments so long as the following standard is met:

No Board member, department head or employee shall vote, make recommendations, or in any way participate in decisions about any personnel matter which may directly affect the selection, appointment, promotion, termination, other employment status, or interest of a close relative.

For the purpose of this policy, "close relative" is defined as husband, wife, mother, father, son, daughter, sister, or brother.

When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact shall be required at all appointing levels. The objective of this review shall be to assure equity to all members of the department.

Section 7. Criminal Offender Information Security

Policy 300.7 Adopted: February 15, 2010

The purpose of this policy is to meet the requirements of the State of California, Department of Justice, Division of Criminal Justice Information Services, for any agency that receives Criminal Offender Record Information (CORI).

To ensure the suitability of employees accessing confidential criminal history records, all employees with access to CORI shall be fingerprinted and processed through the Department of Justice as required by the California Code of Regulations Section 703(d).

All personnel with access to CORI will have a signed "Employment Statement Form" on file acknowledging an understanding of the laws prohibiting its misuse.

All personnel with access to CORI will be trained in the secure handling, storage, dissemination, and destruction of CORI. The information provided by the Department of Justice will be maintained in a secured area/locked cabinet separate from the employee's personnel file and be used only for the purpose for which it was required. CORI may not be reproduced for secondary dissemination.

It is recommended that the state summary of CORI obtained for employment, licensing, or certification purposes be destroyed once a decision is made to employ, not employ, license, or certify the subject of the record. Retention beyond this time, should be based on documented legal authority and need.

The Department Head or designee will notify the Department of Justice with regard to any change of agency name, address, telephone number or contact person. The overall responsibility for the administration of this policy rests with the Department Heads. Any questions regarding the release, security and privacy of Criminal Offender Record Information (CORI) are to be resolved by the Department Head or designee.

Misuse of CORI is a criminal offense. Misuse of CORI may result in criminal or civil prosecution and/or administrative action up to and including loss of access to information maintained by the Department of Justice.

Section 8. Affirmative Action Program

Policy 300.8 Adopted: February 15, 2010

I. Intent

A. The Camptonville Community Services District is responsible for providing equal employment opportunity. As an equal opportunity employer, the District shall follow practices which are directed toward the goal of: assuring the absence of barriers to employment; development, advancement, and treatment of employees on the basis of race, color, religion, ancestry, national origin, age (40-70 years), sex, marital status, medical condition, or physical handicap.

B. The District's affirmative efforts shall be to recruit qualified and promotable candidates without bias and who are representative of minority community populations. Such candidates will be given equal opportunity to acquire those skills necessary to compete for promotional opportunities available within the District.

II. Goals

A. Recruitment

Methods of recruitment shall be periodically reviewed and new or modified methods will be introduced to ensure a pool of qualified applicants who are from California minority community populations.

B. Employee Training and Development

The District shall establish and make available both inservice and preservice training and development opportunities for employees without regard to ethnic background or sex. Special efforts will be made to identify minority candidates for training opportunities in order to enhance their qualifications for employment and/or promotion.

III. Implementation

A. Each Fire Chief shall bear overall responsibility for achieving the goals as outlined herein at each location. The Board president shall serve as the District's Affirmative Action Officer at each location.

B. By October of each year, the Board shall review the District's goals for affirmative action recruitment and training. Such goals shall take into account the racial/ethnic and female/male composition of the residents served by the District. As an outcome of this review, the Affirmative Action Officers shall develop an action statement for the succeeding year, which shall be reviewed by the District's Governing Board. No later than November of each year, the Affirmative Action Officers shall file with the Board's Secretary a written report of minority representation of each department, the ratio of women to men in administrative and other positions, and the activities that department managers have taken to implement the affirmative action policies and regulations. Annually the Board shall survey all District employees for racial/ethnic and female/male composition. This information shall be used to assist in the program evaluation.

Article 400: Health & Safety Policies

Section 1. Health And Safety Program

Policy 400.1 originally adopted 2/15/2010. Revised & adopted at the 2nd Reading, 2/28/2019

HEALTH AND SAFETY PROGRAM

It is the policy of the Board that no volunteer or employee is exempt from fulfilling the district Health and Safety Policies and Procedure. All personnel shall:

- Fully support and participate in the District Health and Safety Program and activities.
- Be familiar with all resources made available for their health and safety, shall know where to find these resources, shall know how to access these resources and shall acknowledge their understanding in writing as a condition of employment and/or volunteering.
- Attend and participate in regularly scheduled departmental safety meetings.
- Contribute to the development and maintenance of the Injury-Illness Prevention Program.

The Board recognizes that the above obligation requires a like commitment on the part of the Board to permit the active participation of all employees/volunteers in the program to hear and act upon all employee/volunteer generated suggestions pertaining to health and safety.

Section 2. Safety And Security Of Facilities

Policy 400.2 originally adopted 2/15/2010. Revised & adopted at the 2nd Reading, 2/28/2019

It shall be the Department Heads responsibility to prepare, maintain and enforce safety and security guidelines for their respective areas in the form of Standard Operating Procedures. A current copy of each departments procedures shall be given to the Board Secretary for reference by the Board.

Standard Operating Procedures review shall be ongoing, and changes shall be made as needed.

The Department Heads' shall be responsible for the distribution of keys and maintenance of a Master Key Log stating name, phone, address, date key received, date key surrendered. Keys to facilities shall be surrendered to the Department Head upon employee's terminating employment/service with the District. All facilities will be re-keyed and alarm codes changed on an as needed basis.

Section 3. Return To Work

Policy 400.3 Originally Adopted: February 15, 2010; First Reading May 22, 2015. Approved at Second Reading July 24, 2017.

The purpose of this program is to help enable health recovery and resumption of full capabilities by the injured or ill employee/volunteer whose injury or illness initially restricts their ability to perform their normal job duties. The District strives to ensure the best possible safety, health, and performance climate for every employee. The district Risk Manager is responsible for the administration of this program.

It is the employee/volunteer and/or the department head's responsibility to notify the Risk Manager as soon as receiving information of an initial assessment of an employee's restricted status with regard to the performance of job functions due to injury or illness. Immediately, upon notification, the Risk Manager shall take the following steps:

1. Contact the injured employee and start the process. Ensure that all reporting forms are completed and submitted to the appropriate parties. Inform the employee that medical care will be provided while the claim is pending and that other benefits may also be provided after the claim is accepted. Discuss the return-to-work process.
2. Review the employees essential and non-essential job functions, creating a job description that may be given to the employee's attending physician so that the medical professional can understand the nature and demands of the employee's job.
3. Obtain written work capacities and restrictions from the employee's attending medical professional(s). Have the employee get any clarifications needed from the employee's medical professional. Submit the same to the workers comp insurance carrier.
4. Working with the employee, the employee's supervisor and the employee's physician, evaluate the employee's usual work functions and determine which can and which cannot be performed, if any, during the recover period. Determine which functions can be performed with *reasonable accommodations*. Federal and State laws require employers to determine and offer reasonable accommodations. If in doubt, contact the workers compensation insurance carrier for assistance.
5. If possible, select a reasonable accommodation and make an offer of work for the employee, in the following order:
 - a. Provide accommodations that would enable the employee to stay in his or her original job;
 - b. Reassign the employee to an equivalent-graded vacant position in a job the employee is qualified to perform, providing reasonable accommodations as needed;
 - c. Reassign the employee to a lower graded vacant position in a job the employee is qualified to perform, providing reasonable accommodations as needed;
 - d. Temporarily assign tasks that the employee is able to perform while recovering.
6. Once an agreement is made, document and implement the assignment and monitor the accommodation. Make adjustments as the recovery evolves.

Section 4. Risk Management/Safety Committee

Policy 400.4 originally adopted 2/15/2010. Revised & adopted at the 2nd Reading, 2/28/2019

The CCSD Board of Directors shall appoint the CCSD Risk Management/Safety Committee (Herein noted as "the committee") each year when CCSD Board officers are appointed. This committee shall be structured and shall operate as follows:

- A. Structure: Chairperson shall be a CCSD Director. The committee shall be formed as the Chairperson plus all department heads, with one additional board member if needed to provide for a total of five committee members, including chairperson;
- B. Meetings: The committee shall meet at least quarterly, shall prepare written minutes of each meeting, and shall convey these minutes to the board and board secretary after each meeting. These minutes shall address each item of the committee's scope as outlined below;
- C. Scope: The committee shall
 - 1. Develop, review and update Risk Management guidelines for each department, to be submitted to the board and implemented by each department, with followup reviews by the committee;
 - 2. Act as the CCSD Safety Committee and review each reportable accident, injury and/or illness department-wide. The committee shall prepare a written report summarizing the incident, the persons involved, and provide recommendations to prevent reoccurrences. These recommendations shall be taken back to each department for review and discussion at the department safety meetings;
 - 3. Monitor and assist with the development, maintenance and distribution of each departments Injury, Illness Prevention Plan (IIPP);
 - 4. Monitor and assist with the development, maintenance and distribution of each department's Emergency Action Plan (EAP);
 - 5. Prepare the annual RMAP submittal to the district insurer, and achieve a minimum of 60 points;
 - 6. Prepare an annual required training outline for all district volunteers, employees, officers and directors and monitor compliance;
 - 7. Advise the board as necessary on Risk Management/Safety Committee actions and recommendations for the board.
 - 8. Maintain the District's Incident Reporting Forms & Procedures Manual for each department.

Section 5. Accident Report

Policy 400.5 Adopted: February 15, 2010

IN CASE OF ACCIDENT:

- DO call the Fire Chief.
- DO keep calm.
- DO complete accident form and submit it to your Fire Chief. Your Fire Chief must return the form to the District Insurance Adjuster within 8 hours of the accident. If you are injured, the Fire Chief must also complete “Supervisor’s Report of Illness/Injury” Form.
- DO get the names of all witnesses.
- DO NOT admit responsibility.
- DO NOT discuss the accident with anyone except the police, the Fire Chief, the District’s insurance adjuster.
- DO NOT leave the scene of the accident until you have full information for the accident report.

Section 6. Motor Vehicle Policy

Moved from Section 200.5 and revised, First Reading 11/6/18. Adopted 12/17/18

The purpose of this policy is to establish and specify CCSD policy on transportation for officials and employees during the conduct of official District business and to establish related Administrative Regulation and controls.

A. GENERAL

District vehicles shall only be used for official District business. District and privately owned vehicles being operated for District business shall be operated in accordance with all safety and legal requirements. All vehicle operators must have a current and valid drivers license appropriate to the vehicle class being operated. During Fire/EMS emergencies only, the Fire Chief may allow a person licensed as Class C only to operate a Fire Vehicle, provided that person has experience and training driving the vehicle to which they are assigned.

Each department head shall be responsible for ensuring uniform application and interpretation of District policy with regard to assignment of vehicles to individuals and departmental pools. Each department head shall also be responsible for ensuring that proposed exceptions to District policy are considered for maximum benefit to the District. Each department head has the responsibility for implementation of and compliance with the provisions of this policy. These responsibilities include:

1. Review of each request for assignment of a District vehicle to an individual or departmental pool;
2. Periodic review of all District vehicle assignments to ensure continuing conformity with District policy;

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3. Ensure adherence to stated standard operating procedures, including required authorization, identification and license status;
4. Arrange for purchase of sufficient and appropriate vehicles for official District use upon proper authorization from the Board of Directors.
5. Establish written maintenance schedules for all vehicles and ensure maintenance of District vehicles in a manner which shall best serve the interests of the District;
6. Evaluate vehicle condition, determine replacement dates, and determine when vehicles are surplus to the needs of the District.

B. INDIVIDUAL ASSIGNMENTS

1. **Vehicles Assigned to Individuals:** All individual vehicle assignments must be justified in writing to the department head prior to assignment and are subject to periodic review. District vehicles may be assigned to individuals when essential to the District for safety, cost, or operational effectiveness. Individuals assigned District vehicles shall be responsible for abiding by the provisions of this policy. Vehicles assigned to individuals shall be made available for official use by other individuals during all periods when immediate availability to the assignee is not required. In addition, the assignees are responsible for assuring the vehicles are maintained at appropriate times.
2. Assigned vehicles are not to be construed as a fringe benefit.
3. Overnight retention vehicles shall be stored in an area, which reasonably provides for the protection of the vehicle.
4. When the need for after hours availability is no longer present, assignee shall not continue to drive the vehicle to and from work but shall instead arrange for the vehicle to be parked at the District location during offduty hours or returned to the District vehicle pool, as appropriate. This requirement applies, but is not limited, to the following periods:
 1. When assignee is on vacation, sick leave or otherwise off duty for more than three days.
 2. When required conditions that justified overnight retention is interrupted for more than three days.

C. REVIEW OF VEHICLE ASSIGNMENTS

1. Annually each department head shall review the list of existing vehicle assignments including the type of vehicle, position classification and name of the person to whom the vehicle is assigned, and justification for the assignment. This list shall be sent to the District Board with departmental budget requests. All assignments not appearing on the list will be terminated.

D. PRIVATELY OWNED VEHICLES

1. The use of privately owned vehicles for official District business shall be allowed and encouraged when such use is determined to be in the best interest of the District.
2. Use of a privately owned vehicle for official District business shall not be mandatory unless specifically stated as a condition of employment.
3. **Fire/EMS Response in private owned vehicles:** When any Fire/EMS person responds to the

station or to the scene of an emergency in his/her private vehicle, each member must strictly adhere to all applicable motor vehicle laws. No member of the organization will be permitted to violate any motor vehicle laws. While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand that their **private vehicles are not emergency vehicles and therefore are not afforded any exemptions or special privileges under state law**. Any driver observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action including, suspension, loss of driving privileges.

4. Prerequisites for Private Vehicle Authorization

1. A copy of a valid California driver's license on file with the District Secretary.
2. Proof of sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws of the State of California (Vehicle Code Section 16430).
3. The vehicle shall be a conventional four wheel, enclosed vehicle.
4. The vehicle shall be equipped with seat belts.
5. The vehicle shall be in sound mechanical condition, adequate for providing required transportation in a safe manner and without unreasonable delay.

5. Mileage Claims

1. Only those miles traveled in the performance of District business and authorized in advance by the department head shall be claimed.
2. An individual may receive reasonable and necessary private mileage reimbursement when driving a privately owned vehicle to and from an authorized work location.
3. Mileage claims shall be submitted within five days following the end of the calendar month during which the mileage is accrued.
4. Authorized private mileage rates established by the Yuba County Auditor shall be used.

E. DISTRICT VEHICLE USE, SAFETY, ACCIDENTS AND LIABILITY

1. Permitted Use: District owned vehicles shall be used for official District business only and shall be operated in a manner consistent with all safety and legal requirements.
 1. Drivers: The provisions of this policy shall not be construed to prohibit the use of District vehicles by properly authorized drivers.
 2. Driver's Responsibilities: The driver of a motor vehicle used on District business must be satisfied that the vehicle is in good operating condition before embarking on a trip. The following items are to be checked by the driver prior to the use of any vehicle: tires, brakes, lights, fuel, horn, rear view mirrors, steering, and windshield wipers. All mechanical defects must be reported to the appropriate department head.
 3. The use of seat belts is mandatory. It is the driver's responsibility to ensure that all passengers are provided with and are utilizing seat belts.

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2. Accident Reporting: The department heads are responsible for processing all vehicle/accident claims by and against the District. The procedures listed below shall be followed.
 1. Individuals who are involved in a vehicle accident while driving a District owned or rented vehicle or their own car on District business must report the accident to the appropriate authority having traffic accident investigative responsibilities and their department head or designated representative.
 2. The driver must complete "CCSD Driver's Report of Accident" Form and forward to the department head. The department head must then complete the appropriate section. If the driver is injured and unable to complete the report, it should be completed by the department head.
 3. The driver must not discuss the accident with anyone except the police, the department head, the CCSD Board and it's Risk and/or Safety Committee members or the District's insurance adjuster.
 4. If an individual is injured in the accident, the department head shall also complete a "Supervisor's Report of Illness/Injury" form which shall be attached to the "PRCSD Driver's Report of Accident" form. The department head shall transmit the "Report of Accident Form" to the district insurance reporting center and/or CalOSHA within 8 hours of the accident. One copy of the completed report shall also be furnished to the District Secretary for inclusion in the Board Packet.
3. Cost of Repair: Costs of repairing damage to District vehicles resulting from negligence, abuse or willful misconduct by the individual having custody of the vehicle may be recoverable from the individual only after proper due process disciplinary procedures have been followed.
4. Traffic and Parking Citations: Traffic citations issued to an individual while using a District vehicle are the sole responsibility of the individual involved. Parking citations issued to a District vehicle are the responsibility of the individual who parked the vehicle. If the individual cannot be identified, then the appointing authority of the department to which the vehicle was assigned shall be responsible.
5. Personal Equipment on District Vehicles: No individual shall install or cause to be installed in or on the vehicle any article of personal property without prior approval of the department head.
6. District Equipment in Privately Owned Vehicles Utilized for District Business: District equipment may be installed in privately owned vehicles utilized for District business upon the written request of the department head and upon the approval of the Board of Directors. Authorization shall be granted only if private vehicle use is approved.

F. PROCEDURE MANUALS

1. Department heads shall have a written procedure manual that includes all applicable items covered in this section.
2. Driver Safety training and orientation shall be provided as deemed necessary by each department head and shall be outlined in the department's procedure manual.

Article 500: Financial Policies

Section 1. Budget Process

Policy 500.1 Adopted: February 15, 2010

The Board recognizes the statutory need for a comprehensive annual financial plan indicating expected revenues and expenditures for all the District's funds.

A Budget Operations Manual shall be developed and maintained by the board to document the procedure for budget preparation and adoption. It shall contain the Chart of Accounts, list of charge accounts, timelines, procedures and forms for all financial business of the District.

The Financial Committee shall have overall responsibility for the compilation of the initial annual budget document. The budget shall outline resources and indicate the authority for expenditures necessary to carry out activities consistent with goals and objectives set by the Board. The budget shall be accompanied by related text describing significant changes from the prior year.

In May, the Budget Committee meets. In June the financial committee submits the Preliminary Budget, Chart of Accounts, and List of Charge Accounts to the Board for review and changes. A Public Hearing is held in July and the Board adopts the final Budget. A copy of the final adopted budget shall be certified by the Secretary and filed with the County of Yuba, Auditor's Office in August.

All unbudgeted funds received after the final budget adoption and all unanticipated expenditures after the final budget adoption shall be submitted to the board for appropriation and/or payment by Resolution or motion.

All procedures of the Budget Committee, the Treasurer and the Board shall be in compliance with the District Policy, Government Code, State Controller's Manual Accounting Standards and Procedures.

Revenues generated by Mutual Aid contracts shall be budgeted to the department generating the funds.

Section 2. Budgeting Directives

Policy 500.2 Adopted: May 19, 2014

Payment of Shared District-Wide Expenses: Each year, as the budget development process unfolds, the Board of Directors shall give each respective department a written Budget Directive stipulating mandatory amounts for specific budget categories, as needed. The specific amounts shall be established annually and issued to each department at the beginning of the budget development process, using the table below.

When invoices for services provided to the entire district are received, each department shall pay it's share of the expense out of it's own funds, using it's own checking account. The expense share due by each department shall be as noted in the table below.

Annual Budget Directive Form

By order of the CCSD Board of Directors, please include the following expenses in your proposed budget for the coming Fiscal Year:

Mandatory Budget Line Items for Fiscal Year ending June 30, _____					
	Total Amount	Fire Department Share	Water Department Share	Cemetery District Share	Community Share
Reserve Fund	\$	\$	\$	\$	
Yuba County Election Fees	\$	50% = \$	50% = \$	0% = \$0.00	
Business Insurance	\$	75% = \$	25% = \$	0% = \$0.00	
Auditor Fees	\$	50% = \$	50% = \$	0% = \$0.00	
CCSD Web Page Support	\$	50% = \$	50% = \$	0% = \$0.00	
Newsletter Support	\$	50% = \$	50% = \$	0% = \$0.00	

Note: The "Total Amount" listed above is an estimate of the total invoiced amount due to CCSD, as best known at the time this table is published. The method by which the "total amount" is divided between each department shall be as established by Board Policy.

This Directive was approved by the Board and Issued to Each Department on: 5-19-2014

Attested by CCSD Secretary/Treasurer: *Pam Wilcox*

Section 3. Donations/Gifts

Policy 500.3 Adopted: February 15, 2010

The Board recognizes that donations/gifts will be offered to the District and the District may solicit donations.

Upon acceptance of a donation/gift by the Board, the Secretary shall send a letter of acknowledgement and appreciation.

Quarterly, the book keeper shall provide a list of all non monetary donations/gifts for acceptance by the Board. Monetary donations/gifts shall be reflected in the cash flow report.

Annually, in July, the book keeper shall provide a list of donations/gifts for the preceding fiscal year to the board.

All donations/gifts become the sole property of the District and can be utilized in any manner in the best interest of the District.

The District shall abide by any and all applicable legal directives of the California State Law.

Section 4. Investments

Policy 500.4 Adopted: February 15, 2010

The checking and savings accounts that are held by Yuba County are invested by the County Treasurer.

INVESTMENTS

Treasury Oversight Committee: The Board of Directors shall provide oversight by review and approval of investment proposals.

Authorized Investments: Investments shall be made in accordance with applicable law. All investments shall be reviewed and approved by the Board.

Prohibited Investments: No investments shall be authorized that have the possibility of returning zero or negative yield if held to maturity.

Section 5. Debt Service

Policy 500.5 Adopted: February 15, 2010

The Board of Directors recognizes that the Community Services District has a responsibility to develop and maintain payment of debt on a regular basis.

The District shall follow all applicable codes on debt limits and restrictions. Debt shall be a suitable means of financing capital asset acquisitions with the term of the debt no greater than the tangible life of the acquisition.

Temporary debt of a short-term nature may occasionally be necessary for the operations due to lack of cash availability. However, it is the desire of the Board of Directors to finance all current expenses with the use of current available funds whenever possible. Any exception to this procedure must be by definitive Board action.

Section 6. Returned Checks

Policy 500.6 Adopted: February 15, 2010

Checks that are returned to the District because of insufficient funds or other reasons shall be handled as follows:

1. The District will submit the check a second time for payment to the District's account. If the check is returned to the District a second time, the maker will be notified and assessed an additional fee of \$25.00.
2. The fee and penalty must be paid by cash, money order, or certified check within seven (7) days of receiving the letter of notification.
3. If the payment is not made, any future registration or privilege requested by that person or

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persons shall not be honored by the District until the back payment is made in full.

4. Participants currently enrolled in an ongoing program may be prohibited from further participation until the back payment and penalty are paid in full.
5. If an individual/business has 2 more checks returned, it shall be the District policy not to accept any further payment by check from this party.

The Treasurer shall insure adherence with the approved policy for return checks.

Section 7. Bad Debt Write Off

Policy 500.7 Adopted: February 15, 2010

The Board may by Resolution approve the write off of a debt for non payment.

Section 8. Real Estate

Policy 500.8 Adopted: February 15, 2010

ANNEXATIONS AND MERGERS: The Board shall follow guidelines and procedures as set forth by the LAFCO.

EASEMENTS: The Board shall, by Resolution, consider, approve, or deny easements.

LEASES: By Resolution of the Board, the District may enter into a lease agreement.

No District properties leased to others may be improved or developed without written permission of the Board. All improvements or developments constructed on District properties will become the property of the District and the District shall maintain full control over their usage consistent with any written leases or agreements.

SALE OF REAL ESTATE: The Board recognizes that a situation might arise where consideration may be given to the sale of real estate when it is determined to be in the best interest of the District. All disposition or exchange of real estate shall be by Resolution of the Board, following procedures established by applicable law.

Section 9. Disposition Of Assets not Real Property

Policy 500.9 Adopted: February 15, 2010

The Board of Directors recognizes the desirability of trading in obsolete equipment and supplies whenever a replacement item is being purchased. If a trade in is not possible or economically feasible, the District recognizes the desirability of disposing of the item by selling it to the highest bidder.

The District shall by Resolution declare any equipment/supplies to be disposed, as surplus.

All equipment/supplies that have been disposed shall be listed annually on the Inventory, noting

disposition.

Any item valued at five hundred dollars (\$500) or more shall be advertised in the local newspaper(s) and on local bulletin boards unless waived by the action of the Board. The ad shall state the minimum acceptable bid, bid date deadline, time and date of bid openings and awards.

Section 10. Fixed Assets Inventory Control

Policy 500.10 Adopted: February 15, 2010

The Board of Directors recognizes it is in the best interests of the District to have fixed assets inventory control. Such information will contribute to loss control, provide an organized replacement program, and allow for the complete up to date inventory of major District assets.

The objective of the fixed asset system is to provide a tool for controlling property acquisition, availability, transference and disposal.

DESCRIPTION OF FIXED ASSETS: Fixed assets include land, buildings, structures and other improvements, equipment or any related capital lease. These items are further defined as follows:

- Land includes all parcels purchased or, if acquired by donation, the appraised value on the date received. All expenditures made to acquire land such as purchase price, closing costs, attorney's fees and recording fees should be capitalized.
- Buildings, structures and other improvements include all costs related directly to their acquisition or construction, including materials, labor and overhead costs during construction; attorney and architect's fees and building permits and other related fees. Building alterations will be capitalized when they increase the value or life of the building. All other land improvements having a limited life and requiring ultimate replacement shall be capitalized. This includes grading and landscaping, pavement, sidewalks and other related recreational improvements, which add to the value of the property.
- Equipment includes vehicles, office equipment, computer equipment and other equipment of a relatively permanent nature and of significant value.
 1. Relatively permanent nature should be interpreted as having a useful life expectancy of three or more years.
 2. Significant value shall be defined as all equipment acquisitions with a cost of \$500 or more, subject to the following exceptions:
 - a. All electronic equipment with a value of \$500 or more including, but not limited to, cameras, camera accessories, photocopiers, fax machines, video or projection equipment, recording or transcribing machines, radios, SCBAs, TVs and VCRs.
 - b. All computer hardware and software including accessory components with a value of \$500 or more.
 3. The cost of equipment includes the purchase price less any discounts received; freight charges; sales, use and transportation taxes and installation charges.

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D. Capital leases include all arrangements to lease land, buildings and structures, or equipment with the District intending to assume ownership rights when the lease is paid off. If a purchase would normally meet the fixed asset criteria stated above, it shall be accounted for as a fixed asset regardless of the financing arrangement used.

E. Construction-in progress includes the cost of construction work undertaken but not yet completed. Finalized costs on completed construction projects will be capitalized to the Buildings and Improvements fixed asset account.

TREATMENT OF COSTS SUBSEQUENT TO ACQUISITION: Maintenance is defined as expenditures, which neither materially add to the value of property nor appreciably prolong its life, but merely keep it in an ordinary efficient operating condition. Maintenance costs shall not be capitalized.

Capitalized expenditures are defined as expenditures that materially add to the value or betterment of property/equipment or appreciably extend its life. The cost of capitalized expenditures should be added to the book value of the asset where the original cost of a component being improved can be specifically identified.

Additions are new and separate units or extensions of existing units, with a value of \$500 or more and are considered to be fixed assets.

INVENTORY: At the completion of each fiscal year, the Fire Chiefs shall complete an inventory of capitalized fixed assets purchased in the fiscal year. The inventory list shall be balanced against the end of fiscal year accounting and financial records.

A complete inventory of capitalized fixed assets shall be performed at least once every three years and a copy shall be presented to the Board for review.

DISPOSAL OF FIXED ASSETS: The Board of Directors shall authorize the retirement of fixed assets declared surplus or non-serviceable before staff may dispose of them.

For any item valued at less than \$1,500, there will be an attempt to secure at least two quotes (bids). Any item valued at \$500 or more will be advertised in a local newspaper and posted locally and will indicate that a sealed bid is required and the date and time of the bid opening unless otherwise directed by the Board.

After appropriate governing board action to declare surplus, all fixed assets shall be removed from the district fixed asset records when sold or otherwise disposed of.

Section 11. Inventory Control

Policy 500.11 Adopted: February 15, 2010

It is the policy of the district to maintain a record of all fixed assets, equipment and supplies at the water department and fire department. (See Policy 2450 for definition of “fixed assets.”) The Record is to be maintained by the Fire Chiefs, Water Department and Risk Manager.

INVENTORY CONTROL

I Monthly

A. Fire Chiefs shall maintain a monthly list of all equipment purchases and donations.

II Annually

- In June, the Secretary shall provide Inventory Worksheet forms to each Departments to list all equipment purchases, donations and recommendations for disposal of property as surplus stating replacement costs.
- The departments shall perform a physical inventory using the Inventory Worksheet form and distribute the completed worksheet to the board by the end of July.
- The Secretary shall provide an updated inventory list for each Department, the Risk Manager, and the Department heads by August 15th.

Section 12. Reserve Fund Policy

Policy 500.12 Second Reading February 22, 2016

- A. **GENERAL:** The Camptonville Community Service District's (CCSD), herein referred to as the "District", share of general ad valorem real property taxes apportioned by the District's Board of Directors to fund the Fire Department's ~~and the Water Department's~~ operations as well as fees for services collected by the District for providing ~~water services~~, cemetery services, and parks, recreation and community facilities services to the District's residents are budgeted at a sufficient level to pay the operations and maintenance expenses as well as a portion of the anticipated repair and replacement of the District's facilities and equipment. The excess of the amount collected in the volunteer fire department, ~~water department~~, cemetery, and park, recreation and community facilities department's revenues during the fiscal year over the amount expended during the same period for the volunteer fire department, ~~water department~~, cemetery, and park and recreation purposes are referred to as "changes in fund balance" in the District's Funds. The CCSD Water Department is an "Enterprise Fund" and not subject to these requirements.
- B. **ESTABLISHMENT OF AND CHANGES TO RESERVES:** In its annual preliminary and final budget, the Board of Directors may allocate any fund balance in each of its Governmental Funds to one or more established reserve(s) in each of the Fire Department, ~~Water Department~~, Cemetery Department, and Parks, Recreation and Community Facilities department.
- C. **PURPOSE OF RESERVE POLICY (GASB 54):** To outline the policies and procedures identifying and classifying fund balances in accordance with Governmental accounting Standards Board Statement 54 to insure the District has sufficient reserves to meet its operating and debt service needs in response to short term emergencies.
- D. **IMPLEMENTATION OF GENERAL FUND RESERVE FUNDING:** GASB Statement 54 became effective for the reporting period beginning after June 15, 2010. As the District fiscal year runs from July 1 – June 30, funding for the following General Fund Reserves shall commence with Board adoption of the Camptonville Community Service District's FY 2015/16 Budget.
- E. **DEFINITIONS**
1. **Non-Spendable Fund Balance:** Non-Spendable Fund Balance includes amounts that are not in a spendable form (such as inventories and prepaid expenditures, long-term amount of loans and notes receivable and property held for resale.) or are legally or contractually required to be maintained intact.
 2. **Restricted Fund Balance:** Restricted Fund Balance includes amounts that can be spent only for specific purposes stipulated by external parties (such as creditors, grant providers, or contributors) or by law; imposed by constitutional provisions; or enabling legislation.
 3. **Unrestricted Fund Balance:** As set forth in Statement No. 54 of the Government Accounting Standards Board (GASB) - Fund Balance Reporting and Government Fund Type Definitions, unrestricted fund balance is composed of funds that may be classified as committed, assigned or unassigned. Unanticipated expenditures should be utilized from the unassigned fund balance first, followed by the assigned fund balance, and lastly from the

committed fund balance. Fund balance in the committed and assigned categories is required to be established and changed by a resolution of the Board of Directors.

- a. **Committed Fund Balance:** Committed Fund Balance includes amounts that can be used only for the specific purpose determined by the highest level of decision making authority. The highest level of decision making authority is the Board of Directors. To change the reserves for the committed fund balance a majority vote of the Board of Directors is necessary. Commitments may be changed or lifted only by the Board of Directors taking the same formal action that imposed the constraint originally. The Committed Fund Balance must be established and then re-established annually before fiscal year-end.
- b. **Assigned Fund Balance:** Assigned Fund Balance are amounts intended for a specific purpose by a government's management and are also appropriations of existing fund balances. Persons authorized to assign fund balance are the District's Board of Directors by a majority vote. Assigned fund balance can be changed during the fiscal year by a majority vote.
- c. **Unassigned Fund Balance:** Unassigned Fund Balance is the remainder of the fund balance after accounting for all other categories of fund balance. Each of CCSD's departments (fire, water, cemetery, parks and recreation) can report a positive unassigned fund balance. ~~The minimum goal for the unassigned fund balance is approximately ten (10) percent of current budget year appropriations excluding capital outlay and debt service, or approximately \$200,000. Funds in excess of the minimum goal~~ *Excess funds* may be considered for the following one-time or short-term purposes:
 - i. Restore funds advanced from reserve funds in prior years;
 - ii. Increase the unassigned fund balance to its minimally approved level;
 - iii. Capital and technology improvements;
 - iv. Reduction of the unfunded liabilities;
 - v. Debt retirement;
 - vi. Productivity enhancements;
 - vii. Cost avoidance projects;
 - viii. Litigation;
 - ix. Local match for grants;
 - x. Other purposes deemed to be fiscally prudent for the District as ~~identified and recommended by the District Administrator and approved by the Board of Directors.~~
- d. ~~**Order of Expense:** When the District has discretion as to which of the above categories of fund balance to spend from, committed fund balance shall be spent prior to uncommitted and assigned fund balance shall be spent prior to unassigned.~~

F. CONTROL OF RESERVES

1. **Funding of Reserves:** At any time after the establishment of an assigned reserve or committed reserve in any Governmental Fund of the District, the Board of Directors may transfer any fund balance in any such Fund to such assigned or committed reserve in such Fund. The Board of Directors shall declare the exclusive purposes for which the funds in each reserve in each Fund may be spent on establishing such reserves in such Fund. The funds deposited into each assigned reserve and/or committed reserve in each Fund shall only

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be spent for the exclusive purposes for which the Board has established such an assigned reserve or committed reserve in each Fund. The Board of Directors may transfer any revenue in any Governmental Fund to any assigned or committed reserve in such Fund at any time after establishment of that reserve. All such reserves shall be maintained according to generally accepted accounting principles.

2. **Discontinuance of Reserves:** If the Board of Directors finds that the Funds in an assigned reserve or committed reserve in any Governmental Fund of the District are no longer required for the purposes for which such assigned or committed reserve in such Fund was established, the Board of Directors may, by a 4/5 vote of the total membership of the Board of Directors, discontinue an assigned or committed reserve in any such Fund of the District and transfer any funds that are no longer required from an assigned reserve or committed reserve in any Fund of the District to the District's general fund.

G. ADMINISTRATIVE REGULATION

1. **Annual Review:** At the close of the fiscal year, the district shall prepare of summary of funds, as follows. Fire, Cemetery and Parks/Recreation Departments shall:
 - a. Post "Starting Fund Balances" for subdivided into Non-Spendable, Restricted and Unrestricted Funds, with Unrestricted Funds further subdivided into Committed, Assigned and Unassigned fund balances. These amounts shall be the same as was posted at the previous years end.
 - b. Post final "Revenues" and "Expenses" categorized in the same manner as the approved budget but reflecting final adjustments and amounts, with a "Net Income" calculation. Revenue amounts shall be sub-divided into "Non-Spendable", "Restricted" and "Unrestricted" categories. Expense amounts shall be sub-divided into "Non-Spendable", "Restricted" and "Unrestricted" categories.
 - c. Post "Ending Fund Balances" as directed by the CCSD Board of Directors in accordance with the above policy, which are the sum of the "Starting Fund Balances" plus any additions or subtractions to be allocated to each fund category as directed by the CCSD Board of Directors.

End of Policy

Article 600: Purchasing Policy

Section 1. Contracts

Policy 600.1 Adopted: February 15, 2010

The Board recognizes that to maintain continuity in the expeditious negotiations of contracts for the District, a procedure of execution must be established.

The Board shall designate a Project Manager to oversee the development of contracts as needed.

When appropriate, an attorney shall review contract documents and comment on them to the Project Manager.

The Project Manager shall have the responsibility for the finalization of the contract and presentation to the Board for final approval.

In the matter of Mutual Aid Contracts, the Fire Chiefs shall serve as Project Manager.

Section 2. Purchasing And Contracts

Policy 600.2 Adopted: April 16, 2012

Policy: To establish policies and procedures for the acquisition of equipment, materials and services.

Purpose: To save time and avoid confusion in responding to the needs of the District and allow for consistency in decision-making actions between personnel of the District. The timesaving capability of these procedures allows management to make decisions on budgeted or constantly recurring items without seeking additional approval from the Board.

I. REPAIRS AND PURCHASES OF EQUIPMENT AND FACILITIES

A. Repairs to Equipment

1. Normal and necessary repairs or services costing less than \$5,000.00 may be approved by the District Manager.
2. Repairs or service costing \$5,000.00 or more shall require approval by the Board and will be based on a written estimate of charges.

B. Purchases

1. Items costing less than \$5,000.00 may be purchased at the discretion of the District Manager.
2. Items costing \$5,000.00 or more shall require approval by the Board and will be based on a written estimate of charges.
3. Budgeted fixed assets costing \$5,000.00 or more may be purchased by the District Manager and will require a minimum of three (3) written bids. (The bid process may be waived or modified with proper justification and approval by the Board.)
4. The purchase of the budgeted fixed assets shall be reported to the Board of Trustees at their next regular meeting.

C. Repairs to Buildings, Grounds and Roads

1. Repairs to building and/or grounds generally involving electrical, plumbing, irrigation, carpentry, masonry, concrete, paving, asphalt, curbs, gutters or other skilled trades and costing less than \$5,000.00 may be approved by the District Manager.
2. Repairs to buildings and grounds costing \$5,000.00 or more shall require approval by the Board.
3. Emergency repairs will be approved by the District Manager with authorization of the Board President or a majority of the Trustees.

II. SOLE SOURCE REQUESTS

In accordance with the above, sole source requests for equipment, services or consultants may be approved upon proper justification and concurrence of the Trustees. The justification should include the reasons why the product/service should be provided only by the recommended vendor and how the vendor's prices or fees compare to the general market.

III. CONTRACTS

A. Service Contracts: Service contracts include all contracts for services, repairs, and materials,

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except for public works contracts. Service contracts of less than \$5,000.00 may be approved by the District Manager with one (1) written bid. Any service contract costing \$5,000.00 or more must be submitted to the Board of Trustees for approval.

1. **Contract Increase:** The District Manager may increase service or repair contract amounts up to 20% if the increase does not exceed \$5,000.00.
- B. **Public Works Contracts:** Public works contracts as defined by the Public Contracts Code, Part 3 Chap, and Labor Code 1711, include all contracts for erection, construction, alteration or improvements to any District structure, building or public improvement of any kind.
 1. **Length of Contract Term:** The length of a contract's term shall be determined by the length of time required to complete the project. The length of the contract term is determined by the District and prescribed in the bid based upon a reasonable estimate of the required time for completion and accepted by the contractor in submittal of its bid.
 2. **Adjustments:** The authorization of the District Manager to make changes in any public works contracts due to changes in the nature of the work shall be established by the Board of Trustees and shall be based upon the scope of work and the dollar amount as stated in the contract.
 3. **Board Approval:** All public works contracts costing \$5,000.00 or more shall be approved by the Board of Trustees. The District Manager shall submit plans, specifications, and contract documents with a description of the project and bid opening date to the Board for approval and shall request authorization to advertise for bids. Upon approval, the District Manager shall advertise, receive, open, read and evaluate the bids. The District Manager shall then submit a recommendation for award to the Board of Trustees. If approved, the Board shall award the contract to the lowest responsive bidder (see definition) and authorize the execution of the contract by the District Manager on behalf of the Board.
 4. **Contract Selection:** The bid process for the public works contracts shall be structured to provide an opportunity for interested contractors to participate in bid competition in order to obtain the best use of public funds while taking into account the administration logistics (e.g., project size, project time frames, and project cost). Public works projects shall be advertised by the District in accordance with generally accepted procedures for public works projects. In lieu of formal bid advertising, the District may request the project architect/engineer to submit a list of qualified contractors who have demonstrated expertise in the type of project under consideration. Selection will be made based upon these bid results.

IV. RESPONSIVE/RESPONSIBLE BIDDERS

A responsible bid or proposal is one that has demonstrably met the following criteria in the solicitation.

- **Capacity to perform:** Fiscal, Physical, Experience, On Schedule and Previous Government Agency experience.
- **Ability to comply with all applicable laws and regulations:** Licenses, Insurance and Bonding.

V. CONFLICT OF INTERESTS; ETHICS

A. **District Employees/Board Members:** No District employee, or Board member, or his/her immediate family who participates in the selection, specifications, or approval of a contractor, product, source of supply, specifications, or who has supervisory responsibility for such employees, shall have any financial interest in the company which furnishes the supplies or services being

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procured. Ownership of shares of stock of a corporation (except where the stock is publicly held) will be brought to the attention of the Board of Trustees.

No employee or Board member who participates in selection or specification or who has supervisory responsibility for such employees shall accept or receive, directly or indirectly, from any person, firm, or corporation to which any contract or purchase order may be awarded, and reward or compensation whatsoever, or any promise, obligation, or contract for future reward of compensation.

No District employee or Board member who participates in the decision to surplus materials or equipment shall offer to purchase same through sealed bid, auction, or any other way, or request that acquisition be made on his/her behalf by any other individual.

B. Contractors: Contractors shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the best interest of the District.

This obligation shall apply to contractors' employees, agents, sub tier contractors, and third parties associated with accomplishing the work hereunder.

Contractor's efforts shall include, but not be limited to, establishing precautions to prevent its employees or agents from making, receiving, providing, or offering gifts, entertainment, payments, loans, or other considerations which could be deemed to appear to influence individuals to act contrary to the best interests of the District.

VI. CHANGE ORDER/EXTRA SERVICES

A. Change Order: A service requested in writing of the contractor will be considered as a change order to the existing contract, if the request represents new or unforeseen requirements.

Change orders are those requirements of the contractor that change the scope of work, specifications or performance of the contract and are necessary for the successful completion of the project.

B. Extra Services: Services requested in writing of the contractor that are outside the original contract scope of work but deemed to be in the best economic interests of the District to have performed by the contractor shall be considered extra services.

The District Manager shall approve all change orders and/or extra services on amounts not to exceed the limits established in the contract by the Board of Trustees.

Section 3. Professional Design Services

Policy 600.3 Adopted: February January 14, 2013

In accordance with California Government Code 4525 et al, when contracting for professional architectural, landscape architectural, engineering services, land surveying, or construction project management services, the Camptonville Community Services District shall form and convene a committee and charge that committee as follows:

1. The committee shall include two CCSD Directors, one serving as Chair, a community representative and/or any special consultants as deemed necessary to aid in the assessment of qualifications to follow. The two CCSD Directors and the third community representative shall be empowered to select and contract with the successful candidate on behalf of the CCSD Board of Directors. One out of the two CCSD Directors may be replaced by a Department Manager as deemed necessary by the board. Other members of the committee sit on the committee in an advisory capacity only. All committee members shall agree to confidentiality until a final agreement is signed.
2. The committee shall be convened to issue an RFP, select potential firms for consideration, establish selection criteria, contact potential professional services firms, interview these parties, deliberate within the committee and select a candidate for negotiations;
3. The committee shall negotiate with the candidate in accordance with Public Contracts Code 6106, and failing to reach an equitable agreement, select a second candidate and proceed with negotiations until a successful agreement is reached;
4. The final Consultant Agreement shall include a written scope of work, a lump sum fee amount for the services listed, a procedure for authorizing additional services which shall include CCSD Board approval, a project schedule, and a list of deliverables as well as a list of materials to be provided by CCSD, if any;
5. Consultant agreements that are based on a time and materials basis may be negotiated if approved in advance by the CCSD Board;
6. The committee shall report to the Board upon completion of successful negotiations with the committee's recommended candidate
7. The consultant shall be selected on the basis of demonstrated competence and qualifications for the types of services to be provided;
8. The committee shall assure maximum participation of small business firms;
9. The committee shall not engage in any unlawful or unethical practices including but not limited to rebates, kickbacks, or other unlawful consideration;
10. Committee members shall recuse participation if any member of the committee has a relationship with a person or business entity seeking a contract under this procedure.

Article 700: Cemetery

Section 1. Policies and Procedures

Policy 700.1 Adopted: March 18, 2013 Revised and Adopted July 29, 2021

Background Information

The Camptonville Cemetery District (CCD) is under the jurisdiction of the Camptonville Community Service District (CCSD). Originally formed on November 30, 1954, CCD operated as such until June 29, 1993 when, per the request of the Cemetery Trustees, it was placed under the direction of CCSD. The CCSD did not legally take full responsibility for the Camptonville Cemetery until August, 2011. The Camptonville Cemetery is an historic cemetery. The oldest known grave is for George W. Carather of Oakland County, Michigan, who died in 1854 at 17 years of age. There is at least one civil war veteran buried at the Camptonville Cemetery. The cemetery averages less than one burial a year and is maintained as needed, mowed in May for Memorial Day and cleaned again in the fall. The cemetery does not own any equipment, buildings or irrigation systems. There has not been vandalism or other problems for many years. The monuments are stone, cement and metal.

Goals for the Camptonville Cemetery

- The cemetery will be safe, accessible and well maintained with the constraints of the historical setting.
- The cemetery will provide a peaceful and visually pleasing atmosphere conducive to meditation and reflection.
- The cemetery will be adequately funded to meet the needs of the citizens, ongoing maintenance and future development.
- The cemetery will be operated under the guidance of the CCSD according to all California ordinances and statutes.
- CCSD Trustees will be responsible for public education regarding cemetery policies and procedures.

Intent, Exceptions, and Amendments of the Policies and Procedures

Camptonville Cemetery, like other cemeteries, is expected to provide services and maintain records for hundreds of years. Towards that end, policies and procedures have been adopted. The policies and procedures contained in this section are made for the mutual protection and benefit of the interment right owners and the Cemetery. These policies and procedures may limit actions which would interfere with the rights of others, as well as require or encourage actions to preserve and enhance the general scheme and beauty of the property. No policy has been adopted except as is necessary to preserve the rights of all for whom the Board of Trustees considers itself responsible. All plots are subject to all the policies and procedures governing the Camptonville Cemetery.

Specific cases may arise in which literal enforcement of a rule may impose unnecessary hardship. The Cemetery District Trustees shall have the right to make exceptions from the rules when deemed advisable for the best interest of the property. Such exceptions shall not be considered as rescinding or waiving any of these rules. Any waiver that may be made by the Camptonville Community Service District Board of Trustees shall not be or considered to be a continuing waiver and shall not bar the CCSD from enforcing the usual policies and procedures at any later time it may desire so to do.

These policies and procedures may be changed or amended without notice at any time by the CCSD Board of Trustees. Changes and amendments are done when they are determined to be necessary by the CCSD Board of Trustees in order to comply with current law.

For your safety and for the safety of others, we ask you to follow this summary of policies and procedures and any amendments which shall be and/or revised from time to time. Please share this information with family members to offset any future confusion. These rules will be enforced. Your cooperation is greatly appreciated.

Eligibility to Purchase a Cemetery Plot

Public cemetery districts are funded by tax money and offer burial services only to (1) Persons who are residents of the district. (2) Persons who are former residents of the district and who acquired interment rights while they were residents of the district, (3) Persons who pay property taxes on property located in the district. (4) Persons who formerly paid property taxes on property located in the district and who acquired interment rights while they paid those property taxes, (5) Eligible nonresidents of the district, as provided in this chapter. (6) Persons who are family members of any person described in this subdivision. Exceptions may be granted by CCSD Trustees.

Eligible Nonresidents include: Those who purchased interment rights while residents and/or taxpayers, or those who lived or paid property taxes in the Camptonville Community Service District continuously for at least five years, part of which was in the last ten years, and who also have a written request from a current property tax paying resident that they should be allowed to purchase interment rights. Trustees will provide a sample letter upon request. Those who are immediate family members of a person already interred or of a person who owns interment rights to a plot and who have rights to burial in that plot. Please be prepared to provide reasonable evidence of eligibility when you arrange to purchase interment rights. A nonresident fee applies to anyone who is eligible but is not a resident of the district at the time of death. There is a memorial site available where flat memorial markers may be placed to memorialize persons not interred here. These sites can be purchased by eligible nonresidents or by residents, even if the deceased never resided in the cemetery district.

Pre-Need Plot Purchase: Burial costs can be paid "pre-need" to simplify matters during later, more difficult times, as well as to lock-in current prices both on lot prices and endowment care fees. District residents, who are also property owners in the Camptonville Community Service District at the time of purchase, may purchase up to four (4) full size (5' x 10') plots pre-need. Non-residents, who are property owners in the Camptonville Service District at the time of purchase, may purchase up to two (2) full size (5' X 10') plots pre-need. Residents that are not property owners in the

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Camptonville Service District are not eligible to make pre-need lot purchases but are eligible to be interred there if they die while a resident of the district

Ownership of Interment Rights

All interment rights in the cemetery are conveyed to the purchaser after payment, but the rights of the purchaser therein are subject to such policies and procedures as are made from time to time by the CCSD Board of Trustees and any legal ordinances.

Ownership of Interment Rights is (non-transferable and may be sold back to the District at the original purchase price. Endowment fees are not refundable.

Interest in cemetery plots shall be governed by state law as now and hereafter amended.

The Trustees shall endeavor to determine the legal next of kin, but the Trustees shall not be held responsible for failure to do so. The Trustees shall not be responsible for activities authorized by persons falsely representing themselves as next of kin.

If interment rights in a plot are held jointly, authorization for interment will be granted to either of the owners or the heirs. An agreement may be made between common owners regarding the right of burial, but the Trustees will not undertake to enforce such an agreement.

Plots are intended as a family burial place of the purchaser. The family making the purchase may permit the interment in a plot of a non-member of the family, but a later heir cannot permit an interment of a non-family member except unanimous consent of all owners.

Families, or a designated representative, shall be required to sign an agreement accepting responsibility for designating the exact location of the interments into a plot.

Funeral directors or designated representatives who sign on behalf of the family accepting all responsibility and liability for any decisions or actions taken under their direction. Burial plots shall not be used for any other purpose than its original intent.

Number of Burials Allowed in Each Plot

A. Full Size Plots: One burial/ interment is allowed in a full size (5' X 10') Plot. Eight cremation burials are allowed in each full size (5' X 10') plot. Plots used in this manner will have one upright monument and/or may have flat monuments for each cremation burial. A full size (5' X 10') plot may have one initial full burial and no more than four later cremation burials. The cremains may be placed at the head or foot of the grave and any markers for the cremation burials will be flat mounted.

B. Cremains Plots: Cremains plots (5' X 5') are available and may have one to four cremation burials, Cremains plots may have only one upright marker for all cremation burials and/or may have flat markers for each cremation burial.

C. Memorial Marker Plots: The Camptonville Cemetery has dedicated a section of the cemetery as a "Memorial Garden" in commemoration of those who are interred elsewhere. This memorial area may honor those lost at sea or those who have fallen in battle and not returned as well as people

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buried elsewhere. Plots in this parcel are available for purchase by anyone who is otherwise eligible to be interred in the district, but the person honored in the Memorial Garden need not be an eligible resident.

The cemetery district will record and add to the permanent files the name, dates and family information concerning the decedent being memorialized.

Memorial plots have the same requirements as other plots in the cemetery as pertaining to the cemetery policies. Memorial plot markers are required to be flat markers only.

Interments

No interment will be allowed in a lot for which payment has not been received. In compliance with the laws of California, no burial will be permitted in the cemetery until a properly signed burial permit is delivered to the CCSD Board of Trustees. The CCSD shall not be responsible in any manner for securing any permit.

The CCSD Trustees shall endeavor to determine the legal next of kin, but the Trustees shall not be held responsible for failure to do so. The Trustees shall not be responsible for activities authorized by persons falsely representing themselves as next of kin.

A minimum container of a wood casket with handles is required for all interment except cremated remains.

Cremated remains must be properly labeled and accompanied by acceptable documentation to certify identity of the cremated remains.

No casket will be opened in the cemetery; there will not be any exceptions for any reason.

The grade of all plots is established by cemetery staff and no change shall be allowed.

All new corner markers will be metal pins. These markers will be placed by the CCSD. Alteration or moving of corner markers is not permitted.

Disinterment

No remains of any deceased person shall be removed from the Camptonville Cemetery, except upon written order of the health department having jurisdiction, or of the superior court of Yuba County. (CA Health & Safety Code Sec. 7500)

No remains of a deceased person may be removed from a plot in the cemetery without the consent of the CCSD and the written consent of one of the following in the order named:

1. The surviving spouse
2. The surviving children
3. The surviving parents
4. The surviving brothers or sisters.

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If the required consent cannot be obtained, permission by the superior court of Yuba County is sufficient. (CA Health & Safety Code Sec. 7525-26) In the case of disinterment, a receipt for the remains must be given to the CCSD Trustees.

Endowment Care Fund

The Camptonville Cemetery in the Camptonville Community Service District is an Endowment Care Cemetery as required by the California State Code.

The Endowment Care Fund fee shall be not less than the minimum set by California Code. All Endowment Care fees are non-refundable.

Endowment Care Fund Fees are charged at the time the burial plot is purchased.

Endowment care is the normal repair and maintenance of the cemetery as well as beautification projects.

Endowment care does not normally cover repair or replacement of grave markers, monument structures, borders or flower vases. However, in the event an older grave marker deteriorates and no responsible party can be found, the CCSD Trustees reserve the right to order repairs/replacement at their discretion using available funds.

Endowment fees are placed in the Endowment Fund trust account with Yuba County to ensure that sufficient funds are available to maintain the cemetery grounds in perpetuity.

General Regulations for Memorials, Markers and Monuments

All graves are permitted to have monuments. The regulations outlined in this section apply to all new monuments.

No marker, or any part thereof, placed after October 20,2012 may be constructed of wood, limestone, sandstone, or any other material which is not approved by the CCSD Trustees.

Nonconforming markers in place prior to October 20,2012 may remain. If such nonconforming markers deteriorate, they may not be repaired and can only be replaced with markers that follow the guidelines for markers in place at the time of replacement.

Occupied grave plots must be marked by a permanent marker within one year of the burial.

A deposit of \$50 will be required at the time of interment to insure that the grave is properly marked.

If the owner of the plot has not installed a permanent marker at the end of one year, the CCSD Trustees will have a small, flat mounted marker installed and the-\$50 deposit will be forfeited. The deposit will be returned to the person who paid it within 30 days of the Trustees receiving proof that the owner has installed an adequate marker.

A plot shall not be enclosed by any fence, railing, wall, hedge, embankment or ditch. However, the limits of each lot may be marked by granite, concrete or durable material, which must meet the curbing requirements as set by the CCSD Trustees.

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Plot owners must keep in good repair all stone or monumental work upon the plots. CCSD does not bind itself to maintain, repair, or replace any markers/monuments erected upon the plot which are lost or damaged due to weather, age, vandalism or lack of normal maintenance.

The CCSD Trustees reserve the right to remove any memorial which does not conform to the standards set forth in these rules and regulations.

Memorials are allowed to be set during normal cemetery hours.

No memorials shall be removed by any person or company, without first having the approval of the CCSD Trustees and the written consent of the next of kin or other authorized persons.

The maximum side to side width available for a memorial on a single or double grave is 4" less the overall width of the grave equally spaced on each side.

Monuments may be of stone, durable metal or other durable material. No wood or wood products are allowed for markers.

Grave markers and monuments must conform to size restrictions as set out in this policy handbook.

Vase holes in monument bases are allowed. Vase holes or attached vases must have drainage holes to prevent water accumulation.

Flag holders are welcome. Tattered and worn flags will be removed.

Memorial Benches in Cemetery Common Areas

Anyone placing a bench in a common area of the Cemetery must pass the absolute ownership and control of the bench being placed to CCSD.

The Cemetery Trustees or Designee shall determine the need, style, size, color, location, and orientation of placement.

The family name and first names along with a relationship word as well as "In Memory of..." or "In Loving Memory of..." may be inscribed on any Memorial Bench that has been approved. Additional names, dates, epitaphs, engravings, emblems, etchings, carvings, or reproductions of photographs will not be permitted on such benches.

All benches must be made of granite or approved material and may be installed only as approved by the CCSD Trustees.

Raised Monuments

Individual monuments must be at least 8" (eight inches) high and no more than 36" (thirty-six inches) high at grade.

Monuments must have an appropriate foundation of a width and depth to ensure stability of the monument.

For monuments larger than allowed, the design must be approved by the CCSD Trustees.

Flat Markers

Granite flat markers are recommended to be set in concrete.

Flat bronze markers will require a concrete base / border.

All markers must be on a foundation of wet poured concrete - not less than 4" (four inches) in depth. The foundation shall extend beyond the actual base of the marker to form a 4" (four inch) collar below grade on all sides.

Curbing Requirements

The following specifications are required by the CCSD for curbing; there are to be not any exceptions.

Rebar requirements: Vertical #4 rebar must be installed every 24" (twenty-four inches) on center for curb heights between 2' (two feet) and 4' (four feet). Horizontal #4 rebar is required to be installed as follows: 6" (six inch) thick wall: #4 rebar at 12" (twelve inches) on center 8" (eight inch) thick wall: #4 rebar at 10" (ten inches) on center.

The minimum depth requirement for footings is: 6" (six inch) thick wall: 10' (ten inches) deep 8" (eight inch) thick wall; 12" (twelve inches) deep.

Any curb over 4' (four feet) high must have a Curb Design Detail presented to the CCSD in advance for approval. Calculations must accompany the design and the design presentation. The calculations must be stamped by a Registered Civil Engineer or a Registered Structural Engineer. No work to begin until the CCSD has reviewed and has approved the design. Keep in mind that the CCSD board meets only once a month; items for the CCSD meeting agenda must be submitted at least 5 (five) days before the board meeting.

Curbs over 4' (four feet) height may require a permit from the Yuba County Building Department. It is the plot owner's responsibility to comply with any such requirement.

All curbing must stay within the boundaries of the plot being curbed.

None of the following will be allowed:

- Excess concrete curb width and/or depth.
- Rock walls unless the rocks are mortared neatly and securely in place.
- Stackable block retaining walls.
- Placing anything or planting anything outside of the plot boundaries and/or the curbed area.
- Using backhoes for excavations at grave site.

Floral Tributes, Plants, Etc.

The CCSD Trustees understand the need for families to show respect and love for those interred in the Camptonville Cemetery through the placement of floral offerings at the gravesite. In order to maintain the beauty of the cemetery and to prevent the abuse of this privilege, the Trustees must

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enforce a few regulations as to what may be planted or left on the grave spaces. In addition these policies will help to ensure the safety of all who visit and maintain them.

Thank you for your cooperation and compliance to these policies. Should you have any questions or concerns, please contact the CCSD Trustees for assistance.

The following policies have been enacted in order to preserve the aesthetic beauty of the Camptonville Cemetery:

- Funeral flowers placed on a grave immediately after an interment may be removed by Cemetery personnel no less than seven days after the service. This is done in order to prevent the flowers and containers from becoming unsightly.
- Floral arrangements, both fresh-cut and artificial may be placed at the interment location at any time throughout the year.
- CCSD accepts no responsibility or liability for any item placed at the site that is removed, missing or stolen.
- Gardens, lawns and planters are not permitted.
- Floral arrangements, both fresh cut and artificial, will be removed from interment sites when they become wilted, discolored, unsightly, or seasonably inappropriate and will be discarded.
- Any non-floral items placed at the interment site including, but not limited to, ceramics, statuary, lanterns, candles, fences, glass, rocks or landscaping materials, may be removed by cemetery personnel if they are deemed an eyesore or danger to others.
- No person shall plant trees, shrubs, plants, flowers, or bulbs in the Camptonville Cemetery.
- Potted plants in containers are allowed on graves as long as the container remains atop the confines of the grave. Healthy potted plants may be left at the discretion of cemetery personnel.
- The Cemetery District will not be responsible for the storage of any pots, shrubs, or plants that are picked up for disposal.
- Receptacles for cut flowers may be removed when not in use or if determined to be unsightly.
- Wooden crosses and other designs made of materials subject to deterioration from weather conditions are not allowed. Such items installed before October 20, 2010 may be allowed to stay until painting and/or repair work is necessary. Such fixtures that are determined unsightly will be removed.
- Anything placed on a grave which is deemed improper by the Cemetery District will be removed by the Cemetery District.
- Glass containers are not permitted. Any type of structures, ornaments, plantings, decorative rock, embellishments and other decorations of a type that they may intensify maintenance problems are subject to removal if, in the judgment of the CCSD Trustees, they are not in harmony with the development of the cemetery or they intensify maintenance problems.

Rules for Graves and Cemetery Grounds

No person shall plant any tree, shrub or flower in the cemetery grounds. Donations for trees are acceptable, however, the trees will be selected and planted under the direction of the CCSD Trustees.

No person shall trespass on any plot of which he/she does not hold interment right. All persons other than interment right holders shall confine themselves to the roads, paths and other public places provided for public use within the cemetery grounds.

Please have respect for the plots of others.

All work done on cemetery grounds by commercial enterprise must receive authorization from the CCSD.

No plot or grave shall be defined by fence, railing, hedge, unauthorized memorial or any other object which extends above the ground.

Only personnel authorized by the CCSD shall plant, prune or remove any part of the trees or shrubs in the cemetery.

Any tree or shrub situated on any plot that by means of its roots, branches or otherwise becomes dangerous to the adjacent plots, walks or avenues can be removed. The CCSD shall have the right and duty to enter upon that plot and remove the dangerous tree/shrub or their parts as it sees fit.

The CCSD Trustees shall have the authority to remove all floral designs, flowers, weeds, trees, shrubs or plants of any kind from the cemetery as soon as, in the judgment of the CCSD Trustees, they become unsightly, dangerous, detrimental, diseased or when they do not conform to the general standard.

No person shall place on any grave statues, toys, boxes, shells, cans, jugs, bottles, glass, tile, bric-a-brac of any description or any unauthorized object including balloons, banners, food and beverages, knick-knacks, solar lights and lanterns, stuffed animals, wind chimes, windmills, windsocks or statuary not incorporated into the monument. All such items are subject to removal. The CCSD Trustees hold the ultimate responsibility for deciding what articles are prohibited.

Glass containers are not allowed in the cemetery at any time. The items in the glass container and the glass container shall be disposed of immediately.

Stakes of any material or wire are not allowed and will be removed from the grave once they are discovered.

The CCSD shall not be liable for items damaged by the elements, thieves, vandals or by other causes beyond its control.

Clean-ups shall occur as determined necessary by the CCSD Trustees. At these clean-ups, flowers and plants that have died will be disposed of. Items which may have value will be boxed and retained for 60 (sixty) days. Following a 30 (thirty) day holding period, they will be disposed of.

CCSD is not responsible for the return of any removed object, decoration, plant or container.

Persons engaged in placing a marker or erecting a monument or other structure upon a grave lot are prohibited from attaching ropes or cables to trees or other objects in the cemetery. They are also prohibited from placing material on adjoining grave lots or allowing the same to remain on the

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ground longer than is necessary. Persons engaged in such work must complete the work in a timely fashion. In order to protect areas from injury, the CCSD Trustees may require planks or plywood be placed over adjoining areas or plots.

Miscellaneous Regulations

The Camptonville Cemetery is open from 7 AM until dusk. No person shall be permitted on cemetery grounds between the hours of nine o'clock (9:00) PM. and six o'clock (6:00) AM

The regularly designated entrance gate shall be the sole and only means of entering and leaving the cemetery.

Discharging of firearms of any kind is not permitted on cemetery grounds except in the case of a military funeral or Memorial and Veterans Day events. This shall not apply to officers of the law or to members of the armed forces of the United States in the discharge of their duties.

No alcohol or consumption of alcoholic beverages and/or mind-altering substances on cemetery property is permitted.

No smoking on cemetery grounds,

No person shall burn any material within the cemetery grounds except authorized cemetery personnel

Children under the age of fourteen (14) years are hereby prohibited from the District cemeteries, except when accompanied by an adult responsible for their conduct. Loitering and/or solicitation on cemetery property is prohibited at all times.

Domestic animals not on a leash are prohibited on Cemetery grounds, except for service animals to assist the disabled. All pet owners are responsible for cleaning up after their animal.

Horses shall not be allowed in the cemetery,

Litter receptacles are provided at various convenient locations and visitors are requested to use them to dispose of any litter.

"NO" cemetery employee shall receive any fee or gratuity from any person.

Picking flowers, breaking or damaging trees or shrubs or in any way damaging any monument or headstone is prohibited and subject to severe penalty according to State law.

The cemetery district shall not be financially responsible for any damage to plots and structures or objects thereon or for flowers or articles removed from any plot or grave.

Please show respect and consideration when visiting the Camptonville Cemetery. Remember, the gravestones are not only very old and fragile, but of great sentimental value to the families of the deceased.

The water in the cemetery will be turned off during winter months due to the risk of freeze and the chance of pipes breaking. Please schedule any plot work requiring water during the months of April through October.

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Plot Purchases and other Fees

The charges and regulations relating to the Camptonville Cemetery are established by the CCSD Board of Trustees. Those charges and regulations shall remain in effect until a new schedule is approved by the Trustees and/or set by the California Health & Safety Code.

Payment is accepted via check payment only.

Checks that are returned for insufficient funds will be turned over to the Yuba County Sheriff's Department for collection.

An Endowment Care fee required by California Health & Safety Code - Section 9068 will be charged at the time of plot purchase. This fee is placed in the Endowment Care Fund which is for the perpetual care of the cemetery grounds. The Endowment Care fee is non-refundable.

All plots, including Memorial Marker Plots, require an Endowment Care fee. The minimum Endowment Care fee is set by California Health & Safety Code - Division 81 Section 8738. It is currently \$4.50 (four dollars and fifty cents) per square foot of plot size.

Eligible non-residents will be charged more than the resident price for plot purchases as per California Health & Safety Code - Cemeteries; Section 9068.

Plots may only be resold to the CCSD for the price paid when purchased. Any Endowment Care fees paid are not refundable.

Planning for Interment

It is important to provide your family, relatives and/or legal representative with certain essential information about your interment plot as follows:

- What is the exact size and location of the interment plot?
- Who is to be interred in it?
- In which grave are burials to be made and what is the location in that grave? What is to be the placement/position of the memorial/monument?

Do not leave these important decisions to others. Do not put them off! Failure to settle these questions now may result in costly mistakes and misunderstandings later.

The CCSD will not be responsible for any burial decisions made by the person ordering the interment and will not be responsible for determining if that person has the legal right to make such burial decisions.

Fee Schedule

Effective June 1, 2012

The listed costs for a plot include the Endowment Care Fund fee that is required by California Code. That fee is set by California Code at a minimum of \$4.50 per square foot. It is included in the plot and memorial marker prices listed below. In addition to the interment right plot cost and the

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Endowment Care Fund fee, each burial into a plot is subject to a \$50.00 (fifty dollar) deposit to guarantee that a permanent grave marker will be installed. Contact the CCSD concerning payment options. Plot Prices are:

Type of Plot	Size	Residents	Eligible Residents	Non-Residents
Cremation	5'x5'	\$247.50	\$472.50	
Full Size	5'x10'	\$460.00	\$935.00	
Double Plot	10'x10'	\$920.00	\$1,880.00	

Memorial Marker Site

Memorial Marker Plots in the Memorial Marker Section are for memorial markers for those not buried in the Camptonville cemetery. Only flat markers are allowed in this section. These plots are also subject to the Endowment Care Fund fee. Prices are based on the status of the purchaser of the Memorial Plot; the person to be memorialized need not be a person eligible for burial in the Camptonville Cemetery.

Memorial Marker Site: 3'x3': Residents \$150.50; Eligible Non-Residents \$272.50

Grave Marker Deposit

The headstone deposit fee of \$50 is payable at the time of burial. It will be refunded to the payer if a grave marker is installed within one year from the time of burial. If no permanent marker is installed by the end of the one year term, the deposit will be forfeited and a small marker will be flat mounted at the burial site by CCSD.

Camptonville Community Services District

P.O. Box 327, Camptonville, CA. 95922

Pam Wilcox, Secretary, (530) 288-3676

Sandy Ross, Board Liaison, (530) 288-3359, sradoffross@gmail.com

Article 800: Fire Department

Section 1. Mutual Aid Agreements

Policy 800.1 Adopted: February 15, 2010

The Board recognizes the need and desirability of cooperating with community agencies in order to serve the residents of the District in the most economical manner.

All cooperative efforts should be instituted when it is believed that such cooperative efforts will better serve District residents while making the best utilization of District revenues.

The Board and staff of the District shall strive to cooperate to the fullest extent with other agencies in the community, including governmental, public, private, and voluntary organizations.

The cooperation, however, shall not be initiated or endured to the detriment or curtailment of the functions or operations of the District or to detriment or curtailment of prior commitments with individuals or groups.

The Fire Chiefs are authorized to enter into Mutual Aid Agreement contracts with surrounding local, state, federal agencies.

Section 2. Job Descriptions & Qualifications

*Policy 800.2 First Reading June 26, 2017. Approved at Second Reading July 24, 2017.
Revised for Station Manager, First Reading Feb 26, 2018, Second Reading Mar 19, 2018*

General

The department head shall be known as the Fire Department Chief, who serves at the pleasure of the CCSD Board. The CCSD Board shall appoint the Fire Chief. The Fire Chief is authorized to appoint all other officers, including Assistant Fire Chief, Captain(s), Duty Officer(s) and Firefighter(s).

Duties and qualifications for all positions are contained herein.

All fire department personnel shall be capable of the following physical qualifications:

- Must be able to lift a minimum of 50 pounds;
- Working in cold, wet, muddy, dusty, hot or dry conditions;
- Able to stand for long periods of time;
- Able to walk while carrying equipment for long distances and up and down hills;
- Work in cramped conditions;
- Working while bending, twisting, kneeling, stooping, crawling;
- Operate all variety of power equipment;
- Operate all variety of digging/scraping tools;
- In order to test and wear a SCBA (Self Contained Breathing Apparatus), must be clean shaven. A mustache and/or goatee may be ok if the fit test is passed.

Continued...

Fire Department Chief

Qualifications: Be certified in all NIMS training requirements (as stated in Operations Manual);

- Be licensed by the State of California to drive Class C vehicles;
- Be adept with oral, written and electronic forms of communication;
- Be able to interface with Customers, Staff and the Board in a professional manner;
- Physically able to perform all duties of Fire Chief;
- Have a thorough understanding of budgets and financial operations;
- Be competent with the use of word processing and spreadsheet software;
- Have all needed computer equipment including printer and internet hookup.

Duties: Manage all aspects of the Department including but not limited to:

- Must attend a minimum of two trainings per month but strive for more;
- Respond to all incidents and assume command when appropriate;
- Ensure capable duty coverage when unable to respond;
- Ensure safe, healthy, harassment & discrimination free workplace;
- Ensure maintenance and operating capability of all station equipment and property;
- Provide operation training and safety training of personnel;
- Maintain training and Certification records;
- Maintain Incident Response Records;
- Responsible for on-time reporting of all reportable injuries and illnesses;
- Responsible for fulfilling mutual aid agreement with County, State, Fed & USFS;
- Participate with the Yuba River Chief's Association;
- Participate in Yuba County Chief's Association;
- Attend all District board meetings and report to the board;
- Enforce District Policy; Participate on the District Risk Management & Safety Committee;
- Prepare Annual Inventory Record;
- Maintain and/or improve ISO status;
- Coordinate actions with the Water District for Hydrant testing;
- Respond to queries from insurance carriers, property owners, and County agencies;
- Acts that create division among the staff or community will not be tolerated.

Physical Qualifications: Must be able to lift a minimum of 50 pounds;

- Working in cold, wet, muddy, dusty, hot or dry conditions;
- Able to stand for long periods of time;
- Able to walk while carrying equipment for long distances and up and down hills;
- Work in cramped conditions;
- Working while bending, twisting, kneeling, stooping, crawling;
- Operate all variety of power equipment;
- Operate all variety of digging/scraping tools;
- In order to test and wear a SCBA (Self Contained Breathing Apparatus), must be clean shaven. A mustache and/or goatee may be ok if the fit test is passed.

Fire Department Assistant Chief

Qualifications: Be certified in all NIMS training requirements (as stated in Operations Manual);

- Be licensed by the State of California to drive Class C vehicles;
- Be adept with oral, written and electronic forms of communication;
- Be able to interface with Customers, Staff and the Board in a professional manner;
- Physically able to perform all duties of Assistant Fire Chief;
- Have a thorough understanding of budgets and financial operations;
- Be competent with the use of word processing and spreadsheet software;
- Have all needed computer equipment including printer and internet hookup;

Duties: Answer to the Chief, or when acting in the absence of the Chief shall answer to the CCSD Board of Directors;

- Must attend a minimum of two trainings per month;
- In the absence of the Chief, shall assume overall responsibility of the department in accordance with all adopted policies and procedures;
- Assist the Chief with all “Command” duties;
- Supervise one of these areas, as assigned by the Chief:
 - Operations
 - Administration
- In supervising one of these areas, do all of the following:
 - Use basic ICS to organize the area. The SOG organization chart is a suggestion only and should not stifle creative solutions;
 - Appoint a Fire Captain as an assistant. The purpose of having an assistant is to train your substitute to act on your behalf, in your absence;
 - Assign a person to each task and make those assignments known;
 - Ensure that all of the tasks are being attended to;
 - Ensure that all compliance tasks are completed annually;
 - Report on progress at all monthly officer meetings;
- Prepare a binder for your assigned area, which contains the following sections:
 - Organization and personnel assignments
 - Vital numbers, codes, contacts, etc.
 - Job descriptions for each task group
 - Mandatory Compliance chart and calendar
- Work with the Risk Manager to verify compliance with department policies;
- Acts that create division among the staff or community will not be tolerated.

Physical Qualifications: Must be able to lift a minimum of 50 pounds;

- Working in cold, wet, muddy, dusty, hot or dry conditions;
- Able to stand for long periods of time;
- Able to walk while carrying equipment for long distances and up and down hills;
- Work in cramped conditions;
- Working while bending, twisting, kneeling, stooping, crawling;
- Operate all variety of power equipment;
- Operate all variety of digging/scraping tools;
- In order to test and wear a SCBA (Self Contained Breathing Apparatus), must be clean shaven. A mustache and/or goatee may be ok if the fit test is passed.

Fire Department Captain

Qualifications: Be certified in all NIMS training requirements (as stated in Operations Manual);

- Be licensed by the State of California to drive Class C vehicles;
- A demonstrated ability to lead and be followed in training conditions and in normal operating conditions;
- An ability to reprimand employees with appropriate and measured means;
- An ability to inspire others to learn, grow and act in a professional manner;

Duties: Must attend a minimum of two trainings per month but strive for more;

- Upholding department policies and practices;
- Fire Captains shall perform duties as assigned by the Chief Officers, and shall appoint as necessary persons to assist in their duties as is required to maintain a reasonable span of control in all duties;
- Operate as an Officer of the Camptonville Community Services District, under the direct supervision of the Fire Chief, but also acting under the oversight and ultimate authority of the Board of Directors of the District;
- Know and uphold written District policy and written departmental operating procedures;
- Know all aspects of our mutual aid agreements, including what we have available as “automatic mutual aid” and as mere “mutual aid”, and know the difference between the two terms;
- Assume command in the absence of ranks of higher authority; yield to ranks of higher authority as they request and/or appear;
- Acts that create division among the staff or community will not be tolerated.

Physical Qualifications: Must be able to lift a minimum of 50 pounds;

- Working in cold, wet, muddy, dusty, hot or dry conditions;
- Able to stand for long periods of time;
- Able to walk while carrying equipment for long distances and up and down hills;
- Work in cramped conditions;
- Working while bending, twisting, kneeling, stooping, crawling;
- Operate all variety of power equipment;
- Operate all variety of digging/scraping tools;
- In order to test and wear a SCBA (Self Contained Breathing Apparatus), must be clean shaven. A mustache and/or goatee may be ok if the fit test is passed.

Fire Fighter

Qualifications: Be certified in all NIMS training requirements (as stated in Operations Manual);

- Be licensed by the State of California to drive Class C vehicles;
- Be able to interface professionally with staff.

Duties: Must attend a minimum of two trainings per month but strive for more;

- Upholding department policies and practices;
- Follow the operational procedures in the operations manual;
- Operate as an Officer of the Camptonville Community Services District, under the direct supervision of the Fire Chief, but also acting under the oversight and ultimate authority of the Board of Directors of the District;
- Know and uphold written District policy and written departmental operating procedures;
- Acts that create division among the staff or community will not be tolerated.

Physical Qualifications: Must be able to lift a minimum of 50 pounds;

- Working in cold, wet, muddy, dusty, hot or dry conditions;
- Able to stand for long periods of time;
- Able to walk while carrying equipment for long distances and up and down hills;
- Work in cramped conditions;
- Working while bending, twisting, kneeling, stooping, crawling;
- Operate all variety of power equipment;
- Operate all variety of digging/scraping tools;
- In order to test and wear a SCBA (Self Contained Breathing Apparatus), must be clean shaven. A mustache and/or goatee may be ok if the fit test is passed.

Duty Officer

Qualifications: Be certified in all NIMS training requirements (as stated in Operations Manual);

- Be licensed by the State of California to drive Class C vehicles;
- Be adept with oral, written and electronic forms of communication;
- Be able to interface professionally with staff.

Duties: A Duty Officer is not necessarily a company officer, but shall act like an officer while on duty;

- Only those persons pre-designated by the Chief and so indicated on the current roster can be considered “qualified” Duty Officers;
- The Duty Officer can only relinquish “the duty” to a qualified duty officer, and only by a verbal hand-shake with the relieving party. In other words, when you terminate your “duty” as Duty Officer, there must be a warm, qualified body verbally telling you he/she will “assume the duty”;
- Respond to all calls while acting as Duty Officer;
- Shall not leave the District except on mutual aid calls or relieved;
- Be the primary contact with dispatch during all calls;
- Assume I.C. on all calls until relieved by an officer;
- Monitor the Foothill, Med Net, Forest Service, Downieville & CalFire repeaters;
- Contact the ECC (477-0641) if dispatch requests “Camptonville Duty Officer contact the Command Center”;
- Be familiar with all of Camptonville’s mutual aid agreements;
- The Chief can and should assume the duty whenever he/she is in the District.

Physical Qualifications: Must be able to lift a minimum of 50 pounds;

- Working in cold, wet, muddy, dusty, hot or dry conditions;
- Able to stand for long periods of time;
- Able to walk while carrying equipment for long distances and up and down hills;
- Work in cramped conditions;
- Working while bending, twisting, kneeling, stooping, crawling;
- Operate all variety of power equipment;
- Operate all variety of digging/scraping tools;
- In order to test and wear a SCBA (Self Contained Breathing Apparatus), must be clean shaven. A mustache and/or goatee may be ok if the fit test is passed.

Station Manager

Qualifications: Be certified in all NIMS training requirements (as stated in Operations Manual);
Be licensed by the State of California to drive Class C vehicles;
Be able to interface professionally with staff.

Duties:

- Keep station clean, which include: the main bay, training room, both bathrooms;
- Keep storage room in order;
- Keep all trucks stocked and clean including medical supplies;
- Fire hose used from a previous call must be cleaned, rolled back up and returned to the rack ready for the next call;
- Must be able to recruit other fire fighters to assist.
- Acts that create division among the staff or community will not be tolerated.

Physical Req's All fire department personnel shall be capable of the following:

- Must be able to lift a minimum of 50 pounds;
- Working in cold, wet, muddy, dusty, hot or dry conditions;
- Able to stand for long periods of time;
- Able to walk while carrying equipment for long distances and up and down hills;
- Work in cramped conditions;
- Working while bending, twisting, kneeling, stooping, crawling;
- Operate all variety of power equipment;
- Operate all variety of digging/scraping tools;
- In order to test and wear a SCBA (Self Contained Breathing Apparatus), must be clean shaven. A mustache and/or goatee may be ok if the fit test is passed.

Article 900: Water Department

Section 1. Water Rates

Policy 900.1 Adopted: October 28, 2013

Policy 900.1 Revised: April 21, 2014

Policy 900.1 Adopted: March 28, 2016

Water Rates are established in the table below. The "Base Rate" shall be the rate normally charged unless the CCSD Board of Directors declares and records in the minutes either a "Drought Preparation" or a "Drought Emergency" condition, whereupon the rates for that condition shall be charged commencing the 1st day of the new month following the board action.

CCSD Water Rates Schedule						
	Base Rate		Drought Preparation		Drought Emergency	
	RATE	USE	RATE	USE	RATE	USE
TIER 1	\$55.00 Flat Rate	Zero to 20,000 gallons	Same as Base Rate	Zero to 10,000 gallons	Same as Base Rate	T.B.D.
TIER 2	\$11.00 per 1,000 gallons	over 20,000 gallons	\$11.00 per 1,000 gallons	over 10,000 gallons	\$T.B.D per 1,000 gallons	T.B.D.
Note: "Use" is the amount of water allotted under a given Tier, in gallons. The Base Allotment of 20,000 gallons is set as 10,000 gallons for a single household plus 10,000 gallons for irrigation water for each parcel. The District's ability to deliver the full 20,000 gallons is not guaranteed.						

Annual Water Rate Review

The cost of producing water shall be examined annually. Following the close of the fiscal year, the water manager shall present a written report to the board summarizing the "Cost of Producing Water", the "Average Number of Fee-Meters" in use for the year, and the "Total Amount of Metered Water Distributed" and the total amount of water produced (treated). The report shall itemize the "Cost of Producing Water" in four categories: Operations and Maintenance (O&M), Debt Service, Reserve Fund Contributions, and Policy 500.2 prorated contributions, and the total cost shall be sum of all four categories, defined as:

Operations and Maintenance Costs: The annual O&M cost shall include Salaries and Benefits, Services and Supplies as required to produce water;

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Debt Service: The sum of all payments, including principal and interest payments as required to pay down any outstanding debt, and

Reserve Fund Contributions: The sum of all contributions to Reserves, subdivided into two sub-categories: Mandatory Reserves (as may be required by law or condition of a grant or loan) and Discretionary Reserves (as may be stipulated by the CCSD Board.)

CCSD Contributions: The sum of all expenses due to the district as required by the CCSD Board. Insurance Costs, Audit Costs and other costs that are otherwise part of doing business shall be included in the O&M category. The costs to be included in the CCSD Contribution would be cost levied by the district but not related to producing water.

The report shall also include the proposed budget for the coming fiscal year, a side by side comparison of past year and proposed year, and report the "Break-Even" water rate and the "Cost per 1,000 Gallons" for both the past year and the coming year, defined as:

Break-Even Water Rate: The "Cost of Producing Water" divided by 12 times the "Average Number of Fee-Meters"

Cost per 1,000 Gallons: The "Cost of Producing Water" divided by "Total Amount of Metered Water Distributed" and multiplied by 1,000.

Changing the Water Rates

The CCSD Board, upon receipt of the water managers "Annual Water Rate Review" report, shall consider changing the "CCSD Water Rates Schedule" listed above. Any changes to the the CCSD Water Rates Schedule shall be adopted in accordance with California Law, specifically Section 6(b) of Article XIII.D of the California Constitution, Division 3 of Title 6 of the California Government Code, as well as any other applicable requirement of California Law.

The adopted water rate shall not exceed the "Break Even Water Rate" defined above. Revenues derived from the fee or charge shall not exceed the "Cost of Producing Water" defined above. Excess use water fees shall not exceed the "Cost per 1,000 Gallons" defined above. Revenues derived from the water rate shall not be used for any purpose other than that for which the rate was imposed. No fee or charge may be imposed for general governmental services including, but not limited to, police,

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fire, ambulance or library services, where the service is available to the public at large in substantially the same manner as it is to property owners.

The adoption process shall proceed as follows:

1. The parcels upon which a fee or charge is proposed for imposition shall be identified. The amount of the fee or charge proposed to be imposed upon each parcel shall be calculated.
2. The agency shall provide written notice by mail of the proposed fee or charge to the record owner of each identified parcel upon which the fee or charge is proposed for imposition, the amount of the fee or charge proposed to be imposed upon each, the basis upon which the amount of the proposed fee or charge was calculated, the reason for the fee or charge, together with the date, time, and location of a public hearing on the proposed fee or charge.
3. The agency shall conduct a public hearing upon the proposed fee or charge not less than 45 days after mailing the notice of the proposed fee or charge to the record owners of each identified parcel upon which the fee or charge is proposed for imposition. At the public hearing, the agency shall consider all protests against the proposed fee or charge. If written protests against the proposed fee or charge are presented by a majority of owners of the identified parcels, the agency shall not impose the fee or charge.

Section 2. Customer Relations

Policy 900.2 First reading 8/28/17; Second Reading 9/25/17; Adopted 10/23/17

Billing

Billing statements for the coming month's allotment of water and for the previous month's excess water use fees are sent out the first of each month and are due upon receipt. The monthly water bill shall post the meter reading and the gallons used for the past period for all customers. All payments must be made to and sent via U.S. Mail to:

Camptonville Community Services District
14106 Lucky Nugget Lane,
Grass Valley, CA 95949.

District employees or board members will not accept payment.

Customer Accounts

New customers and/or returning customers and/or customers of long standing who have had the water service terminated for lack of payment shall be incorporated into the water department in the following manner:

- New customers shall be given a copy of CCSD Policy 900.1 and 900.2 for their use,
- New customers shall sign an "Agreement for Water Service" stating that the customer has received a copy of the water policy and agrees to comply with the terms and conditions of the District water department.
- The "Agreement for Water Service" shall include the following customer information: full legal name, any other names or alias' in use, physical address, mailing address, billing address, phone number(s), social security number, place of employment and contact information.
- New customers shall be invoiced for the first and last month's water use at the time the agreement is signed, payable before 30 calendar days has expired. If the customer fails to make the payment by the time stated on the agreement, delinquency proceedings shall begin without delay commencing with a 15 day notice of water service termination.

Landlords and Tenants

Water service for parcels rented by persons other than the property owner may be paid for by the Property Owner, by an agent for the property owner hereafter named the landlord, or by the tenant(s). The person or entity who signs the "Agreement for Water Service" shall be the person or

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entity legally responsible for payment of the water bills, subject to any and all legal remedies available to the District in the event of a failure to pay the balance due. If water service is established in the name of the property owner or landlord but a tenant is the end user of the water, the District may not terminate service to the tenant, without first offering to open an account the tenant, per State law.

Multiple parcels or services

Parcels with a single meter but with multiple dwelling units shall pay the monthly fee for each dwelling unit and are entitled to the Tier 1 "Use" volume limit for each additional dwelling unit. The monthly rate for these parcels shall be the full Tier 1 rate for each additional dwelling unit. Tier 2 and 3 water rates shall apply to the property as a whole, but not until the aggregate Tier 1 use limit is breeched. Averaging the water use of multiple tenants with separate meters is not permitted.

In the case of a parcel with one meter and multiple dwelling units, the primary landowner of the parcel is responsible for paying for all water use on the parcel, unless separate meters and accounts are established for each dwelling unit. In the event the property owner becomes delinquent, water service to tenants on the property cannot legally be terminated. In such a situation, the district must allow each tenant of the parcel to apply for water service separately and each such service metered separately.

Delinquent Accounts

Any account with any amount more than 30 days overdue is considered delinquent, and is subject to termination. The water system billing and collection service will notify the CCSD Board of all delinquent accounts once a month. The board will authorize an employee and/or volunteer, herein called the "Collections Agent", empowered to review all delinquent cases and to take actions in accord with this policy. A delinquency proceeding shall proceed in the following manner:

- The Collections Agent will send delinquent property owners a written "Termination Notice" and notify the Water Department Manager of same. The Termination Notice shall identify the service address, the meter number, the customer name and billing address, the delinquent amount and the date for termination of service.
- 48 hours prior to the Termination Date, the Collections Agent shall confirm the delinquent status of the customer with the CCSD Accountant and if the customer remains delinquent, the Collections Agent shall post a 48 hour shut-pff notice at the service address, and notify the Water Department of this action.
- On the termination date, the Collections Agent shall confirm the customer's payment status and if the customer remains delinquent, the Collections Agent shall contact and order the Water

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Department to shut-off water service and lock the meter.

- Once service has been terminated, service may only be restored by payment-in-full of all amounts due to date, plus a \$100.00 reconnect fee, plus the completion and the acceptance by the District of an "Agreement for Water Service".

The Collections Agent may elect to withhold Termination Notices under either of the following circumstances:

- **Hardships:** Customers with hardships may contact the Collections Agent and request a payment plan. Under state law, the District must allow for a payment plan; see the provisions below. Hardships may be of any nature except that of "failure of tenants to pay rent". Customers may contact the Board Agent directly or pass a message through the District Secretary or Water Department Manager. The Board Agent may then withhold the Termination Notice so long as a reasonable progress of payment is being made. If the delinquent amount increases more than two months in a row, reasonable progress is not being made.
- Persons with serious medical issues, as attested to in writing by a physician, physician's assistant or nurse practitioner cannot have their service terminated.
- Dependents of Military Service members must receive a 180-day extension.
- As directed by a Board Action.

Delinquent Amount Payment Plan

Outstanding amounts may be paid under a payment plan. The customer must make an initial deposit of 25% of the outstanding amount, must make monthly installment payments in addition to the normal water service fee, must pay off the entire debt with interest in 12 months time, and must keep the account current of all new charges. Interest will be compounded monthly at an annual rate of 3%. Customers who default on a Delinquent Amount Payment Plan will have service terminated as per the requirements on Delinquent Accounts noted above, and shall not be eligible for another payment plan unless approved by the CCSD Board.

Failure to Resolve a Delinquent Amount

In the event an account remains delinquent more than 60 days after the water service is shut-off or more than 120 days total, the board shall resolve the matter by a recorded action of the board, using whatever means deemed appropriate by the board, including placing a lien on the property.

Temporary shutoff

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Owners may temporarily discontinue service to residences which are or will be unoccupied for a period of 60 days or more. There will be no monthly charge during the time the service is off, but a \$25 reconnect fee is required for service restoration.

New hook-ups and reconnecting an existing service

To hook up a complete new service to Camptonville Water the cost will be \$4,000.00 unless the Board and the customer agrees to time and materials cost basis. If there is an existing service on the property to hook up there will be a reconnection fee of \$25.00.

Un-repaired Leaks

Due to our legal requirements to maintain proper disinfection of the water we produce, any connection having a steady leak will have service terminated. For leaks over 5 gallons per minute, the District will shut-off service without notice. The district will send the property owner written notice and service will remain shut-off until the owner notifies the District that the leak has been repaired. For smaller leaks, the district will send the property owner written notice and service will be shut off 15 days from the date of such notice. In either case, to restore service will require payment of all amounts due to date, plus a \$25.00 reconnect fee.

NOTES

The following is not District policy but it is a summary of state regulations pertaining to the shut-off of water service found primarily in Government Code Section 60371:

- Notice of Delinquency: No sooner than 19 days after mailing of the District's water bills, Notice of a delinquent amount and possible termination shall be mailed (postage paid) to the customer billed for the service. Notice shall include name and address of delinquent customer, delinquent amount, date by which payment is required to avoid termination, procedure by which customer can complain or request investigation, procedure to request amortization, procedure for customer to obtain financial assistance, and Collections Agent contact phone number.
- Notice of Pending Termination: Notice of service shutoff shall be made no sooner than 10 days before service is shut off. If the notice is mailed, service may not be shut-off any sooner than 15 days from the date notice of service shutoff is mailed.
- Notice to Actual Users: The District must make a good faith effort to notify actual users of water services when accounts are in arrears. This notice, which may be different than the notice sent to the billed customer, shall inform users of the service that they have the right to become customers of the District without having to pay the delinquency. Notice to the actual water user shall include name and address of delinquent customer, delinquent amount, date by which payment is required to avoid termination, procedure for customer to obtain financial assistance, and Collections Agents contact hone number.

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- 48 Hours Prior to Shut-Off: The District must make a reasonable, good faith effort to contact an adult residing at the premises to be shut-off, by telephone or in person, at least 48 hours before service termination. When telephone or personal contact cannot be made, notice shall be given by mail or posting in a conspicuous place at the home of termination a notice of termination, at least 48 hours prior to termination. The notice must be in English, Spanish, Tagalog, Vietnamese and Korean.
- Illegal Terminations: No district shall terminate residential service in the following circumstances: (Government Code, § 60372(b)):
 - During a district investigation of a customer dispute or complaint;
 - During a customer granted extension of period for payment of a bill;
 - On certification of licensed physician and surgeon that to do so would be life threatening to customer and that the customer is unable to pay BUT is willing to enter into amortization agreement of up to 12 months.
 - District may not terminate for a customer complying with amortization and who keeps the account current as subsequent charges accrue.
- Government Code, § 60372(c): Any residential customer who has within 13 days of mailing of "Notice of Delinquency" made a request for extension of payment of the delinquent bill shall be given an opportunity for review of the complaint, investigation, or request by a manager of the District. Review shall include consideration of an amortization of unpaid balance.

Additional but less relevant requirements:

- Government Code, § 60371(b): District only has to make service available if the users agree to the terms and conditions of service of the District. If user(s) willing to assume responsibility for entire account, District may make service available. If District can selectively terminate service only to those users who have not met District's requirements for service, District can disconnect those users.
- Government Code, § 60371(c): Credit can be established by the user showing proof of prompt payment of rent for a time equivalent to District's requirement of payment of service.
- Government Code, § 60371(d): An actual user who becomes a customer under this section, whose rental payments include charges for water, may deduct from the rental payment all reasonable charges paid for water during the preceding payment period.
- Government Code, § 60372(d): Adverse determination may be appealed to the District board, the appeal is not subject to this section.
- Government Code, § 60373(d): Noncompliance with amortization agreement- District should give customer 48 hours notice to customer of termination with conditions customer is required to meet to avoid termination. Notice does not entitle customer to further investigation.
- Government Code, § 60373(e): Any service terminated without complying with this section is wrongful and entitles the customer to restoration of service without charge for restoration.
- Government Code, § 60374: The District shall not cease water service on any Saturday, Sunday, legal holiday, or any time during which the business offices of the District not open to the public.

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- Government Code 60375.5- District can require an applicant for new service to deposit money based on the credit worthiness of the applicant.
- Military & Veterans Code, § 827: Service members may apply for and shall receive shutoff protection from a service provider for 180 days, and the service provider may grant extensions. Why? Reduction in household income as result of member of the household being called to active duty. Notification- service member must indicate the house will still be occupied during deployment by a legal dependent. The service provider may waive repayment of the service, however, this section does not exempt the obligation to pay for the service incurred during the time of assistance.
- Military & Veterans Code, § 827: Service providers must establish a repayment plan allowing repayment over a reasonable period, not to exceed 12 months, after the service member's release from active duty. District may not charge late fees or interest during the period of service or repayment.
- Military & Veterans Code, § 828- a person violating any provision above shall be liable for actual damages, reasonable attorney's fees, and costs incurred by the service member.

Section 3. Job Descriptions

Policy 900.3 - Adopted January 25, 2016; revised (First Reading) 10/16/17; Second Reading and Adopted by the Board on November 28, 2017

The department head shall be known as the Water Department Manager & Operator, with duties as described below. There may be an Assistant Operator position filled, with duties described below. Wage rates shall be set by the board at the time of employment, and evaluated annually.

Water Department Manager and Operator

Qualifications: Be licensed by the State of California as a T2 and a D1;
Be licensed by the State of California to drive Class C vehicles;
Maintain said licenses throughout the period of employment;
Be adept with oral, written and electronic forms of communication;
Be able to interface with Customers, Staff and the Board in a professional manner;
Physically able to perform all duties of an Operator;
Able to manage the system 24 hours a day, 7 days a week, 365 days per year;
Able to respond to the service area at any time to effect repairs and/or service;
Have a thorough understanding of Budgets and financial operations
Be competent with the use of word processing and spreadsheet software;
Have all needed computer equipment including printer and internet hookup;
Have all tele-communications equipment needed to monitor the plant remotely, to receive telecommunicated alerts and alarms, and to be contacted by others in times of emergency.

Duties: Manage all aspects of the Department including but not limited to:

- Be responsible for the compliance with all drinking water regulations;
- Coordinate reporting and testing with Yuba County Environmental Health;
- Be responsible for the day-to-day operation and maintenance of the water system;
- Follow the operational procedures in the Operations & Maintenance Manual;
- Follow the scheduled maintenance in the Operations & Maintenance Manual;
- Follow the procedures in the Emergency Response Guidelines;
- Prepare monthly board reports and address the board at it's monthly meetings;
- Attend all meetings where required by the Board;
- Advise the board on all financial matters of the department;
- Keep printed and electronic records of all activities;
- Answer to the CCSD Board of Directors.

Physical Req's All water department personnel shall be capable of the following:

- Working in cold, wet, muddy, dusty, hot or dry conditions;
- Working with Chlorine, PVC Solvents and related chemicals;
- Digging ditches and holes in hard ground;
- Installing and/or repairing all kinds of pipelines & plumbing;

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- Working in cramped conditions;
- Lifting 50 lbs,
- Working while Bending, Twisting, Kneeling, Stooping, Crawling
- Operate all variety of hand torque wrenches;
- Operate all variety of digging tools;
- Good eyesight (with corrective lenses) for reading gauges, dials, electronic readouts, computer screens;

Assistant Operator

Qualifications: Ideally be licensed by the State of California as a T2; Be licensed by the State of California to drive Class C vehicles;
Maintain said licenses throughout the period of employment;
(There is a two year grace period to obtain T2 licensure)
Be adept with oral, written and electronic forms of communication;
Be able to interface with Customers, Staff and the Board in a professional manner;
Physically able to perform all duties of an Operator;
Able to respond to the service area at any time to effect repairs and/or service;
Have all tele-communications equipment needed to monitor the plant remotely, to receive telecommunicated alerts and alarms, and to be contacted by others in times of emergency.

Duties: Assist the department manager/operator as requested, including:

- Day-to-day plant operations, adjusting levels in accordance with our procedures;
- Follow the operational procedures in the Operations & Maintenance Manual;
- Follow the scheduled maintenance in the Operations & Maintenance Manual;
- Follow the procedures in the Emergency Response Guidelines;
- Answer to the Water System Manager & Operator.

Physical Req's All water department personnel shall be capable of the following:

- Working in cold, wet, muddy, dusty, hot or dry conditions;
- Working with Chlorine, PVC Solvents and related chemicals;
- Digging ditches and holes in hard ground;
- Installing and/or repairing all kinds of pipelines & plumbing;
- Working in cramped conditions;
- Lifting 50 lbs,
- Working while Bending, Twisting, Kneeling, Stooping, Crawling
- Operate all variety of hand torque wrenches;
- Operate all variety of digging tools;
- Good eyesight (with corrective lenses) for reading gauges, dials, electronic readouts, computer screens;

Collections Agent

Qualifications: Be adept with oral, written and electronic forms of communication;
Be able to interface with Customers, Staff and the Board in a professional manner;

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Physically able to perform all duties of an Collection Agent;

Have all computer and communications equipment needed to prepare notices, receive emails and archive written materials.

Duties:

Work under the supervision of the Water System manager;

Be thoroughly familiar with all applicable CCSD policies;

Be familiar with all customer locations and services;

Make contact with customers, and

Perform the following monthly activities:

- Receive and review monthly aging statements from the accountant;

- Review the previous month's actions and responses with the

accountant;

- Prepare a list of Delinquent Accounts for Action

- Obtain water manager or board approval before taking actions;

- Contact customers with delinquent accounts to encourage payment;

- Issue a "Notice of Delinquency" to customers upon failure to make

payment;

- Issue a "Shut Off Notice" to customers upon failure to make

payment;

- Issue a "Payment Plan Agreement" to customers as directed;

- Maintain contact with the accountant on payment status prior to shut-

off;

- Lock off Water Service to customers who have failed to make

payment.

File a monthly report of actions taken and submit to the water system manager.

Physical Req's

The Collections Agent shall be capable of the following:

- Working in cold, wet, muddy, dusty, hot or dry conditions;

- Absolutely avoiding anger responses when working with customers;

- Reading written materials, both paper and computer applications;

- Hand writing clearly without ambiguity;