



TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

Board of Directors

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Providing Outstanding Service Since 1963

January 28, 2019

Board of Directors
Triunfo Sanitation District
Ventura County, California

DISTRICT CODE OF CONDUCT POLICY (RESOLUTION NO. T14-011)

Recommendation

At the December 17, 2018, Triunfo Sanitation District (TSD) Special Board Meeting, your Board requested that staff provide the Board with the opportunity to review the District's Code of Conduct Policy. Staff has included Resolution No. T14-011 for your Board to discuss and provide direction. Looking forward, staff recommends that the Code of Conduct Policy be included in the pending TSD Ordinance No. TSD-100, which outlines the formation of the District and covers its role and authority.

Please contact me at 805-658-4621 or email marknorris@vrsd.com if you have any questions or need additional information.

REVIEWED AND APPROVED:


Mark Norris - General Manager

Attachment: TSD Resolution No. T14-011

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TRIUNFO SANITATION DISTRICT

RESOLUTION NO. T14-011

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TRIUNFO SANITATION DISTRICT ADOPTING A POLICY
RELATED TO A CODE OF CONDUCT

WHEREAS, the Board of Directors of Triunfo Sanitation District is committed to operating in accordance with the highest ethical standards; and

WHEREAS, the Mission Statement of Triunfo Sanitation District includes a commitment to "maintain the public trust and confidence"; and

WHEREAS, on June 23, 2014, the Board of Directors adopted Resolution No. T14-006 adopting a policy related to a Code of Conduct and serving as public notice of a commitment to ethical behavior on the part of the Board of Directors of the Triunfo Sanitation District; and

WHEREAS, the Board of Directors has requested amending the Code of Conduct to include a provision regarding Directors requesting items to be placed on the Board agenda.

NOW, THEREFORE, BE IT RESOLVED, that the Triunfo Sanitation District Board of Directors hereby adopts a revised policy related to a Code of Conduct.

BE IT FURTHER RESOLVED that TSD Resolution No. 14-006 is hereby repealed and replaced by the adoption of this Resolution No. T14-011.


PASSED, APPROVED, AND ADOPTED this 27th day of October, 2014.

TRIUNFO SANITATION DISTRICT



STEVEN ICELAND, CHAIR

ATTEST:



Josie Guzman, CMC, Clerk of the Board

TRIUNFO SANITATION DISTRICT CODE OF ETHICS POLICY

The Board of Directors of Triunfo Sanitation District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. The following rules should be observed in order to assist in the governance of the behavior between and among members of the Board of Directors:

- a) Directors shall thoroughly prepare themselves to discuss agenda items. Information may be requested through the District Manager or other designated District staff, or exchanged between Directors before meetings in a manner consistent with the Ralph M. Brown Act.
- b) The dignity, style, values, and opinions of each Director should be respected.
- c) Responsiveness and attentive listening in communication is encouraged.
- d) The needs of the District's constituents should be the priority of the Board of Directors.
- e) When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and route their questions through appropriate channels and to responsible management personnel.
- f) The primary responsibility of the Board of Directors is the formulation and evaluation of policy and strategy to give direction and guidance to District staff. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- g) Directors should commit themselves to emphasizing the positive, avoiding double-talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- h) Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- i) Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
- j) The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- k) Directors should develop a working relationship with the District Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly.

- l) Directors should practice the following procedures while working with the District Manager, District staff, and District constituents:
 - (1) In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 - (2) In handling complaints from residents and property owners of the District, said complaints should be referred directly to the District Manager or delegated District staff.
 - (3) In handling items related to safety, concerns for safety or hazards should be reported to the District Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 - (4) When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.
- (m) Directors shall avoid conflicts of interest and disclose potential conflicts of interest as consistent with California law.
- (n) Directors shall not solicit or participate in soliciting an assessment, subscription, or contribution to a political party during working hours on property owned by the District and shall conform to Government Code Sections 3202 and 3203.
- (o) Agenda items requested by any Director at a regularly scheduled Board meeting will be placed on the next Board meeting agenda, and any items requested by any Director between Board meetings will be conveyed from the Director through the Chair to staff to place the item on the agenda at the Chair's discretion.

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