



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Peter Kampa, General Manager

DATE: January 10, 2023

SUBJECT: Agenda Item 6C: Adoption of a Resolution Accepting the District Policy and Procedure Manual, as Amended

RECOMMENDED ACTION:

I move to adopt Resolution 05-2023 accepting the district Policy and Procedure Manual as amended.

BACKGROUND:

This item is before the board today because district staff is going to apply for the Special District Leadership District of Distinction Certificate. The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, legislators, and other key stakeholders, their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures, and proof of training received by directors and executive staff.

Through the efforts of our Board and staff, we meet the requirements for the Districts of Distinction accreditation. One of the application requirements is to submit a copy of the districts current approved policies and procedure manual and to provide a copy of board minute action adopting and or having reviewed the policies and procedure manual within the past year. The GCSO policy manual was originally completely revised and adopted in 2010, and has been continuously updated on an as-needed basis.

Due to the very large size of the policy manual and the fact that we are not proposing changes to the policy, we did not include a full paper copy in this packet and have made it available by hyperlink to our website. We did include the manual table of contents that lists each policy contained. Also included is the District of Distinction information.

ATTACHMENTS:

1. Resolution 05-2023
2. Link to Policy and Procedure Manual
3. District Adopted/Amended Policy Catalog (Table of contents)
4. SDFL District of Distinction Flyer and Application

FINANCIAL IMPACT:

None.

Policy Catalog

410	Investment of District Funds	10/11/2010	3/12/2018	8-18
803	Reservation of Park Facilities	10/11/2010	5/14/2018	11-18
106	Claims Against the District	10/11/2010	12/11/2018	41-18
Appendix 100-A	Conflict of Interest Code	10/11/2010	12/11/2018	40-18
405	Debt Management Policy	02/12/2019		2019-3
408	Purchasing, Contracting and Procurement	10/11/2010	2/12/2019	2019-5
	Board of Directors Policy/ Amend time and day of meetings DIRECTOR POLICY	2/12/2018	2/12/2018	7-18
	Amend the Leak Adjustment Policy		1/08/2019	2019-01
	Revised Policy for District Staff Use of		4/12/2019	11-19
	Approving Legislative Advocacy Policy	5/14/2019		26-2019
	Approving Alternative Work Schedules	8/13/2019		33-19
	Remuneration DIRECTOR POLICY		8/13/2019	34-19
	Reservation of Park Facilities		9/10/2019	38-19
	Donor/Sponsor Policy	10/8/2019		40-19
	Revised Annexation Policy		02/11/2020	06-2020
	Revised Board Resolutions Policy		3/10/2020	07-2020
	Revised Budget Policies		3/10/2020	08-2020
	Policy for Employees Working Remotely	4/14/2020		14-2020
	Family Medical Leave Act Policy		4/14/2020	15-2020
	Electronic Signature Use Policy		07/14/2020	33-2020
	Conflict of Interest Policy		09/16/2020	40-2020
	Vehicle Use Policy		09/16/2020	44-2020
	Board Remuneration Policy		02/09/2021	06-2021
	Amending Local Rules and Policies CFD		03/08/2022	06-2022
600	Amending District Land Development		03/08/2022	07-2022
	Board Remuneration Policy		06/14/2022	22-2022
	System of Accounting Asset Limit Policy		06/14/2022	23-2022
	SB-988 Policy		8/9/2022	33-2022
	Financial Policy Establishing a \$25,000		8/9/2022	34-2022
	Conflict of Interest Policy in Accordance		8/9/2022	
	District's Investments Policy		12/13/2022	50-2022
	Approving an AB 2449 Policy Related to		1/10/2023	04-2023
	District Policy and Procedure Manual		1/10/2023	06-2023

RESOLUTION 05-2023

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND
COMMUNITY SERVICES DISTRICT ACCEPTING THE DISTRICT
POLICY AND PROCEDURE MANUAL, AS AMENDED**

WHEREAS, the Groveland Community Services District (herein referred to as the District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the Board of Directors (Board) of the Groveland Community Services District (District) is authorized and required to adopt and amend policies related to the services it provides and typically does so by Resolution of the Board; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF GROVELAND COMMUNITY SERVICES DISTRICT to adopt Resolution 05-2023 Accepting the district Policy and Procedure Manual as amended.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF GROVELAND COMMUNITY SERVICES DISTRICT this 10th day of January 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board Secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on January 10, 2023.

DATED: _____

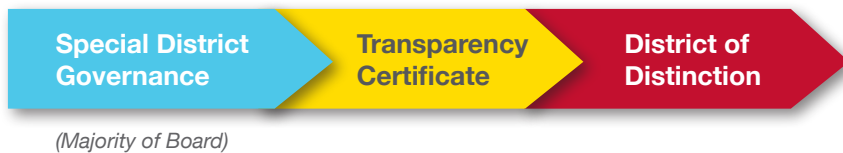
Take Your District to the Next Level! Is Your District a District of Distinction?

The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, legislators, and other key stakeholders, their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures, and proof of training received by directors and executive staff. Showcase your district's efforts to be among the best and take your district to the next level!

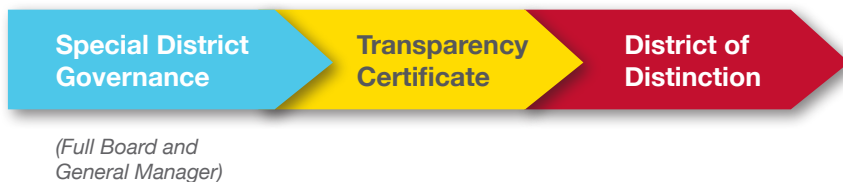
SDLF's base level accreditation confirming core administration and governance best practices.



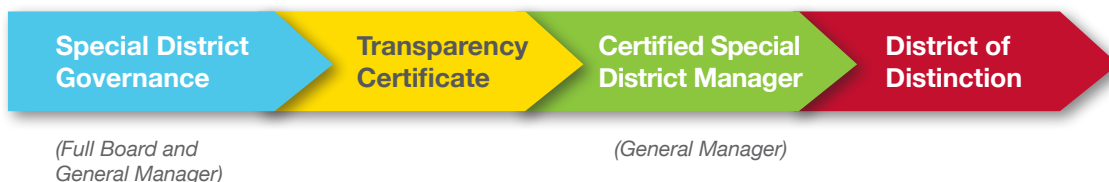
Demonstrates a district's commitment to take their district to the next level by also incorporating governance training as a core value.



Demonstrates a district's commitment to transparency, sound operating practices, and comprehensive governance training for the entire Board.



SDLF's highest level of recognition for a district. Incorporates completion of all SDLF programs demonstrating a comprehensive approach to excellence in district management and governance.





The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs. The SDLF and its activities are supported by the California Special Districts Association and the Special District Risk Management Authority.

Certificate in Special District Governance

Designed to honor special district board members and trustees that have taken the time to receive specific professional development training to include core governance curriculum through completion of the Special District Leadership Academy plus 10 hours of other related continuing education.



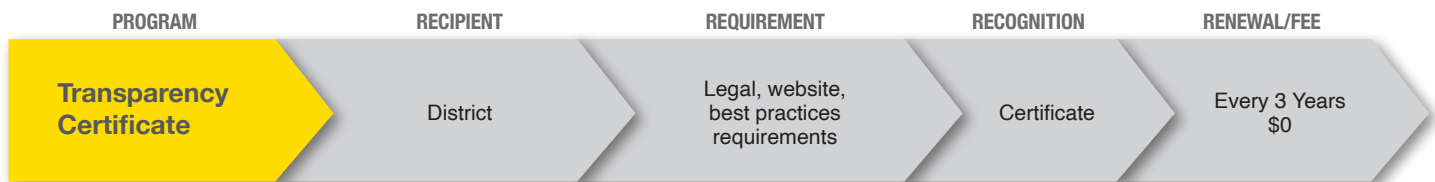
Certified Special District Manager (CSDM)

A voluntary professional designation that helps document and recognize an individual's knowledge, skills, experience, and capabilities as a special district manager.



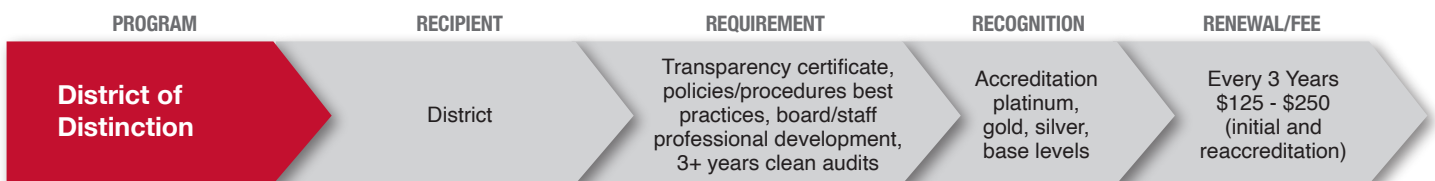
District Transparency Certificate of Excellence

Created in an effort to further promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency.



District of Distinction Accreditation (Transparency Certificate is a required component)

Designed as a way for districts to strive to be among the best through a comprehensive approach to implementing governance, management, transparency, and fiscal best practices.



SDLF Scholarships

Annually, SDLF awards thousands of dollars in professional development scholarships to individuals (board members & staff) in districts. Visit sdlf.org to learn what is available and apply!

Contact SDLF and get involved

1112 I Street, Suite 200, Sacramento, CA 95814
t: 916.231.2909
www.sdlf.org
e: info@sdlf.org



SHOWCASE YOUR COMMITMENT TO EXCELLENCE

District of Distinction Application

The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff.

Requirements:

FINANCIAL AUDITS

Districts must demonstrate they undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.

What to submit:

- Copies of the three most recent district audits, including financial statements (3 letters) SAS 114 - *The Auditor's Communication with Those Charged with Governance*, SAS 115 - *The Auditor's Communications on Internal Control Related Matters*, and management letter. Each audit, including findings and recommendations, will be reviewed by a member of the Certification & Audit Review Advisory Committee. Committee members are volunteers from the special district community, including district controllers, directors of finance and CSDM certified general managers.

POLICIES AND PROCEDURES

Districts must demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual. Policies and procedures should focus on governance, ethics, board conduct, district finances, reserves, reimbursement/compensation, etc.

What to submit:

- Copy of your district's current approved policies and procedures manual.
- Copy of your district's Board minute action adopting and/or having reviewed the policies and procedures manual within the past year.

TRAINING

What to submit:

Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:

- Governance Training:** Six hours of basic governance training. (New board members and executive staff must complete within the past 5 years) *Governance Foundations*, offered by CSDA's Special District Leadership Academy, satisfies this requirement. Other courses may qualify as well, however will need to be submitted for review by SDLF. Also, *Board Member Best Practices* (3 hours) plus 2 approved webinars will satisfy that requirement. Approved webinars are: *Board Member and District Liability Issues*, and *Who Does What? Best Practices in Board Staff Relations*.
*Districts with boards larger than 7 need at least a majority of total board members completing this training requirement.
- Ethics Training:** Documentation verifying completion of AB 1234 ethics compliance training within the last two years.
- Harassment Prevention Training:** Documentation verifying completion of AB 1825 harassment prevention training within the last two years.

OTHER

Districts must also include the following items with the accreditation/re-accreditation application:

What to submit:

- Board of Directors roster
- List of executive staff, including titles
- Completed application for accreditation/re-accreditation
- Accreditation/re-accreditation application fee
- Completed SDLF District Transparency Certificate of Excellence

Who should apply to be a District of Distinction?

Any California special district that wants to demonstrate publicly the effectiveness of its operations. Applying for this designation shows that your district understands and respects the responsibilities inherent to providing essential public services in a fiscally responsible manner.

What does a district receive for completing the program?

Districts of Distinction earn the right to use the program’s seal on district materials and a plaque honoring their accomplishment. SDLF will also send a letter to a local publication and notify legislators on a district’s behalf.

How does a district apply?

Districts interested in earning the Districts of Distinction designation must complete the application and submit it along with the required documentation. Applications must also be accompanied by an application fee.

If my district is a member of the Special District Risk Management Authority (SDRMA), will getting a District of Distinction accreditation save me money on my premiums?

Yes. SDRMA offers Credit Incentive Points (CIPs) if your district earns the District of Distinction accreditation which can provide significant premium discounts. For more information, contact SDRMA at 800.537.7790 or visit www.sdrma.org.

RE-ACCREDITATION

How long is the designation valid?

The Districts of Distinction designation is valid for three years and a district may be re-accredited by submitting the application and all current required documents for review along with the re-accreditation fee.

Fees

The fees are on a sliding scale, based on a district’s budget:

INITIAL ACCREDITATION & RE-ACCREDITATION

Annual operating budget	Fee
\$0-299,999	\$175
\$300,000-749,999	\$200
\$750,000-999,999	\$225
\$1,000,000--2,999,999	\$300
\$3,000,000 or more	\$450

Submit this application along with all required documentation and payment to:

Special District Leadership Foundation
 1112 I Street, Suite 200
 Sacramento, CA 95814
 Phone: 916-231-2909 • Fax: 916-442-7889 • sdlf.org

Electronic filing is preferable.

info@sdlf.org.

District:		
Mailing Address:		
City:	State:	Zip:
Contact Name:	Title:	
Phone:	Fax:	
Email:	Website:	
Assembly Member(s)*:		
Senator*:		
Local Newspaper(s):		
I certify that the information submitted is accurate and complete to the best of my knowledge.		Signature:

SILVER, GOLD OR PLATINUM RECOGNITION

Board Members who have received Certificate in Special District Governance: (attach additional pages if necessary)

	Date:
	Date:
	Date:

General Manager:

Has completed Certificate in Special District Governance

Has completed Certified Special District Manager (CSDM)

PAYMENT

Total: \$ Check Visa Mastercard Discover American Express

Acct. Name: Acct. Number:

Expiration Date: Authorized Signature: