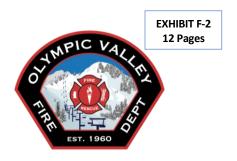


OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



ADOPTING REVISIONS TO THE POLICY MANUAL

DATE: August 29, 2023

TO: **District Board Members**

FROM: Jessica Asher, Board Secretary

SUBJECT: Adopting Revisions to the Policy Manual

BACKGROUND: The purpose of Policy Manual is to provide guidance for the development and application of the District's policies in a manner that will be mutually beneficial for the District and its employees. The policies included in Policy Manual are those that are not otherwise incorporated into the Personnel Procedures and Policies Manual (PP&PM) or the District's Administrative Code.

> These policies are not Code and as such the Board only needs to consider adopting a Resolution to make changes to the policies, not an Ordinance.

DISCUSSION: The District has fully reformatted the District's other major personnel and governing documents (PP&PM, Administrative Code, and Memorandums of Understanding (MOUs)). The current policy manual has clerical inconsistencies, including various numbering, header, and footer styles. The policies also reference Squaw Valley Public Service District. Staff would like to update the formatting of the Manual to include all "miscellaneous" policies as numbered policies and merge the many documents into one, easily reviewable, file format. This will ease review for the District's new legal counsel as well as streamline the process for staff making updates. At this time, no content changes are recommended, though staff anticipates changes will be forthcoming as many policies have not been reviewed recently.

ALTERNATIVES: 1. Adopt Resolution 2023-17 authorizing staff to make ministerial changes to the District's Policy Manual.

> 2. Do not adopt Resolution 2023-17.

FISCAL/RESOURCE IMPACTS: None.

RECOMMENDATION: Adopt Resolution 2023-17.

ATTACHMENTS: • Resolution 2023-17

- Policy Manual Index Proposed Numbering Changes Redlined (2 pages)
- Policy Manual Index Proposed Draft Clean (2 pages)
- Sample Policy Format Proposed Draft (1 page)
- Policy Manual Index / Table of Contents Current Version proposed to be Superseded (3 pages)
- Sample Policy Format Current Version proposed to be Superseded (1 page)

DATE PREPARED: August 21, 2023

RESOLUTION 2023-17

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OLYMPIC VALLEY PUBLIC SERVICE DISTRICT AUTHORIZING DISTRICT STAFF TO MAKE MINISTERIAL CHANGES TO THE DISTRICT'S POLICY MANUAL.

WHEREAS, the Olympic Valley Public Service District is an independent special district, organized under Water Code section 30000, et seq. in 1964; and

WHEREAS, the Board of Directors authorized the development of a District Policy Manual on July 25, 2006 by adoption of Resolution 2006-23 to set forth operating policies applicable to all District employees, and appointed and elected officials; and

WHEREAS, the intent is to maintain a Policy Manual with a comprehensive listing of current policies and the rules and regulations enacted by the Board of Directors to serve as a resource for the Board, Staff, and the public; and

WHEREAS, the District has several numbered and miscellaneous policies that have been adopted and revised at separate times; and

WHEREAS, the current Policy Manual has clerical inconsistencies between policies, including various numbering, header, and footer styles; and

WHEREAS, the Policy Manual references Squaw Valley Public Service District; and

WHEREAS, staff desires to correct these clerical inconsistencies.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors directs staff to modify the Policy Manual to be more user-friendly through consistent formatting without modifying substantive content.

PASSED AND ADOPTED this 29th day of August, 2023 at a regular meeting of the Board of Directors duly called and held by the following vote:

NOES: ABSENT:	
ABSTAIN:	APPROVED:
	Dale Cox, Board President
ATTEST:	
Jessica Asher, Board Secretary	

VEC.





OLYMPIC VALLEY PUBLIC SERVICE DISTRICT POLICIES MANUAL

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OLYMPIC VALLEY PUBLIC SERVICE DISTRICT POLICIES MANUAL

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SERIES 1000 - GENERAL

Policy 1000 Purpose of District Documents

- 1000.1 It is the intent of the Board of Directors of the Olympic Valley Public Service District to maintain a Policy Manual. Contained therein shall be a comprehensive listing of the District's current policies, being the rules and regulations enacted by the Board from time to time. The Policy Manual will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.
- **1000.2** If any policy or portion of a policy contained within the Policy Manual is in conflict with rules, regulations or legislation having authority over District, said rules, regulations or legislation shall prevail.



Squaw Valley Public Service District

POLICY HANDBOOK

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Adoption/Amendment of Policies
Conflict of Interest
Public Complaints
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Legal Hold Procedures
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Public Contributions

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	2030	Donation of Paid Time Off
	2045	Family Medical Leave
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	2151	Educational Incentive Plan - Administration
	2155	Guidelines on Accepting and Providing Gifts, Entertainment, and Services
	2190	Ergonomics
	2205	HIPAA Compliance
	2270	Internet, E-Mail, and Electronics Communication Ethics, Usage and Security
	2275	Cellular Telephone Usage
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SERIES 3000 – OPERATIONS

POLICY#	POLICY TITLE
3005	Emergency Preparedness
3010	Computer Security
3042	Employment of Outside Contractors and Consultants
3050	Easement Abandonment
3060	Easement Acceptance
3065	Release of Public Records
3080	Purchasing
3085	Disposal of Surplus Property
3090	Notary Public Services

SERIES 4000 -- BOARD OF DIRECTORS

POLICY#	POLICY TITLE
4010	Directors' Code of Ethics
4031	Expenditure Reimbursement and Use of Public Resources (All Employees)
4090	Training, Education and Conferences
4095	Ethics Training

SERIES 5000 -- BOARD MEETINGS

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5020	Board Meeting Agenda

SERIES 6000 -- FACILITIES DEVELOPMENT

POLICY #	POLICY TITLE
6020	Environmental Review Guidelines (CEQA
6030	Annexation Procedures

ALSO - Miscellaneous Policies

ALSO – Squaw Valley Injury & Illness Prevention Program

Squaw Valley Public Service District

POLICY HANDBOOK

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- 1. Identity Theft Prevention Program
- 2. District Meeting Room Use Policy
- 3. Snow Removal & Ice Control Procedures
- 4. Educational Incentive Plan Operations Union Negotiated
- 5. Investment Policy
- 6. Leak Notification Guidelines
- 7. Employee Safety Incentive Program
- 8. Financial Reserves Policy-Bike Trail Snow Removal
- 9. Financial Reserves Policy-General
- 10. Capital Asset Policy
- 11. Pension 115 Trust
- 12. OPEB 115 Trust

Squaw Valley Public Service District

POLICY HANDBOOK

POLICY TITLE: Purpose of District Policies

POLICY NUMBER: 1000

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