



OLYMPIC VALLEY PUBLIC SERVICE DISTRICT



EXHIBIT F-2
12 Pages

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 - Policy Manual Index / Table of Contents – Current Version proposed to be Superseded (3 pages)
 - Sample Policy Format – Current Version proposed to be Superseded (1 page)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:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Dale Cox, Board President

ATTEST:

Jessica Asher, Board Secretary

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
POLICIES MANUAL**

SERIES 1000 – GENERAL	3
Policy 1000 Purpose of District Documents.....	3
Policy 1010 Adoption/Amendment of Policies	4
Policy 1020 Conflict of Interest.....	5
Policy 1030 Public Complaints	7
Policy 1040 Claim Against the District.....	8
Policy 1041 Legal Hold	12
Policy 1050 Copying Public Documents	18
Policy 1060 Policy Complaints	19
Policy 1070 Public Contributions.....	20
Policy 1080 Identity Theft Prevention Program.....	21
Policy 1090 District Meeting Room Use	26
SERIES 2000 – FINANCIAL	27
Policy 2010 Investment	27
Policy 2020 Financial Reserves – General.....	30
Policy 2025 Financial Reserves – Bike Trail Snow Removal	32
Policy 2030 Capital Asset	34
Policy 2040 Pension 115 Trust.....	35
Policy 2050 OPEB 115 Trust.....	37
SERIES 3000 - OPERATIONS	39
Policy 3005 Emergency Preparedness	39
Policy 3010 Computer Security	41
Policy 3020 Snow Removal and Ice Control Procedures.....	43
Policy 3030 Leak Notification Guidelines.....	48
Policy 3042 Employment of Outside Contractors and Consultants	50
Policy 3050 Easement Abandonment	51
Policy 3060 Easement Acceptance	52
Policy 3065 Release of Public Records.....	53
Policy 3080 Purchasing.....	56
Policy 3085 Disposal of Surplus Property.....	64
Policy 3090 Notary Public Services.....	65
SERIES 4000 – BOARD OF DIRECTORS	66
Policy 4010 Directors’ Code of Ethics	66
Policy 4031 Expenditure Reimbursement and Use of Public Resources (All Employees)	69
Policy 4090 Training, Education, and Conferences	76
Policy 4095 Ethics Training.....	79
SERIES 5000 – BOARD MEETINGS	80
Policy 5010 Board Meetings.....	80
Policy 5020 Board Meeting Agenda	82
SERIES 6000 – FACILITIES DEVELOPMENT	83
Policy 6020 Environmental Review Guidelines (CEQA)	83
Policy 6030 Annexation Procedures.....	117

SERIES 7000 – PERSONNEL	122
Policy 7000 Executive Officer.....	122
Policy 7025 Compensatory Time Off.....	123
Policy 7030 Donation of Paid Time Off.....	124
Policy 7045 Family Medical Leave	126
Policy 7065 Administrative Leave.....	128
Policy 7155 Guidelines on Accepting and Providing Gifts, Entertainment, and Services	129
Policy 7190 Ergonomics.....	132
Policy 7205 HIPAA Compliance	134
Policy 7270 Internet, E-Mail, and Electronics Communication Ethics, Usage and Security	135
Policy 7275 Cellular Telephone Usage	138
Policy 7280 Educational Incentive Plan - Operations Union Negotiated	141
Policy 7290 Employee Safety Incentive Program	145

**OLYMPIC VALLEY PUBLIC SERVICE DISTRICT
POLICIES MANUAL**

SERIES 1000 – GENERAL	3
Policy 1000 Purpose of District Documents.....	3
Policy 1010 Adoption/Amendment of Policies	4
Policy 1020 Conflict of Interest.....	5
Policy 1030 Public Complaints	7
Policy 1040 Claim Against the District.....	8
Policy 1041 Legal Hold	12
Policy 1050 Copying Public Documents	18
Policy 1060 Policy Complaints	19
Policy 1070 Public Contributions.....	20
Policy 1080 Identity Theft Prevention Program.....	21
Policy 1090 District Meeting Room Use	26
SERIES 2000 – FINANCIAL	27
Policy 2010 Investment	27
Policy 2020 Financial Reserves – General	30
Policy 2025 Financial Reserves – Bike Trail Snow Removal	32
Policy 2030 Capital Asset	34
Policy 2040 Pension 115 Trust.....	35
Policy 2050 OPEB 115 Trust.....	37
SERIES 3000 - OPERATIONS	39
Policy 3005 Emergency Preparedness	39
Policy 3010 Computer Security	41
Policy 3020 Snow Removal and Ice Control Procedures.....	43
Policy 3030 Leak Notification Guidelines.....	48
Policy 3042 Employment of Outside Contractors and Consultants	50
Policy 3050 Easement Abandonment	51
Policy 3060 Easement Acceptance	52
Policy 3065 Release of Public Records.....	53
Policy 3080 Purchasing.....	56
Policy 3085 Disposal of Surplus Property.....	64
Policy 3090 Notary Public Services.....	65
SERIES 4000 – BOARD OF DIRECTORS	66
Policy 4010 Directors’ Code of Ethics	66
Policy 4031 Expenditure Reimbursement and Use of Public Resources (All Employees)	69
Policy 4090 Training, Education, and Conferences	76
Policy 4095 Ethics Training.....	79
SERIES 5000 – BOARD MEETINGS	80
Policy 5010 Board Meetings.....	80
Policy 5020 Board Meeting Agenda	82
SERIES 6000 – FACILITIES DEVELOPMENT	83
Policy 6020 Environmental Review Guidelines (CEQA)	83
Policy 6030 Annexation Procedures.....	117

SERIES 7000 – PERSONNEL	122
Policy 7000 Executive Officer.....	122
Policy 7025 Compensatory Time Off.....	123
Policy 7030 Donation of Paid Time Off.....	124
Policy 7045 Family Medical Leave	126
Policy 7065 Administrative Leave.....	128
Policy 7155 Guidelines on Accepting and Providing Gifts, Entertainment, and Services	129
Policy 7190 Ergonomics.....	132
Policy 7205 HIPAA Compliance	134
Policy 7270 Internet, E-Mail, and Electronics Communication Ethics, Usage and Security	135
Policy 7275 Cellular Telephone Usage	138
Policy 7280 Educational Incentive Plan - Operations Union Negotiated	141
Policy 7290 Employee Safety Incentive Program	145

DRAFT

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.

DRAFT

Squaw Valley Public Service District

POLICY HANDBOOK

TABLE OF CONTENTS

SERIES 1000 – GENERAL

<u>POLICY #</u>	<u>POLICY TITLE</u>
1000	Purpose of District Policies
1010	Adoption/Amendment of Policies
1020	Conflict of Interest
1030	Public Complaints
1040	Claims Against the District
1041	Legal Hold Procedures
1050	Copying Public Documents
1060	Policy Complaints
1070	Public Contributions

SERIES 2000 -- PERSONNEL

<u>POLICY #</u>	<u>POLICY TITLE</u>
2000	Executive Officer
2025	Compensatory Time Off
2030	Donation of Paid Time Off
2045	Family Medical Leave
2065	Administrative Leave
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

SERIES 3000 – OPERATIONS

<u>POLICY #</u>	<u>POLICY TITLE</u>
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

<u>POLICY #</u>	<u>POLICY TITLE</u>
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

<u>POLICY #</u>	<u>POLICY TITLE</u>
5010	Board Meetings
5020	Board Meeting Agenda

SERIES 6000 -- FACILITIES DEVELOPMENT

<u>POLICY #</u>	<u>POLICY TITLE</u>
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

MISCELLANEOUS CONTENTS

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

1000.1 It is the intent of the Board of Directors of the Squaw 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.