

Cameron Estates Community Services District

- 1010.3** Copies of a proposed new or amended policy shall be included in the agenda-information packet for any meeting in which it is scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy shall be made available to each Director for review at least three days prior to any meeting at which the policy is to be considered.

POLICY TITLE: Conflict of Interest

POLICY NUMBER: 1020

- 1020.1** The Political Reform Act, Government Code §81000, 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. §18730) which contains the terms of a standard conflict of interest code. It may be incorporated by reference by a public agency and may be amended by the Fair Political Practices Commission after public notice and hearings, to conform to amendments in the Political Reform Act. The terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission have been incorporated by reference pursuant to a resolution of the Cameron Estates Community Services District Board of Directors, and constitute the District's conflict of interest code. A copy of the Conflict of Interest Code is available for public inspection and reproduction during normal business hours, 8 am to 5 pm, Monday- Friday at the El Dorado County Election Office.
- 1020.2** The Board of Directors and the General Manager shall file statements of economic interests (Form 700) and any attachments as may be required with the El Dorado County Elections Department.

POLICY TITLE: Public Complaints

POLICY NUMBER: 1030

- 1030.1** The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.
- 1030.2** A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute which has adversely affected the individual.
- 1030.3** The method of resolving complaints shall be as follows:
- 1030.3.1** The complainant shall first discuss the matter with the General Manager with the objective of resolving the matter informally.
- 1030.3.2** If the complainant is not satisfied with the disposition of the complaint by the General Manager it shall be forwarded to the Board President. The Board President shall make a decision and memorialize it in writing, with the complainant being provided a copy.
- 1030.3.3** A complainant who is not satisfied with the disposition of the matter by the Board President may request consideration by the Board of Directors by filing a request in writing within ten days of receiving the Board President's decision. The Board may consider the matter at its next regular meeting, or call a special meeting. In making a decision, the Board may conduct conferences and hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing, and the complainant will be provided a copy.
- 1030.4** This policy is not intended to prohibit or deter a member of the community or staff member from otherwise lodging a complaint or from appearing before the Board to verbally present testimony, a