



POLICY TITLE: Disposal of Surplus Property or Equipment
POLICY NUMBER: 2200

2200.1 Sale of Surplus Equipment:

- a) The Board takes action to declare equipment surplus.
- b) The item is then advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)
- c) Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.
- d) Bidders are notified of Board's action.
- e) Junked Certificates are obtained for vehicles that are sold to protect the District from liability.
- e)f) If the estimated value of the equipment is less than \$1,000, the General Manager may declare a surplus and offer the equipment for sale first to local government agencies and nonprofit organizations, and then to the general public. These sales do not require sealed bids. The Board shall be informed of all equipment deemed surplus by the General Manager.

2200.2 Sale of Real Estate:

- a) Shall be conducted in accordance with the Surplus Land Act and any other applicable laws.

2200.3 Conflicts of Interest: As required by Government Code section 1090, no officer or employee of the District who plays any role in declaring District property surplus may bid on that property.

Adopted: June 25, 2024



POLICY TITLE: District Electronic Resources Policy and Procedures
POLICY NUMBER: 2205

The District makes every effort to provide its employees with technology resources to conduct business more effectively. The District has installed personal computers, local area networks (LANs), electronic mail (email), cell phones, and access to the Internet. The purpose of the District's Electronic Resources Policy and Procedures is to establish uniform guidelines for use of this technology, including the use of the Internet and email.

Policy

2205.1 District technology, including computers, fax machines, and internet licenses are provided for District business and are not to be used for personal gain, private purposes (except as described in subsection 2205.6), campaign purposes, or to support or advocate non-District-related business or purposes. All data and electronic messages, including information accessed via the Internet and sent or received through electronic mail (email) systems, are the property of the District. All records whether paper or electronic, may be subject to disclosure under the California Public Records Act and are not private. Notwithstanding the foregoing, email should only be used for the transmission of information and should not be used for preserving information for future reference. Information to be retained may be stored electronically on the system/network and/or may be converted to a hard copy and archived in a District physical file cabinet.

2205.2 There is no expectation of personal privacy in any use of District computer systems and software, including email and the Internet. The District may, at any time, review the contents of all records, data, and communication transmitted, received, and stored by its electronic systems. This review may include accessing and disclosing all electronic documents, information and messages including email and Internet records.

2205.3 The District purchases, owns, and administers the necessary software and licenses and cell phones to provide access to email and Internet services and voice communications in the office, in the field and for emergency communications. Users may not rent, copy, or loan District software or its documentation, nor use alternative software to access District systems. Users may be subject to discipline for negligence for introducing unauthorized software or viruses into District systems whether or not damage arises from that conduct.

2205.4 The District is not responsible for items originating from the Internet and reserves the right to restrict employee access to the Internet or to certain Internet content.

2205.5 Examples of prohibited uses:

- a) Using the Internet to view, obtain or disseminate any sexually oriented material, images, or messages.
- b) Using the Internet and/or email systems to send or distribute disruptive, offensive, abusive, threatening, slanderous, racial, or sexually harassing materials



- c) Using District computer systems for private purposes, personal gain, solicitation of commercial ventures, campaigns, religious or political causes, chain letters, or other non-job-related purposes (except as described in subsection 2205.6 below).
- d) Downloading or installation of software that has not been approved by the District and scanned for viruses.
- e) Sending unencrypted confidential documents via the Internet without direction from District management to do so in the course of District business.
- f) Any other use that may compromise the integrity of the District and its business in any way.
- g) A good rule of thumb when using the computer and email is “never put anything in an email that you would not want to see on the front page of the newspaper.”

2205.6 To promote employee computer and Internet proficiency and as an employee benefit, certain incidental employee personal use is allowed. This use is only permitted during employee personal time. Examples include educational enhancement and personal communications, which conform to the above prohibited uses. Personal use is secondary, and should not (i) interfere with the ~~agency's~~ District's operation of ~~E~~electronic ~~C~~ommunications ~~R~~esources, (ii) interfere with the user's employment or other obligations to the District, or (iii) burden the District with noticeable incremental costs. The District reserves the right to limit or discontinue incidental personal use of its technology resources at any time. More than occasional and incidental personal use of District resources is forbidden by State law.

2205.7 The acquisition of hardware and software shall follow the normal budgetary and purchasing procedures, ensuring budget authorization is in place. Requests for acquiring hardware and software shall be recommended to the General Manager for evaluation and recommendation to the Board ~~of Directors~~.

2205.8 Equipment operation and maintenance:

- a) The authorized technology staff (in-house or agreement/contract) shall assist in evaluating District functional needs and recommend appropriate options for improvement of District technology resources.
- b) Technology staff shall maintain an on-site or cloud-based office automation library of proven and reliable software and hardware requiring minimum technical support that is easy to use, enhances District productivity, and is compatible with District technology systems.
- c) Technology staff shall maintain an on-site inventory control of all workstation hardware and software.
- d) Technology staff shall provide on-site training and consulting advice on approved software and make recommendations as appropriate.
- e) Technology staff shall maintain the District technology systems including all personal computer workstations and client server network for the purpose of retrieving data files, sharing licensed applications, and nightly data backup.
- f) Technology staff shall periodically review the District technology systems for adherence to operating standards and implement approved upgrades.



- g) Technology staff shall backup District databases daily, weekly, monthly, quarterly, and annually for archival and retrieval purposes.

2205.9 Security: The [position title] and [technology staff] General Manager must approve remote access to District systems. All computer systems users are responsible for data residing on personal devices used to access District systems remotely. Employees may not access systems remotely so as to incur overtime compensation without advance authorization by District management.

Procedures:

2205.10 Passwords:

- a) Users dealing in confidential matters will define their own confidential password. Users should be aware that this does not imply that the system may be used for personal communication or that email is confidential or the property of the user.
- b) To ensure the security of the email system, the system will prompt users to routinely change their passwords. Should a user forget his or her password, the system may lock them out after three failed attempts.

2205.11 Internet and email access:

- a) Access to the Internet and email is restricted to authorized employees. The District may deny or restrict Internet and/or email access to any employee at any time.
- b) When using email and the Internet, employees are cautioned to remember they represent the District and must act professionally, courteously, and so as to not bring an employee or the District into dispute. Employees may not speak for the District unless they are authorized to do so.
- c) Email and Internet messages can be forwarded without the express permission of the original author. Users must use caution in the transmission and dissemination of messages outside the District and must comply with all State and Federal laws, rules and regulations and District policy.

2205.12 Electronic Document, Software and Mail Storage

- a) Electronic mail is backed-up on a regular basis. It is synchronized with the server on every start-up and shut-down. The District back-up procedures allow the District to restore current software, documents, and electronic mail upon a system failure.
- b) Electronic mail is not intended to be a permanent storage medium. Electronic in-boxes and out-boxes should be regularly archived or purged. The District may, in its discretion, automatically purge older mail.
- c) To save critical electronic mail as a permanent record, employees should print out a hard copy for permanent filing or save the file on the "C" drive of the desktop or laptop computer assigned to them or to another electronic archive designated by District management.



-
- d) Signature Block: Email sent outside the District should include a signature block at the end of all messages. The [signature](#) block should include the sender's name, title, [District](#) name, direct telephone number, [FAX](#) number and email address and be in a format approved by District management.

[Adopted: June 25, 2024](#)

POLICY TITLE: Use/Rental of District Facility
POLICY NUMBER: 2210

2210.1 The District owns and operates various facilities to carry out its mission. The District has determined that the public or other entities may be allowed to rent or use facilities that have been identified as appropriate for such use. The Board of Directors of the District reserve the right to limit or prohibit use of facilities as may be necessary to meet District needs from time to time. The District's procedure for use of facilities is as follows:

- a) Organizations or individuals shall submit requests to the District's General Manager in advance (30 calendar days or more) for use of one or more facilities. The request shall include the date(s), times, and proposed uses, including information deemed pertinent by the General Manager to verify that the use is acceptable. The General Manager will notify the applicant of approval or denial of the request within 15 days unless more information is required for a decision.
- b) Organizations or individuals whose request is denied by the General Manager may request a hearing with the District Board for reconsideration of their request. A request for a hearing must be in writing, outlining the reasons for the request and any explanation of the factors appealed by the applicant. If a hearing is granted, such hearing shall be held within 30 days of receipt of said request.

2210.2 The Board may establish a user fee and deposit fee schedule for various facilities by resolution using criteria and costs borne by the District for operation and maintenance of such facilities. The user fee may be adjusted from time to time to reflect changes in costs of use and maintenance of the facility.

- a) District staff shall collect a deposit and estimated use fee in advance of reserving a facility. The deposit shall include a reasonable estimate of the clean-up and administrative time for handling the reservation. The deposit may be refundable to the extent that clean-up costs are less than the deposit, minus the administrative processing costs.

2210.3A priority schedule for use of facilities may be established using the following general criteria:

- a) Use by the Registrar of Voters for elections;
- b) Community activities which directly benefit the District or its customers;
- c) Public or non-profit organizations for non-political or non-commercial uses; and
- d) Commercial or private uses to the extent that other users have not expressed an interest in use of the facility for that date at least 30 days in advance.

Partisan or political activities may not be conducted in District facilities to avoid any implication of District involvement in such activities or use of public resources for those purposes.

2210.4 Any organization or individual requesting use of District facilities shall be required to provide special liability insurance coverage, on a form acceptable to the District, or compensate the District for special use insurance coverage if deemed necessary by the District. If alcohol is to be served, an alcohol liability insurance rider is required. Any organization or individual requesting use of District facilities shall execute a waiver of liability form as deemed necessary by the District for each event in advance of final approval of the use of the facility.

2210.5 All requesting organizations will be required to comply with Federal, State, and local laws in the use of District facilities. If special permits such as, but not limited to, large gathering permits, fire or building code, or use of alcohol permits are required, any preliminary approval of a use will be contingent upon satisfactory proof of compliance with all permit requirements before a final approval will be issued. Failure to complete final permits requirements may be grounds for rejection or revocation of use approval and grounds for denial of future use requests.

Adopted: June 25, 2024



~~**POLICY TITLE: Naming of District Parks and Facilities**~~
~~**POLICY NUMBER: 2215**~~

~~**Purpose**~~

~~These guidelines are intended to establish rules and procedures for naming district facilities, including parks, recreation facilities, sections of facilities, or rooms within the facilities. This policy also applies to the naming of park benches, picnic tables, and other community property as deemed appropriate.~~

~~**Definitions**~~

- ~~a) Parks are open space areas used for public recreation, which are owned and managed by the district.~~
- ~~b) Facilities are buildings or amenities owned and managed by the district to conduct district business.~~
- ~~c) Specific features are amenities that could be located within a park or as part of a facility. Specific features may include, but are not limited to, athletic fields, gymnasiums, meeting rooms, picnic shelters, groves, walkways, trails, ball fields, tennis and basketball courts, aquatic facilities, and playground equipment.~~
- ~~d) Board is the board of Directors of the [district].~~

~~**Naming Process**~~

- ~~a) During the planning phase, or prior to the board approving final plans and specifications for any park or facility, an open period of approximately two weeks will be announced giving individuals, staff, and the board an opportunity to suggest names for the new park or facility.~~
- ~~b) If using a community naming process, a press release notifying the public about the new park or facility will be sent out at least two weeks before final approval. The press release should state that interested individuals can submit an appropriate form to the general manager to suggest a name for the park or facility. Reasons why the name is suggested should be included on the form.~~
- ~~c) Please note that financial provisions for plaques or other physical commemorative items relating to the park or facility naming, if not donated, should be subject to normal district budgeting and purchasing processes.~~
- ~~d) The general manager, staff, or an established selection committee, should review all of the proposed names and should prioritize and recommend names for final selection by the board. The staff and/or selection committee should include an evaluation of the names with their recommendation. The board shall receive all of the names submitted along with the evaluation. The board shall consider the evaluation and make a final decision regarding the name of the park or facility pursuant to the policy and procedures below.~~

~~Please note that land or gifts with deed restrictions may not follow these guidelines.~~



Policy

2215.1 Naming

- a) ~~Parks~~ parks shall be named as follows:
 - 1) ~~To reflect the geographical location.~~
 - 2) ~~To reflect the historical features of the land on or around the park.~~
 - 3) ~~To reflect the significant or unusual natural features of the land on or around the park.~~
 - 4) ~~After a significant individual(s).~~

- b) ~~Facilities~~ facilities shall be named as follows:
 - 1) ~~To reflect the services provided in the facility.~~
 - 2) ~~To reflect the geographical location.~~
 - 3) ~~After a significant individual(s)~~

2215.2 Criteria for naming a park or facility after an individual

- a) ~~The individual to which the park or facility will be named after must have made a significant contribution to the park or facility by:~~
 - 1) ~~Donating land,~~
 - 2) ~~Making a large financial contribution, or~~
 - 3) ~~Contributing substantially to improving the quality of life in the district. This could relate to involvement with parks and recreation or other community involvement.~~
- b) ~~The park or facility may also be named after a person from the community who died in the line of duty serving the local city, state, or United States of America.~~
- c) ~~Each park or facility may be named after selected individuals in their honor as desired and appropriate.~~

2215.3 Criteria for Naming or Creating a Memorial in an Individual's Name

- a) ~~A donor may request that a park, facility, or specific feature in the park or facility be named after, or in memorial for, a specific individual.~~
- b) ~~The individual to which the park, facility, or specific feature may be named after must have made a significant contribution to the park or facility by:~~
 - 1) ~~Donating land,~~
 - 2) ~~Making a large financial contribution, or~~
 - 3) ~~Contributing substantially to improving the quality of life in the district. This could relate to involvement with parks and recreation or other community involvement.~~
- c) ~~If the name or memorial is made in terms of a specific facility, the specific facility should be a non-living, low maintenance improvement, which should serve a purpose to the district, for example, a picnic table or bench with a plaque. All costs of the specific facility shall be the responsibility of the donor. The donor may submit information and recommendation to the general manager regarding the relevant history of the person to be memorialized, the type of improvement desired, and the verbiage requested, if any.~~



~~Final decisions regarding the specific feature, including, but not limited to, materials, equipment, location, and labor, shall be made by the district.~~

2215.4 Approval of the Individual's Name

- ~~a) If the district is naming a park, facility, or special feature after an individual, or in memorial to an individual, the district shall get approval from the individual (if living) or their family (if the individual is deceased and the family is available).~~
- ~~b) The intent of naming the park, facility, or special feature is for permanent recognition. Therefore, any request of the district to rename an existing park, facility, or specific feature should be subject to examination so as to not diminish the original justification for the name.~~

Procedure

~~2215.5 The following procedures for naming a park, facility, or specific feature shall be used by the board:~~

- ~~a) The board will evaluate the merit of each suggested park, facility, or specific feature name according to criteria outlined in this policy. The general manger, staff, or designated committee shall make recommendations to the board for their final approval.~~
- ~~b) When appropriate, the district may solicit help from and/or suggestions of historical societies or other groups having a specific knowledge, when considering a name to highlight an area's geographic or historical significance.~~
- ~~c) To stimulate public interest and to obtain additional suggestions, the district may include a contest or competition involving the public as part of the selection process to name a park, facility, or specific feature. However, only suggestions which meet these policy guidelines should be considered.~~
- ~~d) The naming of a park, facility, or specific feature should begin prior to the first phase of development of the project when possible, but no later than two weeks before final approval.~~
- ~~e) Groups or individuals may submit nominations for naming a park, facility, or specific feature in writing on a form provided by the district, or in a letter that contains all pertinent information including the reasoning for the name being recommended.~~



~~POLICY TITLE: Flag Display Policy~~
~~POLICY NUMBER: 2220~~

~~Purpose~~

~~The purpose of this policy is to maintain consistency and ensure proper respect for the flag. The following policy is also adopted to ensure the proper care and display.~~

~~Policy~~

~~2220.1—Flags should be displayed in conformance with Federal and State law, 4 U.S.C.A § 1 et seq. and the State of California Government Code § 430–439.~~

~~2220.2—To establish a policy with respect to the location, time, and manner the flags should be displayed, the following procedures should be followed.~~

~~2220.3—The Director of [Department] shall be responsible for ensuring the proper execution of this policy at all district facilities.~~

~~Procedures:~~

~~2220.4—Location of the flags~~

- ~~a) The flag of the United States (“National flag”) and the flag of the State of California (“State flag”) shall be prominently displayed:
 - ~~1) In all rooms where any district commission holds any sessions.~~
 - ~~2) At each public building belonging to the district.~~
 - ~~3) The flags should be displayed daily on or near the main entrance of the building.~~~~

~~2220.5—Display of the flags~~

- ~~a) The National flag and State flag shall be the same size.~~
- ~~b) If only one flagpole is used for the display of both flags, the National flag shall be placed above the State flag and the State flag shall be hung in such a manner as not to interfere with any part of the National flag. The National flag shall be placed in the higher position than the State flag at all times.~~
- ~~c) Flags flown outdoors shall be all-weather flags.~~

~~2220.6—Time of Display~~

- ~~a) The National flag and State flag should only be displayed outdoors from sunrise to sunset, unless the flags are properly illuminated during the hours of darkness.~~
- ~~b) If the flags are not illuminated then they shall be raised after sunrise, and lowered prior to sunset from the flagpole daily.~~

~~2220.7—Days of Display~~



~~a) The flags should be displayed on all days, especially on:~~

- ~~• New Year's Day, January 1~~
- ~~• Inauguration Day, January 20~~
- ~~• Martin Luther King Jr.'s birthday, third Monday in January~~
- ~~• Lincoln's Birthday, February 12~~
- ~~• Washington's Birthday, third Monday in February~~
- ~~• National Vietnam War Veterans Day, March 29~~
- ~~• Easter Sunday (variable)~~
- ~~• Mother's Day, second Sunday in May~~
- ~~• Armed Forces Day, third Saturday in May~~
- ~~• Memorial Day (half-staff until noon), the last Monday in May~~
- ~~• Flag Day, June 14~~
- ~~• Father's Day, third Sunday in June~~
- ~~• Independence Day, July 4~~
- ~~• National Korean War Veterans Armistice Day, July 27~~
- ~~• Labor Day, first Monday in September~~
- ~~• Constitution Day, September 17~~
- ~~• Columbus Day, second Monday in October~~
- ~~• Navy Day, October 27~~
- ~~• Veterans Day, November 11~~
- ~~• Thanksgiving Day, fourth Thursday in November~~
- ~~• Christmas Day, December 25~~
- ~~• The birthday of the State of California (date of admission), September 9~~
- ~~• and on State holidays or any other such days as may be proclaimed by the President of the United States.~~

~~b) The flags should be flown at half-staff on the following days:~~

- ~~• Peace Officers' Day, May 15~~
- ~~• Memorial Day (flag shall be flown at half-staff only until noon and then raised to the top of the staff), the last Monday in May~~
- ~~• Patriot Day, September 11~~
- ~~• Pearl Harbor Day, December 7~~

~~c) The term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff~~

~~d) Flags should also be flown at half-staff upon the death of a United States president, California State Governor, or other principal figure of the United States or State Government as a mark of respect to their memory. In the event of the death of other officials, foreign dignitaries, or a member of the Armed Forces, the flag is to be displayed at half-staff according to President (or Governor) instructions.~~



- e) ~~To display the flag at half staff, first raise it briskly to the full height, and then lower it ceremoniously to half staff. When a district office is closed, and no staff is available to lower the flag to half staff, then the flag should not be flown.~~
- f) ~~The flying of flags at half staff shall be coordinated among the district's offices. The [Department] Director shall be responsible for coordinating. Except for the days listed in Section b above, approval shall otherwise be obtained from [Department] Director prior to flying flags at half staff. When a staff member is aware of a situation, which would seem to be appropriate to fly the flags at half staff, he/she should advise the [Department] Director and obtain direction.~~
- g) ~~The State flag or any other flag shall never be placed above the National flag; thus, all other flags shall also fly at half staff when the National flag flies at half staff or shall be removed.~~

2220.8 — Care and Removal of the flags

- a) ~~The flags should be hoisted briskly and lowered ceremoniously.~~
- b) ~~Upon being removed from the flagpole, the National flag should be properly folded into the shape of a triangle. It should be folded as follows:
 - 1) ~~Begin by holding the flag so that its surface is parallel to the ground.~~
 - 2) ~~Fold the flag in half twice, length-wise.~~
 - 3) ~~Fold one corner into the opposite side of the flag, forming a triangle.~~
 - 4) ~~Repeat this triangular folding until only a strip of the star field shows.~~
 - 5) ~~Tuck the remaining strip into the triangle.~~
 - 6) ~~When the flag is completely folded, only a triangular blue field of stars should be visible.~~~~
- c) ~~Note that the folding procedure identified in Section b above only applies to the National flag, not the State flag.~~
- d) ~~When not on the flagpole, the flags should not be left unfolded, nor should they be allowed to touch or lie on the ground. Flags should be properly stored to ensure their safekeeping. Flag should never be stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.~~
- e) ~~Questions regarding the display or care of the flags should be directed to the [Department] Director.~~