



## RESOLUTION NO. 21-06

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LOS OLIVOS COMMUNITY SERVICES DISTRICT ADOPTING A CODE OF ETHICS, VALUES, NORMS, AND BOARD CONDUCT POLICY**

**WHEREAS**, the Los Olivos Community Services District ("District") is committed to providing mutual respect and trust both within the Board of Directors and with the public; and

**WHEREAS**, the Board of Directors of the District ("Board") seek to establish its code of ethics and values policy setting forth the highest standards of personal and professional conduct among all involved in District government, in accordance with California law; and

**WHEREAS**, it is in the best interests of the District and its residents and landowners to set and maintain standards of conduct in the form of a code of ethics and values policy.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Los Olivos Community Services District, as follows:

1. The above recitals are true and correct; and
2. The Board of Directors hereby establishes and adopts as its code of ethics and values policy the policy set forth in Exhibit A.
3. The authority, limits, restrictions, and procedures set forth in the code of ethics and values policy shall be subject to any and all applicable annual budgetary amounts and other authorizations as may be imposed by the Board from time to time.
4. As of the effective date of this Resolution, the code of ethics and values policy shall be deemed controlling over, and shall otherwise supersede any and all other code of ethics and values authority policies that may conflict with, or be contrary to, the hereby adopted code of ethics and values policy.
5. If any provision of this Resolution or the attached and incorporated code of

ethics & values policy is for any reason held invalid, the validity of the remainder of this Resolution and incorporated code of ethics and values policy shall remain unaffected.

6. This Resolution shall become effective upon the date of adoption as set forth herein.

**I HEREBY CERTIFY** that the foregoing Resolution was passed and adopted by the Board of Directors of the Los Olivos Community Services District at a special meeting held on the 12th day of May 2021, by the following vote:

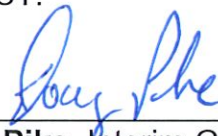
AYES: 4

NOES: 0

ABSENT: 1

ABSTAIN: 0

ATTEST:



**Doug Pike**, Interim General Manager  
**LOS OLIVOS COMMUNITY SERVICES DISTRICT**

By:   
**LISA PALMER**, Board President

APPROVED AS TO FORM:

By: 

**G. ROSS TRINDLE, III**, District Counsel

I, *Doug Phe*, Secretary of the Los Olivos Community Services District, Santa Barbara County, California, DO HEREBY CERTIFY that the foregoing is a true and accurate copy of the Resolution passed and adopted by the Board of Directors of the Los Olivos Community Services District on the date and by the vote indicated herein.

# EXHIBIT A

# LOS OLIVOS COMMUNITY SERVICES DISTRICT

## CODE OF ETHICS, VALUES, NORMS, AND BOARD CONDUCT POLICY

### PURPOSE

The purpose of this policy is to make Los Olivos CSD a better district, built on mutual respect and trust. The District designed its Code of Ethics & Values ("Code") to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the District. The Code is developed to reflect the issues and concerns of today's complex and diverse society.

### I. POLICY

- A. The District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to constituents. To assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.
  - a. The dignity, style, values, and opinions of each Director shall be respected.
  - b. Responsiveness and attentive listening in communication is encouraged.
  - c. The needs of the District's constituents should be the priority of the Board of Directors.
  - d. The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
  - e. Directors should commit themselves to emphasizing the positive, avoiding hidden agendas, gossip, infighting, and other negative forms of interaction.
  - f. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocs based on personalities rather than issues should be avoided.

- g. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.
- h. Directors should practice the following procedures:
  - i. In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
  - ii. Complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.
  - iii. Items related to safety, concerns for safety or hazards should be reported to the General Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
  - iv. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.
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- B. The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
  - a. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.
  - b. Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.
  - c. Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

- d. Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.