

SANTA YNEZ COMMUNITY SERVICES DISTRICT
BOARD MEMORANDUM

Date: April 15, 2026
To: Board of Directors
From: Loch A. Dreizler, General Manager
Subject: Board Policy Review and Board Training Opportunities

Purpose

“Periodic Review of Selected Board Policy Provisions on Director Roles, Chain of Command, and Mandatory State Training Requirements for Elected Officials (Including Abusive Conduct Prevention).” No policy changes or Board action are requested. The purpose is to reaffirm existing expectations and confirm ongoing compliance with state requirements.

Policy Review

As noted in the advance email in April, one-page excerpts from the following sections of the Board Policy Manual are attached for your reference:

- Section 8 – Code of Ethics
- Section 12 – Members of the Board of Directors
- Section 19 – Basis of Authority

These provisions address:

- Routing of operational and personnel matters through the General Manager (Section 8); and
- Responsibilities of individual Directors for staying informed, requesting information from staff, and understanding legal obligations, including mandatory training (Section 12); and
- The Board acting as a single unit, with no individual Director possessing independent authority (Section 19); and
- The expectation of positive interactions focused on issues rather than personalities (Section 8). These longstanding policies promote effective governance and a respectful workplace.

Mandatory Training Requirements State law requires all Directors to complete the following training courses on a periodic basis (most Directors have already fulfilled their current requirements):

- **Ethics Training** (Gov. Code § 53235) – Every two years.
- **Sexual Harassment Prevention Training** (Gov. Code § 12950.1) – Every two years (two-hour course for supervisory roles). This training must now include measures to prevent abusive conduct. “Abusive conduct” is defined as malicious behavior (repeated verbal criticism, undermining of work performance, or other hostile acts) that a reasonable person would find offensive when unrelated to legitimate oversight. A single severe incident may also qualify.

Ask the Board Secretary about taking these courses online.

A quick-reference sheet with links to free CSDA training is attached for convenience.

Training Opportunities – 2026 Special District Leadership Academy The California Special Districts Association (CSDA) offers excellent in-person leadership training tailored to special district governance. Staff will be happy to assist any Director with registration. Current 2026 dates and early-bird deadlines are:

Session	Dates	Location	Early-Bird Deadline
San Diego	May 11–14, 2026	San Diego	April 10, 2026 (now passed)
San Rafael (Bay Area)	July 19–22, 2026	San Rafael	June 19, 2026
San Luis Obispo	Sept 13–16, 2026	San Luis Obispo	August 14, 2026

Additional details and registration are available at:

<https://sdla.csdanet/home>

Please let me or the staff know if you would like assistance registering for San Rafael or San Luis Obispo.

Attachments: One-page excerpts – Board Policy Manual Sections 9, 12 & 19

Here are Summaries for Each Section

Section 8 – Code of Ethics (Conduct). The Board is committed to respectful leadership that prioritizes the needs of the District’s constituents, emphasizes positive interactions, and focuses on issues rather than personalities.

- Directors must route all operational, personnel, and policy matters through the General Manager and may not discuss District business directly with other staff except in narrowly defined cases (i.e., upcoming agenda consent items).
- Once the Board acts, every Director is expected to support that action and avoid creating barriers to its implementation.

Section 12 – Members of the Board of Directors. Directors should stay informed about District matters, prepare thoroughly for meetings, and request relevant information from staff at any time.

- They must understand their legal responsibilities, including the Brown Act, the Public Records Act, conflicts of interest, ethics training, and harassment prevention training.
- New Directors receive orientation materials and are encouraged to attend training courses. During meetings, directors should defer to the chairperson, keep comments brief and relevant, and abstain from voting only when a personal or financial conflict of interest exists.

Section 19 – Basis of Authority. The Board of Directors is a single unit of authority within the District.

- Individual Directors lack independent authority to speak on behalf of the District or to commit to any policy, action, or expenditure.
- Directors represent the entire community and do not speak for any specific segment of it.