

Pursuant to Government Code Section 54953(e), members of the Policy Standing Committee and staff will participate in this meeting via a teleconference. Members of the public can submit written comments to the Board Secretary at boardcomment@cambriacsd.org.



POLICY COMMITTEE

REGULAR MEETING
Thursday, March 24, 2022 - 3:00 PM

AGENDA

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84277689970?pwd=Um8yTFdRMklvSTV0MyszNFRXWm1GUT09>

Passcode: 995586

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US: +16699006833,,84277689970# or +12532158782,,84277689970#

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Webinar ID: 842 7768 9970

International numbers available: <https://us06web.zoom.us/j/84277689970>

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the Office of the Board Secretary, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at www.cambriacsd.org. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The Committee Chairperson will answer any questions regarding the agenda.

- A. ESTABLISH QUORUM
- B. CALL TO ORDER
- C. AD HOC SUBCOMMITTEE REPORT
- D. CHAIRMAN'S REPORT
- E. COMMITTEE MEMBER COMMUNICATIONS

Any Committee Member may make an announcement, report briefly on his or her activities, or ask a question for clarification.

1. PUBLIC COMMENT

Members of the public may now address the Committee on any item of interest within the jurisdiction of the Committee but not on its agenda today. Future agenda items can be suggested at this time. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda. Each speaker has up to three minutes.

2. CONSENT AGENDA

- A. Consideration to Approve the January 27, 2022 Regular Meeting Minutes and March 3, 2022 Special Meeting Minutes

3. REGULAR BUSINESS

- A. Review Role of Standing Committees as Stated in the Board Bylaws
- B. Discuss and Recommend to the Board of Directors that the Policy Committee be directed to draw up a Code of Ethics Policy for the Cambria CSD
- C. Discuss CSDA Policy Number 2300 Emergency Preparedness
- D. Discuss and Consider restating "Regular Business" as "Old Business" and "New Business" in Policy Committee Agendas

4. FUTURE AGENDA ITEMS**5. ADJOURN**

POLICY COMMITTEE
REGULAR MEETING
Thursday, January 27, 2022 - 3:00 PM
MINUTES

A. ESTABLISH QUORUM

A quorum was established.

Committee members present – Harry Farmer, Gordon Heinrichs, Claudia Harmon, Ted Key, and Debra Scott.

District staff present – General Manager John Weigold and Board Secretary Ossana Terterian.

B. CALL TO ORDER

Chairperson Farmer called the meeting to order at 3:02 p.m.

C. CHAIRMAN'S REPORT

Chairperson Farmer stated that he contacted Jim Townsend about possibly applying to be on the Policy Committee.

D. COMMITTEE MEMBER COMMUNICATIONS

Two committee members expressed positive comments about Mr. Townsend joining the committee.

1. PUBLIC COMMENT

There was no public comment.

2. CONSENT AGENDA

- A. Consideration to Approve the December 30, 2021 Regular Meeting Minutes

Member Scott moved to approve the December 30, 2021 regular meeting minutes as written.

Member Key seconded the motion.

Motion passed – Ayes - 4 Nays - 0 Abstain - 0

3. REGULAR BUSINESS

A. Discussion and Consideration of a final Version of a Policy Regarding Climate Change

Member Key presented this agenda item. Committee members discussed the proposed policy asking for clarification and making suggestions, highlighting the need for the District to continue its efforts in conservation and continue to research the use of electric/hybrid vehicles. Public comment was made re: sea level rise and forest management.

Member Key motioned to accept the policy with the suggested amendments and forward to the Board for consideration.

Member Harmon seconded the motion.

Motion passed – Ayes - 4 Nays - 0 Abstain - 0

B. Discussion and Consideration of Policy 2300 - Emergency Preparedness

Member Heinrichs presented this agenda item. Discussion ensued among the Chair and the committee members. Public comment was made underscoring the importance of this policy and the need for timely action to address the community's emergency preparedness.

Member Harmon motioned to accept the policy with the suggested amendments and changes.

Member Scott seconded the motion.

Motion passed – Ayes - 4 Nays – 0 Abstain - 0

- C. Discussion and Consideration of CCSD Policy Manual Review
Chairperson Farmer presented this agenda item. Discussion ensued highlighting the need for a comprehensive review of the current CCSD Policy Manual. It was stated that all of the updated policies are provided on the CCSD website. Questions were asked about who can access those policies. Member Key reported that the previous Chair Howell and Tom Gray had reviewed the manual a few months ago and created a spreadsheet indicating some policies that may need to be addressed. Member Harmon and Member Heinrichs offered to review the spreadsheet and bring their review back to the next committee meeting.

There was no motion related to this agenda item.

4. FUTURE AGENDA ITEMS

Chairperson Farmer asked for future agenda items.

CCSD Policy Manual Review.

5. ADJOURN

Chairperson Farmer adjourned the meeting at 5:00 p.m.

CAMBRIA COMMUNITY SERVICES DISTRICT
POLICY COMMITTEE SPECIAL MEETING MINUTES
Thursday, March 3, 2022 - 3:00 PM

1. OPENING

A. CALL TO ORDER

Chairperson Farmer called the meeting to order at 3:05 p.m.

B. ESTABLISH A QUORUM

A quorum was established.

Committee members present – Harry Farmer, Gordon Heinrichs, Claudia Harmon, Ted Key, Jim Townsend, and Debra Scott.

District staff present – General Manager John Weigold and Board Secretary Ossana Terterian (first part of the meeting).

C. CHAIRMAN'S REPORT

Chairperson Farmer gave an update to the committee.

D. PUBLIC COMMENT ON AGENDA ITEMS

Chairperson Farmer reworded item 1.D stating that Public Comment would be allowed on Items NOT on the Agenda, but pertinent to matters under the purview of the Policy Committee. In addition, Public Comment would be allowed on each Agenda Item on Regular Business.

2. CONSENT AGENDA

No agenda items were listed under the Consent Agenda so there was no vote under this item.

3. REGULAR BUSINESS

A. Review and Consider Policy 1030: Code of Ethics

Chairperson Farmer presented this agenda item by referring the committee members to the CSDA sample policy in the committee packet titled “Code of Ethics, policy number 1030”. Discussion ensued related to the committee’s opinion that there is a definite need for an Ethics Policy for several reasons. It was mentioned that having an Ethics Policy may give the rate payers and the general public assurance that ethical conduct will be maintained by the CCSD Board, staff, committee members, and volunteers. The policy would address ethical behavior expectations and enforcement guidelines.

Committee member Townsend remarked that the defined CSDA Code of Ethics Policy is a bit nebulous and “squishy” and needs to be “tightened up”.

Public comment was offered that the CSDA Code of Ethics policy. Chairperson Farmer and Member Scott will research how other Districts/Communities address Code of Ethics issues and if they have Code of Ethics policies and report back to the committee at the next regularly scheduled committee meeting.

B. Review and Consider Board Policy 1035: Conflict of Interest

Chairperson Farmer presented this agenda item. The Conflict of Interest, Policy Number 1035 which was approved by the Board on 12/12/2019, was reviewed and discussed by the committee members. Member Key asked, “What else needs to be said?” referring to the existing policy as written.

Member Townsend motioned to forward the policy as written to the Board for consideration. Member Scott seconded the motion.

Motion passed – Ayes – 5 Nays – 0 Abstain - 0

C. Discussion Regarding - Can the Policy Committee Generate a Policy Without Being Directed To Do So by the CCSD Board of Directors?

Chairperson Farmer presented this agenda item. Discussion ensued among all of the committee members. Member Heinrichs and Member Harmon gave a brief history of how and why the Policy Committee was created through a decision of the Board. The initial intent of the committee was to review the current policy handbook for revision, edits, and completeness to address important issues for the CCSD. It appeared that the annual Board review and approval of the policy manual had not been completed as required by the By-laws and there was a need for assistance to the Board to meet the requirements of the By-laws. It was for this task that the Policy Committee was created by the Board.

Public Comment was made in the form of a question as to what is the current process in delineating the difference in the role of the Board and the role of the Policy Committee in generating new policy or revising current policy.

Member Townsend motioned that the Policy Committee, as well as members of the public, can recommend and make suggestions to the Board for new policies or revisions of current policies. Member Harmon seconded the motion.

Motion passed – Ayes – 5 Nays – 0 Abstain - 0

D. Discuss and Consider the Purpose of Having a Policy Committee for the Cambria Community Services District Board of Directors

Chairperson Farmer presented this agenda item. Discussion by all committee members ensued. Member Key and Member Townsend referred the members to the CCSD Policy Inventory and CSDA Checklist which was part of the committee’s agenda packet. Both members addressed at least 40 areas/issues that needed attention. This document was created by previous Policy Committee Chairperson Howell and CCSD Board Director Tom Gray on 7/9/2021 to address which CCSD policies were available and those which may be needed or revised. It included

where those policies could be accessed. Member Harmon underscored the need for the Policy Committee and her concern that the work that has been assigned to the committee may not be completed if the committee is abolished.

Public comment was offered to address some of the questions that were being asked by the committee members. He stated that he has advocated for a review of the need for the Policy Committee, citing his observations of the work of the committee, during public meetings, has lacked purpose and, at times, can be “negative” and “complaining”.

Member Heinrichs responded by stating that the intent of the committee has been, and continues to be, to meet the needs of the Board. Member Townsend also addressed some of the concerns levied by the public comment.

Member Townsend motioned that the Policy Committee, as currently constituted, looks forward to addressing the CCSD Policy Inventory and CSDA Checklist, dated 7/9/2021 as it appears in the committee agenda packet. Member Harmon, as well as the other committee members, seconded the motion.

Motion passed – Ayes – 5 Nays – 0 Abstain - 0

4. FUTURE AGENDA ITEMS

Chairperson Farmer asked for any future agenda items. Committee members asked for future agenda items to include:

- The Correspondence to Board and Staff Policy which was forwarded to the Board for approval be discussed.
- The Climate Change Policy which was forwarded to the Board for approval be discussed.
- The Code of Ethics Policy be revisited after further research has been completed.
- The Emergency Preparedness Policy

5. ADJOURN

Chairperson Farmer adjourned the meeting at 4:46pm.

CAMBRIA COMMUNITY SERVICE DISTRICT STANDING COMMITTEE BYLAWS

1. SCOPE OF RESPONSIBILITY

1.1. Standing Committees are advisory to the Board of Directors. The committees shall gather information, explore alternatives, examine implications, and offer options for the review and deliberation by the Board of Directors.

1.2 Each Standing Committee shall consider District related issues approved and assigned to it by the Board of Directors.

1.3 Apart from their normal function as part of an advisory resource, committees and their individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.

1.4 The committee and its members shall maintain collaborative working relationships with the public, other Standing Committees and the CCSD Board of Directors.

1.5 Any Standing Committee, or their ad hoc committees, may meet with staff and/or District consultants but shall not interfere with their operational duties, as determined by the General Manager. Any information requests to staff will be specific in nature and relate to the business of the committee.

1.6 Board directed policies developed outside the Policy Committee, shall be referred to that committee for assignment of a policy number and formatting as appropriate but will not require further content review or consideration by the Policy Committee

1.7 Standing Committee Statements of Purpose and Responsibilities

1.7.1 The Finance Committee shall:

- (a) Provide review for transparent budget processes and financial management that promote fiscal stability and instill public trust;
- (b) Support and work directly with the CCSD General Manager and Finance Manager in enhancing financial integrity and monetary discipline;
- (c) Discuss and receive public input during committee meetings and advise the Board of Directors on financial matters;
- (d) Provide financial review, assessment, and recommendation to CCSD Board of Directors regarding staff identified potential funding sources available to the District from private, public, County, State or federal entities;
- (e) Support other Standing Committees' fiscal review needs.

1.7.2 The Resources and Infrastructure Committee shall:

- (a) Assess existing resources and gather information regarding infrastructure and resource needs of the community;
- (b) Support and work directly with the CCSD General Manager and Utilities Manager in identifying/defining plans to meet the infrastructure needs of the community,

working within the bounds of current and potential resources and priorities of the District;

- (c) Provide recommendations to the Board of Directors regarding actions to meet the community's infrastructure needs;
- (d) Support other Standing Committees' resource and infrastructure review needs.

1.7.3 The Policy Committee shall:

- (a) Review existing operational and governance policies that the Board has identified as requiring assessment, update, or organization for consistency with other existing policies;
- (b) Identify potential areas of policy needs not currently addressed in the Policy Handbook, develop needs assessment regarding impact due to lack of policy and immediacy of need, and provide to the Board, through the committee chair, for definition of content, consideration of timing needs and approval to proceed in policy development;
- (c) Support other Standing Committees' policy review needs.

2. COMMITTEE MEMBERS

2.1 The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as chairperson.

2.2 Each Committee member must live and be registered to vote within the CCSD boundaries.

2.3 Method of appointment

- (a) The Chairperson shall be appointed by the President of CCSD Board of Directors, subject to Board approval.
- (b) Volunteer committee members shall serve two-year terms. Such terms shall begin in February of odd numbered years.
- (c) At the end of a term of office a Committee member wishing to continue for another term shall fill out an application as specified in 2.3.(d) below and will be considered for appointment along with the other applicants.
- (d) Prior to the beginning of a term, or in the event of a vacancy during an unexpired term, the CCSD shall invite applications for committee membership. Such invitation shall be advertised for a minimum of two weeks in the local newspaper, on the CCSD website and at all Cambria CSD public information bulletin boards. Application forms may be obtained and submitted on the website and Administrative Offices during normal business hours during the application period.
- (e) Any applications received per 2.3.(d) above shall be retained by the District and remain active for two years.
- (f) Committee members shall be appointed from the pool of applicants (see 2.3.(d) above) by recommendation of the Committee Chairperson and a majority vote of CCSD Board of Directors.
- (g) The Committee Chairperson shall be responsible for interviewing new applicants and determining their qualifications prior to making a recommendation to the CCSD Board of Directors.

2.4. Vacancies of unexpired terms of office of regular Committee members shall be filled by recommendation of the Committee Chairperson from the pool of applicants (see 2.3.(d) above) and appointment by the CCSD Board of Directors.

3. COMMITTEE OFFICERS

- 3.1. The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board
- 3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee.
- 3.3. No member of the committee shall hold more than one office.
- 3.4. Chairperson Duties:
 - (a) vote only in the event of a tie vote,
 - (b) preside over meetings,
 - (c) establish committee meeting agendas, consistent with direction from a majority of the Board of Directors,
 - (d) appoint appropriate ad hoc committees,
 - (e) sign reports,
 - (f) represent the Committee at regular CCSD Board meetings,
 - (g) coordinate with CCSD staff input for agenda preparation for the monthly Committee meetings,
 - (h) develop a meeting calendar, including joint Committee meetings, to be approved by the CCSD board.
- 3.5. Vice Chairperson duties:
 - (a) perform the duties of the Chairperson in their absence,
 - (b) act as liaison to another Standing Committee as determined by the Chairperson or a majority of the Committee.
- 3.6. Secretary duties:
 - (a) record the minutes of the meetings in action form, ensuring the accuracy of when, how and by whom the Committee's business was conducted.
 - (b) Submit the draft written minutes and recording to CCSD staff for the public record.
 - (c) Minutes should include at a minimum:
 - the date, time and location of the meeting,
 - a list of the Committee members present and absent,
 - a record of reports presented and by whom,
 - the text of motions presented and description of any action taken,
 - list of items considered for future agenda,
 - time of meeting adjournment.

4. COMMITTEE MEMBER GUIDELINES AND AUTHORITY

- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Code Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).

- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to members of the audience present at Committee meetings.
- 4.5. Committee members have the right to disagree with ideas or opinions, while being respectful. Once the Committee takes action, individual Committee members should not create barriers to the implementation of any action voted upon by the Committee.
- 4.6. Apart from their normal function as part of an advisory resource, committees and their individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.
- 4.7. After two consecutive unexcused absences of a Committee member, the Committee, by a vote of a majority of a quorum of the Committee, may recommend action to the CCSD Board.
- 4.8. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.

5. AGENDA PROCEDURE

- 5.1. Members shall provide input on the agenda to the Chairperson.
- 5.2. Chair shall develop the draft agenda in cooperation with the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda and attachments.
- 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to all Committee members and the agenda distribution list.

6. MEETINGS

- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD, except as otherwise permitted by the Brown Act.
- 6.2. Information that is exchanged before meetings shall be distributed through the District Clerk, and Committee members will receive all information being distributed as part of the normal meeting Agenda.
- 6.3. The Committee shall meet monthly on dates set annually by the Committee, unless otherwise publicly noticed 72 hours in advance. The Committee may call publicly noticed special meetings as needed, with required 24-hour notice.
- 6.4. A majority of all Committee members, including the Chair, shall constitute a quorum.
- 6.5. The business at regular meetings of the Committee, shall be conducted for no more than a two-hour period, unless extended by a majority vote of a quorum of the Committee. In the event there are remaining items on the agenda at the end of the two-hour period, the Committee may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Committee's business is discussed and to protect against fatigue in discussing and deciding important issues.
- 6.6. All Committee meetings shall be conducted by laws governing open meetings and public participation.
- 6.7. The CCSD General Manager shall determine a staff liaison to the Committee for the purpose of improving the flow of communication.

7. PARLIAMENTARY AUTHORITY

- 7.1. The rules contained in the current edition of Rosenberg's Rules of Order (and Roberts Rules of Order 11th Edition for matters on which Rosenberg) is silent, shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence.
8. AMENDMENTS TO BYLAWS
 - 8.1. The CCSD Board of Directors retains sole authority to amend these bylaws. In addition to reviewing these bylaws in odd numbered years, committee chairpersons may include any urgent suggestions or ideas for changes during their monthly report. The Board of Directors may provide the chairperson direction regarding the suggestion or place the item on a future agenda for consideration. Any amendments must be approved by majority of a quorum of the CCSD Board of Directors.

Risk Management

Administration

POLICY TITLE: Emergency Preparedness

POLICY NUMBER: 2300

2300.1 It is the policy of the District to create and maintain an active emergency preparedness program to manage the District's critical functions during any emergency and to protect District staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency services.

2300.2 Emergency Defined: "Emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, freezes, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and response to which may require the combined forces of other agencies.

2300.3 Emergency Preparedness: The Board of Directors authorizes the establishment of an Emergency Preparedness Program, including an annual Emergency Evacuation Drill, which consists of the nationally-recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining a District-wide emergency plan with the partner agency, identifying and training District staff to activate and test the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District' in negotiations or consultations with other agencies or committees on matters pertaining to response to the emergency and recovery of damaged systems and costs incurred during the emergency.

2300.4 Standardized Emergency Management System: The California Office of Emergency Services regulates the Standardized Emergency management System (SEMS), which was created pursuant to Government Code Sec 8607 following the East Bay Hill Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

2300.5 District Emergency Declaration: When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a "District Emergency." The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

2300.6 Authorization During District Emergencies: The General Manager's Declaration of a District Emergency is a public acknowledgment of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with the General Manager, may delegate to the General Manager the authority to suspend competitive bidding and enter into emergency contracts of up to \$250,000, as authorized by Public Contract Code Sec 20567 and Sec 22050.

2300.7 Mutual Aid: The California Master Mutual Aid Agreement (Government Code Secs 8561-8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General manager, in accordance with the Emergency Plan, may request mutual aid assistance from other agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

2300.8 Continuity of Management: The District's emergency plan will list at least two successors to critical staff identified in the plan, including the General Manager. If the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary person.

2300.9 Status Reports: The General manager will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.

Note the following potential partner agencies:

The Cambria CSD Fire Department has partnered with Fire Safe Council SLO and Cal Poly University to fund a series of evacuation studies specific to Cambria by Professor Cornelius Nuworsoo. The County Fire Chiefs Association has applied for a grant to fund the implementation of Zonehaven (<https://community.zonehaven.com>), an evacuation management Internet information platform that will enable communities to plan, train and execute evacuations expediently.

Cambria Fire Safe Focus Group	North Coast Advisory Council
Cambria Community Emergency Response Teams (CERT)	CAL FIRE STATE
CAL FIRE San Luis Obispo County	Cambria Fire Department
San Luis Obispo County Office of Emergency Services	Caltrans
California Highway Patrol	SLO County Sheriffs Department
Cambria High School and Elementary School	PG&E
Cambria Forest Committee	Civil Air Patrol (Search & Rescue)
Media Coverage: Television Stations	Radio Stations