

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](mailto:boardcomment@cambriacsd.org).



## POLICY COMMITTEE

REGULAR MEETING  
Thursday, December 1, 2022 - 3:00 PM

### AGENDA

**Please click the link below to join the webinar:**

<https://us06web.zoom.us/j/82024808009?pwd=cVJreUpMaExTL1Z3cnZTRkZCNy8wQT09>

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**Webinar ID: 820 2480 8009**

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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](http://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. CALL TO ORDER
- B. ESTABLISH QUORUM
- 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 October 27, 2022 Regular Meeting Minutes

**3. REGULAR BUSINESS**

- A. Discussion and Consideration of 2023 Policy Committee Meeting Dates
- B. Continue Review, Discussion, and Consideration of CCSD Board Discussion and Consideration of July 14, 2022 Regarding Policy 1030 Code of Ethics (OLD BUSINESS)

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

**POLICY COMMITTEE**

REGULAR MEETING

Thursday, October 27, 2022 – 3:00 p.m.

**MINUTES**

A. CALL TO ORDER

Chairperson Farmer called the meeting to order at 3:07 p.m.

B. ESTABLISH 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, Jim Weigold, Administration Department Manager, Pam Duffield, and Finance Manager, Denise Fritz

C. AD HOC SUBCOMMITTEE REPORT

There was no Ad Hoc Subcommittee report.

D. CHAIRMAN'S REPORT

There was no Chairman's report.

E. COMMITTEE MEMBER COMMUNICATIONS

There were no Committee Member communications.

**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.

Public Comment consisted of Christine Heinrichs emphasizing the importance of a Whistleblower Policy.

**2. CONSENT AGENDA**

A. Consideration to Approve the September 22, 2022 Regular Meeting Minutes

It was moved by Member Worthen and seconded by Member Key to accept the items under the Consent Agenda as written. Motion passed – Ayes – 5; Nays - 0

### 3. REGULAR BUSINESS

- A. Discuss and Reconsider the Needs Assessment for a District Code of Ethics Policy.

Member Townsend presented his research related to the Needs Assessment for a District Code of Ethics Policy. He contacted Neil McCormick, the Executive Director of California Special District Association, to inquire how many other special districts have adopted a Code of Ethics policy. Mr. McCormick responded that having an Ethics Policy is a “pretty common and a best practice” for special districts. In fact, the CSDA has included having an Ethics Policy as a “requirement for his foundation’s district transparency program/checklist”. Member Townsend stated that the Cambria CSD received the District Transparency Certificate of Excellence in 2021.

It was moved by Member Scott and seconded by Member Worthen that the information from Mr. McCormick about the majority of special districts having an Ethics Policy and that it is “best practice” for special districts to have an Ethics Policy was a strong basis for the Needs Assessment for the Cambria CSD to have an Ethics Policy and that this information should be forwarded to the Board.

Motion passed – Ayes – 5; Nays - 0

In conclusion, Member Townsend offered to write a cover letter addressing the need for the Cambria CSD to have an Ethics Policy to be submitted to the Board along with the communication from Neal McCormick of the CSDA. Chair Farmer thanked Member Townsend for this assistance.

It was moved by Member Townsend and seconded by Member Scott to request that Chair Farmer request the District Transparency Certificate of Excellence application and supporting documents that were the basis of Cambria CSD being awarded the Certificate of Excellence in 2021 from General Manager Weigold.

Motion passed – Ayes – 5; Nays - 0

- B. Continue Review, Discussion, and Consideration of the CCSD Policy Checklist

Member Key identified that it is difficult to identify the information on the CCSD Policy Checklist that was included in this meeting’s packet. Member Scott and Member Worthen agreed that it was difficult to understand what had been done during the review of the Policy Handbook Checklist and the CCSD Policy Inventory. All committee members agreed that the review accomplished by Director Howell and Director Gray was very beneficial for going forward on assessing what policies are needed for the Cambria CSD. Member Worthen stated that the committee had received a more comprehensive report in the past that may answer some of the questions the Policy Committee has.

It was moved by Member Worthen and seconded by Member Scott to request that Chair Farmer ask President Howell to send the Policy Committee the full electronic matrix that was completed during the initial review with an explanation of what each column indicates.

Motion passed – Ayes – 5; Nays - 0

C. Review and Discuss the Status of the Proposed Community Emergency Preparedness Evacuation Plan (as Per CSDA Policy 2300)

Chair Farmer welcomed David Pierson, Chair of the Fire Safe Focus Group and thanked him for reporting on the status of the proposed Community Emergency Preparedness Evacuation Plan. Mr. Pierson relayed that CCSD Directors Dean and Gray are members/participants of the Fire Safe Focus Group Ad Hoc committee to work toward implementing this plan. He stated that there are new brochures for visitors and residents that will be completed as soon as the Zonehaven software is in place. This software will rezone Cambria for more efficient evacuation. He described a possibility of a new evacuation route on the south coast and the use of an alert system. He described a Cal Office of Emergency Services grant that Cambria has received (\$300, 000) to put the evacuation services in place. Committee members discussed the need to identify those Cambria residents who may need additional assistance during an actual evacuation and during a drill.

Member Heinrichs thanked Mr. Pierson for the excellent work that has been and is being done to keep Cambria's residents safe. Mr. Pierson stated that the evacuation plan should be in place by "early next year".

Public Comment was made by C. Heinrichs underscoring the need for this service to include evacuation drills.

#### **4. FUTURE AGENDA ITEMS**

Members indicated that the following should be on the next agenda:

1. The response from the General Manager related to the documents that were submitted in support of the District Transparency Certificate of Excellence.
2. The Policy Checklist with explanations from President Howell to include what work has already been done by the Policy Committee

#### **5. ADJOURN**

Chairman Farmer adjourned the meeting at 4:27 p.m.



CAMBRIA COMMUNITY SERVICES DISTRICT  
POLICY COMMITTEE  
2023 REGULAR MEETING SCHEDULE

January \_\_\_\_, 2023 at \_\_\_\_

February \_\_\_\_, 2023 at \_\_\_\_

March \_\_\_\_, 2023 at \_\_\_\_

April \_\_\_\_, 2023 at \_\_\_\_

May \_\_\_\_, 2023 at \_\_\_\_

June \_\_\_\_, 2023 at \_\_\_\_

July \_\_\_\_, 2023 at \_\_\_\_

August \_\_\_\_, 2023 at \_\_\_\_

September \_\_\_\_, 2023 at \_\_\_\_

October \_\_\_\_, 2023 at \_\_\_\_

November \_\_\_\_, 2023 at \_\_\_\_

December \_\_\_\_, 2023 at \_\_\_\_

Regular meetings are held via Zoom until further notice.