



POLICY COMMITTEE

REGULAR MEETING
Thursday, August 24, 2023 - 3:00 PM
1000 Main Street Cambria, CA 93428

AGENDA

In person at:
Cambria Veterans' Memorial Hall
1000 Main Street, Cambria, CA 93428

AND via Zoom at:

Please click the link below to join the webinar:

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1. OPENING

A. CALL TO ORDER

- B. ESTABLISH QUORUM
- C. AD HOC SUBCOMMITTEE REPORT
- D. CHAIRMAN'S REPORT

2. 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.

3. CONSENT AGENDA

- A. Consideration to Approve the July 27, 2023 Regular Meeting Minutes

4. REGULAR BUSINESS

- A. Review and Discussion of CCSD Policy Handbook Index as updated through July 28, 2023 by Board Staff
- B. Review and Discussion of CCSD Policies Section 1000 and CSDA Sample Policy Handbook Policies Section 1000
- C. Review and Consideration of Policy 1040.2 Answering Correspondence to the Board
- D. Review and Consideration of Draft Operating Principles of the Board and Committee Member (Norms)
- E. Review and Consideration of October 2023 and December 2023 Policy Committee Meeting Dates

5. FUTURE AGENDA ITEMS

6. ADJOURN

POLICY COMMITTEE

REGULAR MEETING
 Thursday, July 27, 2023 - 3:00 PM
 1000 Main Street Cambria, CA 93428

MINUTES

A. CALL TO ORDER

Chair Scott called the meeting to order at 3:00 p.m.

B. ESTABLISH QUORUM

Committee members present: Chair Debra Scott, Vice Chair Gordon Heinrichs, Claudia Harmon, Ted Key, James Townsend and Donn Howell.

[Note that due to technical difficulties the meeting recording begins with the following item. The parenthesized numbers before or after each agenda item indicate time on the recording where the item begins.]

C. AD HOC SUBCOMMITTEE REPORT (0:00)

(1:41) Committee member Howell gave a report regarding the policy inventory that he had created during his period as chair of the Committee, and the subsequent report that he and Director Gray made to the CCSD Board summarizing that inventory. Howell proposed that he work with Haley Dodson to bring the inventory up-to-date. Chair Scott agreed and asked that the inventory group the policy categories such that the committee can review the inventory in an orderly manner – section by section.

D. CHAIRMAN'S REPORT (5:19)

Chair Scott reviewed the Committee's charge in light of the recent changes to the Board and Standing Committee bylaws.

E. COMMITTEE MEMBER COMMUNICATIONS (7:05)

There were none.

1. PUBLIC COMMENT (7:24)

Public Comment: The chair read a written comment submitted by Linda Prentice.

2. CONSENT AGENDA (8:32)

A. Consideration to Approve the April 27, 2023 Regular Meeting Minutes

Motion and Vote: (9:36) to accept the minutes with a modification to indicate, after establishment of a quorum, that Member Harmon arrived late.

Motion by: Townsend

Second by: Key

Motion Passed Ayes 5 Nays 0 Chair not voting

Call for Public Comment (10:5)

There was none.

3. REGULAR BUSINESS

- A. Review and Discuss the Revised CCSD Standing Committee Bylaws (11:05)

Chair Scott introduced this item and reviewed the relevant language noting how the bylaws had changed.

The committee discussed this item but took no action.

Call for Public Comment (29:44)

There was none.

(30:35) Chair Scott directed the Committee members' attention to section 4 of the Standing Committee Bylaws, "Committee Member Guidelines," specifically paragraphs 4.3 and 4.4. She also asked the members to review the Board's Ethics Policy.

- B. Review and Discuss the CCSD 2023 Strategic Plan (33:48)

Chair Scott presented this item. She made the point that the Policy Committee should support the CCSD Board's goals and objectives and asked the Committee to review and critique the plan document.

The committee discussed the Strategic Plan document but took no action.

Call for public comment (39:3)

Elizabeth Bettenhausen

- C. Review and Discuss the Policy Committee Status Report Presented to the CCSD Board of Directors on July 13, 2023 (52:02)

Chair Scott introduced this item. She asked the committee for commentary on the contents of the report.

The Committee discussed this item but took no action.

Call for public comment (59:30)

- D. Discuss and Appoint an Ad Hoc committee to Create a Draft "Operating Principles of the Board (Norms)" for the CCSD Board of Directors and the Standing Committees (59:41)

Chair Scott presented this item and asked for volunteers review the Templeton 'Operating principles of the Board (Norms) and adapt it for the Cambria CSD Board and Standing Committees.

Member Townsend volunteered to prepare a draft and distribute it to the Committee members prior to the Committee's next regular meeting.

The Committee discussed this item further but took no action.

Call for Public Comment (1:08:36)

There was none.

- E. Review and Consideration of Policy 1040.2 Answering Correspondence to the Board (1:08:44)

Chair Scott asked that this item be continued to the next meeting so that member Howell can locate the final copy of Policy 1040.2. The copy in this agenda packet does not match the one she had prepared for presentation to the Board when it previously looked at this policy.

The committee reached consensus to continue this item to its next regular meeting. (1:10:39)

Call for Public Comment (1:10:58)

There was none.

4. FUTURE AGENDA ITEMS (1:11:08)

Chair Scott asked for any future agenda items.

Discuss and consider Member Townsend's draft of Board Operating Principles.

Member Key would like to know what the role of the Policy Committee would be in changing the CCSD's Municipal Code. His question specifically relates to rules regarding required street frontage for developed lots.

Member Howell and Haley Dodson to work on combining his 'proto database' of District policies with Ms. Dodson's list and then, breaking the list down into segments so that the Committee can discuss a few policies and a time and so, work in an orderly fashion. In addition, Member Harmon asks about policies that are currently in our "pipeline". Member Howell will bring forth a report so that the Committee can review the District's policy needs and the prospect for a policy update task. And so, discuss how the Committee will proceed with its work.

Member Howell asked that the Committee take up a review and reorganization of the Districts current Purchasing Policy document. Howell will send his preliminary report on this matter to Chair Scott.

5. ADJOURN (1:28:46)

Chair Scott adjourned the meeting at 4:21 pm.

DRAFT

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.A.**

FROM: Debra Scott, Chair

Meeting Date: August 24, 2023

Subject: Review and Discussion of CCSD Policy Handbook Index as updated through July 28, 2023 by Board Staff

DISCUSSION:

This agenda item is presented for discussion by the committee members for planning purposes for future meetings. It is the index of the current CCSD Policy Handbook with information about where both the Board and the committee are with each policy. It is interesting to notice that some of the policies that have been assigned to the Policy Committee are still in limbo which was stated during our last committee meeting. I am very interested in your thoughts about where we might begin the process of the policy review and how we might streamline that process.



SECTION 1000 GENERAL

- Policy 1000 Adoption/Amendment of Policies – Board approved on 8/15/2019
- Policy 1005 Association Memberships – Board approved on 8/15/2019
- Policy 1010 Basis of Authority – Board approved on 8/15/2019
- Policy 1015 Board Secretary – Board agreed to not utilize this policy on 12/12/2019
- Policy 1020 Board/Staff Communication - Board approved on 12/12/2019
- Policy 1025 Claims Against the District - Board approved on 12/12/2019
- Policy 1030 Code of Eethics - Board ~~agreed to not utilize this policy on 1/16/2020~~ approved on 3/9/2023
- Policy 1035 Conflict of Interest - Board approved on 12/12/2019
- Policy 1040 Correspondence to the Board & Staff – Board approved on 2/20/2020; discussed at 3/25/2021, 4/29/2021, 5/27/2021 Policy Committee meetings
- Policy 1040.2 Answering Correspondence Addressed to the Board of Directors (draft title) – Policy Committee assigned to Sub Committee (Key and Worthen) on 4/30/2020; discussed at 4/30/2020, 5/29/2020, 6/19/2020, 7/30/2020, 11/20/2020, 7/29/2021, 8/26/2021, 9/30/2021, 12/8/2021, 12/30/2021, & 7/27/2023 Policy Committee meetings
- Policy 1042 Use of Electronic Devices by Board Members During Public Meetings - Board approved on 2/20/2020
- Policy 1045 Legal Counsel and Auditor – Policy Committee assigned to Sub Committee (Harmon, Nixon, Rohrbaugh) on 10/31/2019
- Policy 1050 Overview of the General Manager's Role – Policy Committee assigned to Sub Committee (Heinrichs, Key, Rohrbaugh) on 10/31/2019; discussed at 9/22/2022 Policy Committee meeting
- Policy 1055 Legislative Advocacy – Policy Committee assigned to Sub Committee (Heinrichs, Key, Rohrbaugh) on 10/31/2019
- Policy 1056 New Policy Creation Policy – Board approved on 8/23/2018

SECTION 2000 ADMINISTRATION

Section 2100 Financial Management

- Policy 2100 Accounts Receivable Policy
- Policy 2105 Asset Protection and Fraud in the Workplace
- Policy 2110 Budget Preparation
- Policy 2115 Credit Card Use
- Policy 2120 Employment of Outside Contractors and Consultants
- Policy 2125 Expense Authorization
- Policy 2130 Investment Policy – Board approved on 9/12/2002
- Policy 2135 Purchasing – Board approved on 9/24/2015; discussed at 2/23/2022, 3/23/2023 & 4/27/2023 Policy Committee meetings; referred to the Finance Committee
- Policy 2140 Receiving/Depositing Remittances
- Policy 2145 Records Retention; Records Retention Policy referred to the Policy Committee by the Board of Directors on 5/14/2020; discussed at 6/19/2020 Policy Committee meeting
- Policy 2150 Reserve Policy – Board approved on 8/15/2019; referred to the Finance Committee



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- Policy 2155 Debt Management – Board approved on 8/31/2022
 Policy 2156 Disclosure Policies & Procedures Relating to the Issuance of Debt Obligations – Board approved on 8/31/2022
 Policy 2160 Internal Controls
 Policy 2170 Grants [Policy](#) – Board approved on 9/21/2021
 Policy 2171 Applying for Grants for SST Projects Policy – [Board approved 8/13/2020](#)
 Policy 2172 Capitalization Policy – [Board approved 1/22/2004](#)
 Policy 2173 Cash Handling Policy – [Updated 5/19/2022](#)
 Policy 2174 Inter-fund Loan Policy – [Board approved on 1/17/2019](#)
 Policy 2175 Discontinuance of Residential Water Service Policy – [Board approved on 12/12/2019](#)

Section 2200 Inventory & Property Management

- Policy 2200 Disposal Surplus Property or Equipment
 Policy 2205 District Electronic Resources Policy and Procedures
 Policy 2210 Use/rental of District Facility
 Policy 2215 Naming of District Parks and Facilities
 Policy 2220 Flag Display Policy
 Policy 2225 Encampments on District Property – Board approved on 07/08/2021

Section 2300 Risk Management

- Policy 2300 Emergency Preparedness
 Policy 2305 Emergency Response Guideline for Hostile or Violent Incidents
 Policy 2310 Workers' Compensation

Section 2400 Communications & Technology

- Policy 2400 Customer Relations
 Policy 2405 Press Relations
 Policy 2410 Public Complaints
 Policy 2415 Social Media Use – Board approved on 9/16/2021; [discussed at 3/23/2023 & 4/27/2023 Policy Committee meetings](#)
 Policy 2420 Webpage
 Policy 2425 California Public Records Act Response Procedures – Board approved on 8/12/2021
 Policy 2430 Electronic Document Retention Policy
 Policy XXX Clean Desk Policy

SECTION 3000 PERSONNEL

Section 3100 Employment Practices

- Policy 3100 Accommodations for Disability
 Policy 3102 Demotion – Nondisciplinary
 Policy 3104 Disciplinary Action
 Policy 3106 Driver Training and Record Review
 Policy 3108 Drug and Alcohol Testing



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Policy 3110	Employee Information/Emergency Data
Policy 3112	Employee Promotion
Policy 3114	Employee Records
Policy 3116	Employee Status
Policy 3118	Equal Opportunity
Policy 3120	Grievance Procedure
Policy 3122	Hours of Work and Overtime
Policy 3124	Letters of Recommendation
Policy 3126	Nepotism
Policy 3128	Payroll Deductions for Salaried Employees
Policy 3130	Performance Evaluation
Policy 3134	Recruitment & Hiring
Policy 3136	Separation from District Employment
Policy 3138	Temporary Reclassifications
Policy 3140	Unlawful Harassment – Policy Committee assigned to Sub Committee (Heinrichs, Key, Rohrbaugh) on 10/31/2019; discussed at 1/2/2020 Policy Committee meeting
Policy 3141	Inclusive Workplace Policy
Policy 3142	Whistleblowing Policy; discussed at 1/2/2020 Policy Committee meeting

Section 3200 Standards of Conduct

Policy 3200	Dress Code & Personal Standards
Policy 3205	Housekeeping
Policy 3210	Outside Employment
Policy 3215	Receipt of Gifts
Policy 3220	Uniforms and Protective Clothing

Section 3300 Communications

Policy 3300	Internet & Email Policy – Board approved on 6/19/2003
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Section 3400 Compensation & Benefits

Policy 3400	Authorized Leave
Policy 3405	Bereavement Leave
Policy 3410	Catastrophic Time Bank
Policy 3415	Compensation
Policy 3420	Educational Assistance
Policy 3425	Family and Medical Leave
Policy 3430	Holidays
Policy 3435	Jury Duty
Policy 3440	Leave for Crime Victims and Family Members
Policy 3445	Military Leave
Policy 3450	Pregnancy Disability Leave
Policy 3455	Rest & Meal Periods
Policy 3460	Sick Leave
Policy 3465	Time Keeping/Time Records
Policy 3470	Time off for Children – School Activities



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Policy 3475	Time off to Vote
Policy 3480	Unauthorized Voluntary Absence
Policy 3485	Use of Make up Time
Policy 3490	Vacations
Policy 3495	Workers' Compensation Leave

Section 3500 Health, Safety & Security

Policy 3500	Employee Assistance During Response to Emergency Situations
Policy 3505	Health and Welfare Benefits
Policy 3510	Illness and Injury Prevention Program – Board a Approved on 4/16/2020
Policy 3515	Smoke-free Workplace
Policy 3520	Substance Abuse
Policy 3525	Workplace Violence Prevention Policy

Section 3600 District Travel

Policy 3600	Travel Policy – Board approved on 4/26/2007
Policy 3605	CCSD Owned Vehicle Policy – Board approved on 12/12/2007

Section 3700 COVID-19

Policy XXX	Emergency Paid Sick Leave Policy
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Section 4000 BOARD

Section 4100 Board of Directors

Policy 4100	Attendance at Meetings
Policy 4105	Committees of the Board of Directors
Policy 4110	Duties of Board President
Policy 4115	Ethics Training
Policy 4120	Members of the Board of Directors
Policy 4125	Training, Education and Conferences
Policy 4150	CCSD Policy and Procedures for Filling Vacancies on Board of Directors by Appointment with Addendum #1 and #2 – Board approved on 11/10/2021

Section 4200 Board Meetings

Policy 4200	Board Actions and Decisions
Policy 4205	Board Meeting Agenda
Policy 4210	Board Meeting Conduct
Policy 4215	Brown Act Compliance – Open Meeting Requirements
Policy 4220	Minutes of Board Meetings
Policy 4225	Review of Administrative Decisions
Policy 4230	Rules of Order for Conduct of Board and Committee Meetings
Policy 4235	Types of Board Meetings

Section 4350 Standing Committees

Policy 4351	Reimbursement of Standing Committee Members' Expenses – Board approved on 8/13/2020
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Policies Not Assigned a Policy #:

- CCSD Policy on Applying for Grants for the SST Projects Included in the SST Program – Board approved on 8/13/2020
- CCSD Recycled Content Paper Procurement Policy – Board approved on 12/16/2021
- Budget Policy – Board approved on 5/13/2021; referred to the Finance Committee by the Board of Directors in update of Strategic Plan
- Cambria's Homeless Population Policy – Policy Committee assigned to Sub Committee (Heinrichs, Richards, Worthen) on 4/30/2020; ; discussed at 1/2/2020, 2/27/2020, 4/30/2020, 8/27/2020, 10/29/2020, 11/20/2020 & 12/28/2020 Policy Committee meetings
- Email Management and Retention Policies – Policy regarding Retention of Emails referred to the Policy Committee by the Board of Directors on 2/13/2020 & 5/14/2020; Policy Committee assigned to Sub Committee (Key and Nixon) on 4/30/2020
- Outdoor and Street Lighting Policy
- Disaster Preparedness – Policy Committee assigned to Sub Committee (Heinrichs) on 10/9/2019
- Veterans' Hall Fees – Policy Committee assigned to Sub Committee (Key) on 10/9/2019
- East-West Ranch Bench Policy – Board approved on 6/24/2004
- Event Policy for Fiscalini Ranch Preserve – Board approved on 2/28/2013

Policies Discussed at Policy Committee Meetings:

- Operating Principles of the Board (Norms) Policy Number 4005 (discussed at 4/27/2023 & 7/27/2023 Policy Committee meetings)
- Climate Change Policy (discussed at 5/27/2021, 8/26/2021, 12/8/2021, 12/30/2021, 1/27/2022, 4/28/2022, 5/26/2022, 8/4/2022 Policy Committee meetings; referred to the Resources & Infrastructure Committee)
- Emergency Preparedness Policy Number 2300 (discussed at 12/30/2021, 1/27/2022, 9/22/2022, 10/27/2022 Policy Committee meetings)
- Whistleblower Policy (discussed at 12/29/2022 Policy Committee meeting)
- Purchase of Used Equipment Policy (discussed at 1/2/2020, 11/20/2020, 1/28/2021, 4/29/2021, 5/27/2021, 6/24/2021 Policy Committee meetings)
- Use of Surveillance Cameras on District Properties (discussed at 8/27/2020, 1/28/2021, 3/25/2021, 4/29/2021, 5/27/2021, 6/24/2021, 8/26/2021, 9/30/2021 Policy Committee meetings)
- Community Evacuation Plan in the Event of a Wildfire (discussed at 9/30/2021 Policy Committee meeting)
- Annual Evacuation Drill Policy (discussed at 10/28/2021, 12/8/2021 Policy Committee meetings)
- Discussion of Policies Relating to the District's Issuance of Intent to Serve (ITS) Letters (discussed at 1/2/2020 Policy Committee meeting)
- Discussion of a Proposal for Policies Related to Environmental Issues (discussed at 1/2/2020 Policy Committee meeting)
- Discussion of a Proposal for Policies Concerning the Maintenance and Upkeep of Cambria (discussed at 1/2/2020 Policy Committee meeting)



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- Discussion of Creating an Ad Hoc Subcommittee to Research and Make Recommendations Regarding Email Management & Retention Policies (discussed at 2/27/2020, 4/30/2020, 7/30/2020, 8/27/2020 Policy Committee meetings)
- Applying for Grants Policy (discussed at 8/27/2020, 9/24/2020, 10/29/2020 Policy Committee meetings)
- Discussion of a Policy Regarding Street Lighting (discussed at 9/24/2020, 10/29/2020 Policy Committee meetings)

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REVISED 7-28-2023

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.B.**

FROM: Debra Scott, Chair

Meeting Date: August 24, 2023

Subject: Review and Discussion of CCSD
Policies Section 1000 and CSDA
Sample Policy Handbook Policies
Section 1000

DISCUSSION:

Your Chair created this grid to use for our discussion about how the CCSD policy index compares to the CSDA sample policy index. Information added is to clarify where we are in our policy review process and where to begin actual updating or creating policies for our District.

Attachment: Chair's grid

REVIEW OF CCSD POLICIES IN RELATION TO CSDA SAMPLE POLICIES 4B AUGUST 24,2023

CCSD Policy Number	CCSD Policy Title		CSDA Sample Policy Number	CSDA Policy Title
General 1000			General 1000	
1000	Adoption/Amendment of Policy-app on 8/15/19			Adoption/Amendment of Policies
1005	Association Memberships-app 8/15/19			Association Memberships
1010	Basis of Authority-app 8/15/19			Basis of Authority
1015	Board Secretary-not utilized			Board Secretary
1020	Board/Staff Communication-app 12/12/19			Board Staff Communication
1025	Claims Against the District-app 12/12/19			Claims Against the District
1030	Code of Ethics-app3/9/23			Code of Ethics
1035	Conflict of Interest-app 12/12/19			Conflict of Interest
1040	Correspondence to the Board & Staff-app 2/20/20	Under discussion by the Policy Comm		Correspondence to the Board
1040.2	Answering Correspondence Addressed to the Board of Directors (draft title)-app	Policy Comm assigned Ad Hoc Key & Worthen on 4/30/20-discussed by the Policy Comm at 11 subsequent meetings	No corresponding policy	
1042	Use of Electronic Devices by Board Members During Public Meetings-app 2/20/20		No corresponding policy	

REVIEW OF CCSD POLICIES IN RELATION TO CSDA SAMPLE POLICIES 4B
AUGUST 24,2023

1045	Legal Counsel and Auditor	Policy Comm assigned to Ad Hoc Harmon, Rohrbaugh, Nixon on 10/31/19		Legal Counsel and Auditor
1050	Overview of the General Manager's Role	Policy Comm assigned to Ad Hoc Heinrichs, Key Rohrbaugh on 10/31/19		Overview of the General Manager's Role
1055	Legislative Advocacy	Policy Comm assigned to Ad Hoc Heinrichs, Key, & Rohrbaugh on 10/31/19		Legislative Advocacy
1056	New Policy Creation-app 8/23/18		No corresponding policy	

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.C.**

FROM: Debra Scott, Chair

Meeting Date: August 24, 2023

Subject: Review and Consideration of Policy
1040.2 Answering Correspondence to
the Board

DISCUSSION:

This agenda item is continued from our last committee meeting since we didn't have the most current updated policy that had been considered by the Board in November, 2022. The committee is encouraged to review the redlined version of Policy 1040.2 which is attached. Once the committee makes and approves the appropriate edits, additions, or deletions, the policy will be forwarded to the Board for consideration.

Attachment: Most recent version of CCSD Policy 1040.2 that was forwarded to the Board in 2022

Policy 1040.2 – Answering **Response to** Correspondence to the Board

1040.2.1 Introduction

1040.2.1.1 Purpose

The intent of this policy is to help promote and enhance the quality of communication between the CCSD and the community it serves. As such, it provides guidance as to how Directors should respond to correspondence **they** receive ~~by them~~ as individuals or by the CCSD Board as a whole.

1040.2.2 General Requirements

1040.2.2.1 Timely acknowledgement: All correspondence ~~should~~ **will** be acknowledged within two business days of receipt **by the individual who initially receives the correspondence. If the correspondence is addressed to the Board or all Directors individually, the response will be a letter or an email stating:**

“Thank you for your correspondence. The CCSD Directors appreciate all interest, questions, and input related to the activities of the Board. Since your correspondence is directed to all CCSD Directors, I have forwarded it to the Board President and the General Manager to coordinate a response.”

1040.2.2.2 Limitations imposed by the Brown Act

To avoid the creation of a meeting as defined by the Brown Act, Directors must never ~~do a~~ “reply all” to an email addressed or copied to multiple Directors.

1040.2.2.3 Providing Guidance for the Public

~~Guidance should be provided to the public via~~ **The District Website provides direction to the public on** as to how to contact the District **and, including the timeframe for response, what expectations they should have regarding a response and information that** ~~The public should also be informed that any~~ correspondence to the Board relating to the conduct of the District’s business is a public record and ~~could be~~ **is** subject to inspection and copying through a public records request.

1040.2.3 Letters and emails addressed to the Board as a whole or to all Directors individually

~~This section refers to correspondence addressed to the Board as a whole or to all Directors, each individually.~~

1040.2.3.1 ~~No~~ **Individual Directors will not** ~~may~~ respond except as directed by the Board President.

1040.2.3.2 If the Board President decides that an answer is appropriate, the correspondence shall be answered by the President or the President’s designee. The designee can be the General Manager or another Director.

1040.2.3.3 All Directors shall be copied on any response.

1040.2.4 Letters and emails addressed to individual Directors

This section refers to correspondence received by a single Director and that Director believes that he or she is the sole recipient. All other cases shall be handled as correspondence addressed to the Board as a whole (see 1040.2.3 above).

1040.2.4.1 If the subject matter relates to questions or complaints about operational matters, the Director ~~should~~ **will** forward the correspondence to the General Manager for resolution.

1040.2.4.2. In all other cases:

Whether to respond and how to respond is up to the individual Director, provided that the following guidelines are observed.

A) Individual Directors shall clearly indicate that they are representing only themselves and are not speaking for the Board as a whole.

B) Directors must observe the rules of individual conduct, as detailed in the current Board Bylaws and any applicable ~~current~~ social media policies adopted by the District.

C) The General Manager will be copied (or blind copied) on the individual Board member's response.

Explanation:

The reason we added C to 1040.2.4.2. is that there may be incidents when the individual Director is not aware that other Directors have been sent the same correspondence. Including the President and the GM on the individual Director's response will allow them to coordinate the Board's response, if necessary.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.D.**

FROM: Debra Scott, Chair

Meeting Date: August 24, 2023

Subject: Review and Consideration of Draft
Operating Principles of the Board and
Committee Member (Norms)

DISCUSSION:

At the July 2023 Policy Committee Meeting, your Chair presented a copy of Templeton's CSD Operating Principles of the Board (Norms). CCSD President Dean forwarded this document to our committee to draft a document for application to our District and to add the principles for not only Board members, but also for all Standing Committee members.

Committee member Townsend offered to draft a revision of this document and to present it to our committee at its August meeting. It is our task to review the draft, make any edits, additions, or deletions, approve the draft document, and forward it for consideration to the Board.

Attachment: Templeton's Operating Principles of the Board (Norms)

POLICY TITLE: Operating Principles of the Board (Norms) POLICY NUMBER: 4005

4005.1 IMPLEMENTATION

- The Templeton Community Services District, hereinafter referred to as TCSD, is committed to practice these norms, whereupon we will evaluate, learn, and adjust according to what we learn.
- Upon the occasion of the occurrence of what appears to be a breach of these norms, we are committed to addressing this perception first to the individual(s) involved, before raising the issue with the Board itself. As an example, the Board President may call a break during the meeting for the purpose of privately discussing an apparent breach with another member of the Board. Because we value learning and improvement, we are committed to debriefing each of these at each of our Board meetings.
- Revisit and display these norms at each Board meeting.

4005.2 COMMUNICATION NORMS

- All communication will be accurate and to the point.
- Listen respectfully and actively when communicated with.
- Always Check Your Assumptions.
- Articulate thoughts professionally and respectfully.
- The Board President will be the spokesperson for the Board's official position when responding to inquiries from the media.

4005.3 PROCESS NORMS

- The Board shall address and resolve policy issues and set priorities by building consensus through orderly conduct.
- The Board and Staff are committed to TCSD's mission and to work as a team.
- The Board and Staff need to be responsive to the community.
- Staff needs to make available all information and analysis of alternatives so that the Board can make "reasoned decisions."
- The Board is committed to a high level of public engagement, public participation, and transparency.
- The Board will promote educational opportunities for continued learning, new technologies and best practices for the Board and Staff.
- All requests from the Board for information/agenda items will be directed to the General Manager and provided to all Board members.

4005.4 RELATIONSHIP NORMS

- Create an environment that promotes trust, respect and appreciation between the Board, Staff, Consultants, and citizens.
- Fundamental agreement that the focus of TCSD's mission is its accomplishments and future vision that meets the needs of its customers.
- Establish, accept and support common purpose and vision, and not undermine the authority of the Board after decisions are made.