

Pursuant to Governor Newsom's Executive Order N-29-20, 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 Deputy District Clerk at boardcomment@camabriacsd.org.

Amended 5/27/2020



CAMBRIA COMMUNITY SERVICES DISTRICT

I, Donn Howell, Chairman of the Cambria Community Services District Policy Committee, hereby call a Special Meeting of the Policy Committee pursuant to California Government Code Section 54956. The Special Meeting will be held: **Friday, May 29, 2020, 10:30 AM**, . The purpose of the Special Meeting is to discuss or transact the following business:

AGENDA

SPECIAL MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT POLICY COMMITTEE

Friday, May 29, 2020, 10:30 AM

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 Committee Chairperson, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at www.camabriacsd.org. The District Office hours are Monday - Thursday, and every other Friday from 9:00 a.m. through 4:00 p.m. 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.

Please click the link below to join the webinar:

<https://zoom.us/j/93710060836?pwd=WmdRVjhOM3pOZjlrMFc2WHBGcVJwUT09>

Password: 183572

Or iPhone one-tap:

US: +16699006833,,93710060836# or +12532158782,,93710060836#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1
301 715 8592 or +1 312 626 6799

Webinar ID: 937 1006 0836

International numbers available: <https://zoom.us/j/93710060836>

1. OPENING

A. CALL TO ORDER

B. ESTABLISH A QUORUM

C. CHAIRMAN'S REPORT

D. AD HOC SUBCOMMITTEE REPORTS

- i. Discussion of CCSD Policies Regarding People Experiencing Homelessness

2. PUBLIC COMMENT

3. CONSENT AGENDA

- A. Consideration to Approve the April 30, 2020 Regular Meeting Minutes
- B. Consideration to Recommend to the Board of Directors Modifications to CCSD Municipal Code 8.040.100 Regarding Street Frontage Required for Transfer of Positions

4. REGULAR BUSINESS

- A. Discussion and Consideration to Amend the Policy Committee Annual Schedule to Change the Regular Meeting Time
- B. Discussion and Consideration to Approve Wording and Numbering of Policy Regarding Reimbursement of Standing Committee Members' Travel Expenses and Provide Recommendation to the Board of Directors
- C. Discussion and Consideration of a CCSD Policy and Procedure for Filling a Vacancy on the Board of Directors **ADDED LATE**
- D. Discussion Regarding Policy 1040.2 Regarding Who Replies to Correspondence Addressed to the Board of Directors
- E. Discussion of Policy Committee Mission Statement and Goals
- F. Discussion and Consideration to Reschedule the June 25, 2020 Policy Committee Regular Meeting

5. FUTURE AGENDA ITEMS

6. ADJOURN

POLICY COMMITTEE

REGULAR MEETING
Thursday, April 30, 2020 - 2:30 PM

MINUTES

A. CALL TO ORDER

Chairman Donn Howell called the meeting to order at 2:30 p.m.

B. ESTABLISH QUORUM

A quorum was established.

Committee Members present via Zoom: Donn Howell, Gordon Heinrichs, John Nixon, Ted Key, Claudia Worthen and Leslie Richards.

Staff present via Zoom: General Manager John Weigold and Deputy District Clerk Haley Dodson.

Public present via Zoom: Harry Farmer, Cindy Steidel, Tina Dickason and Elizabeth Bettenhausen

C. CHAIRMAN'S REPORT

Chairman Howell reviewed the Board of Directors' responses to his report on the work of the Policy Committee from the April 16 CCSD Directors' meeting. Regarding Directors' suggestions for policies and topics the Committee should take-up, Chairman Howell cited policy for filling vacancies on the CCSD Board, audit of existing policies in the context of CCSD Bylaws changes from 2014, and development of a mission statement for the Policy Committee.

1. PUBLIC COMMENT

None.

2. CONSENT AGENDA

A. Consideration to Approve the February 27, 2020 Regular Meeting Minutes

One change to the minutes was requested and accepted: item D.4. should cite "CCLUO."

Committee member Worthen moved to approve the minutes.

Committee member Key seconded the motion.

The motion was approved 5-Ayes (Heinrichs, Nixon, Key, Worthen, Richards), 0-Nays, 0-absent

3. REGULAR BUSINESS

A. Discussion and Consideration of Committee Bylaws, Goals and Mission Statement

Committee agreed to remove the item from the agenda and carry forward to the May agenda. In addition, Committee members agreed to develop ideas for a mission statement to the May

meeting, and Chairman Howell agreed to send existing documents on standing committee bylaws, purposes and mission. Finally, the Committee members suggested that the CCSD Board of Directors should give direction on Committee purpose and mission, since the Committee is an entity created by the Board.

B. Discussion and Consideration of Creating an Ad Hoc Subcommittee to Research and Make Recommendations Regarding Email Management and Retention Policies

Member Key (lead) and Member Nixon will form the Ad Hoc Subcommittee, and Chairman Howell will serve as a resource. CCSD General Manager Weigold stated that the Subcommittee should wait until the District Board receives a report on the topic from District Counsel in May.

C. Discussion Regarding Creating a Policy for Reimbursement of Standing Committee Member Travel Expenses

Chairman Howell will bring to the Committee in May existing CCSD policy and procedures covering CCSD staff and Board, as well as proposed language for a policy or policy revision to cover member of standing committees.

D. Discussion and Consideration Regarding Tasking an Ad Hoc Committee with Creating Policy 1040.2 Regarding Who Replies to Correspondence Addressed to the Board of Directors

Member Key (lead) and Member Worthen will form an Ad Hoc Subcommittee to develop a draft policy for Committee review.

E. Discussion and Consideration of District Policy or Policies Regarding Cambria's Homeless Population

Member Richards presented an overview and analysis of homelessness context and law as applied to local governmental agencies. Member Richards, Member Worthen, and Member Heinrichs (lead) will form an Ad Hoc Subcommittee to develop policy proposals for Committee review.

F. Discussion and Consideration to Reschedule the May 28, 2020 Policy Committee Regular Meeting

Committee member Worthen moved to change the meeting date to May 29, 2020 at 2:00 p.m.

Committee member Richards seconded the motion.

The motion was approved 5-Ayes (Heinrichs, Nixon, Key, Worthen, Richards), 0-Nays, 0-absent

4. FUTURE AGENDA ITEMS

Chairman Howell stated that reporting from the Ad Hoc Subcommittee on CCSD purchasing policies is on hold until the Subcommittee consults with CCSD staff.

Chairman Howell asked the Committee to form a subcommittee on policy and procedure for filling vacancies on the CCSD Board of Directors. Member Nixon (lead) and Member Heinrichs will form the Ad Hoc Subcommittee. Chairman Howell will send pertinent, existing and historical CCSD documents to the Subcommittee.

Public Member Dickason requested that the Committee consider a new policy that would require official position descriptions for all CCSD employees.

For the May meeting agenda, the Committee agreed to consider changing the time for Committee meetings.

5. ADJOURN

Chairman Howell adjourned the meeting at 4:00 p.m.

DRAFT

Consent Agenda Item 3.B. Attachment

8.04.100 - Transfer of positions.

Except as specifically provided for in this section, a "position" shall be valid only for the parcel or combination of parcels originally applied for and is valid only for the number of EDUs requested and approved in the original application. Transfer of positions is allowed only if the transfer satisfies the requirements of this section.

A. Findings and Policy Objectives. The board of directors finds that:

1. Discouraging water and sewer service on undersized parcels (being parcels less than three thousand five hundred (3,500) square feet of area, unless such parcel has two underlying lots and has at least fifty (50) feet of contiguous street frontage) promotes conservation of scarce water resources and promotes the ability of the district to provide adequate sewer service to existing users.
2. Discouraging water and sewer service within the Lodge Hill Special Project Area 1 and Top of the World Special Project Area 2 helps prevent deforestation and erosion, which eliminates fire hazards, promotes conservation of scarce water resources, and promotes the ability of the district to provide adequate water service.
3. Allowing the transfer of existing positions and imposing a restrictive covenant on those sender parcels restricting future water and sewer service is an effective and desirable way of discouraging water and sewer service on undersized parcels and in the Lodge Hill Special Project Area 1 and Top of the World Special Project Area 2, and reducing development density; thereby promoting the district's goals of conserving scarce water resources, providing adequate sewer service to current users, and fire safety.
4. Allowing transfers of positions only from sender parcels which have a single-family residential position to receiver parcels which will receive and be entitled to use only a single-family residential position maintains the integrity of the district waiting lists, and thereby fairly and efficiently promotes the district's goals of conserving scarce water resources and providing adequate sewer service to existing customers.
5. Requiring the demolition of structures on parcels upon which a restrictive covenant has been imposed eliminates a fire hazard and a potential public health hazard to streams or groundwater, thereby promoting the district's purposes of fire safety and providing adequate water and sewer service.
6. Allowing an exception to the demolition requirement for historic buildings on property on which a restrictive covenant has been imposed promotes the general purposes of the district by reducing fire hazards and by making historic buildings available for public recreation. Historic buildings present fire hazards because of outdated electrical systems and flammable construction materials, including aged wooden roofs and frames. Providing for the rehabilitation and maintenance of historic buildings eliminates a fire hazard and promotes public recreation.
7. Allowing conveyance to the district of parcels adjacent to district property or facilities furthers the district's purposes, including providing adequate water and sewer services.

B. Transfer of a Single-Family Residential Position to Another Parcel. Partial transfers or splitting of EDU allocations from services with a combination of uses, such as multi-family or commercial/residential, are not allowed. The general manager is authorized to process transfers of single-family residential positions from the "sender" parcel to a "receiver" parcel subject to the following:

1. The receiver parcel must consist of:
 - a. At least three thousand five hundred (3,500) square feet in area or two underlying previously subdivided lots with at least fifty (50) feet of contiguous street frontage;
 - b. Be outside Lodge Hill Special Project Area 1; and

Consent Agenda Item 3.B. Attachment

- c. Be outside Top of the World Special Project Area 2. This requirement shall not prohibit transfer or exchange of water positions (as defined in subsection 8.04.040A.) within the Top of the World Special Project Area 2, provided the receiver parcel complies with all CCSD ordinances and policies.
2. The sender parcel must have a single-family residential position, and the receiver parcel will receive and be entitled to use only a single-family residential position.
3. The receiver parcel shall be located within the Cambria urban services line established by the county of San Luis Obispo or located within portions of the "1969 Leimert ownership" or "Tract 543 subdivision" which are within the district boundaries, as those terms are more particularly described in the June 4, 1985, Agreement between the Leimert Company and the district.
4. Prior to the effectiveness of the transfer, both a transfer agreement and a covenant restricting use of property (restrictive covenant) shall be executed. The transfer agreement shall require the permanent merger of all lots contained in the receiver parcel. Merger of receiver parcel lots shall be completed within ninety (90) days of final approval of transfer. The restrictive covenant shall be recorded on the sender parcel or alternate-designated parcel.
 - a. All parcels involved in the transfer, except the sender parcel, must meet the minimum criteria in subsection (B)(1) of this section.
 - b. The restrictive covenant shall provide that the sender or alternate parcel shall be permanently restricted from water service as described in subsection (B)(7) of this section.
 - c. The restrictive covenant shall require the demolition of any existing structures on the sender parcel or alternate, if designated, except for historic buildings and existing structures ancillary to historic buildings.
 - d. This restriction shall not apply on any parcel that is deeded to and accepted by the district for any district purpose, or deeded to and accepted by the county of San Luis Obispo or the state of California for purposes of public recreation or other public facilities purposes.
5. Exchange of Positions. The general manager is also authorized to process an exchange of a position on one parcel for a position on a second parcel if, prior to the effective date of the exchange, a restrictive covenant is recorded restricting an alternate parcel, which meets the minimum criteria specified in subsections (B)(1)—(3) of this section.
6. Acceptance by District of Conveyance of Alternate Parcels. In lieu of recording a restrictive covenant on "sender" or alternate parcel as a condition of transfer of a position, the board may consider conveyance to the district of an alternate parcel if it finds the following:
 - a. The conveyance to the district furthers the purposes of the district, including but not limited to: (1) supplying water for domestic use, irrigation, sanitation, industrial use, fire protection, and recreation; (2) providing collection, treatment, and disposal of sewage, waste, and storm water of the district and its inhabitants; (3) protecting against fire hazards; (4) planning for and providing for public recreation; and (5) furthering watershed protection; or
 - b. The parcel is either: (1) adjacent to or in close proximity to existing district property or facilities, or (2) is identified in the district's capital improvement program for acquisition; and
7. The following provisions apply to all position transfers (except as provided in this subsection), and must be incorporated into the restrictive covenant:
 - a. No water or sewer service shall be requested of district or made available by district on the sender property, and owner covenants not to drill or utilize any well on sender

Consent Agenda Item 3.B. Attachment

property from and after the date this covenant and agreement restricting use of water and property is executed by both parties hereto, except as follows:

- b. This restriction shall not apply in the event all the following conditions are met:
 - i. The sender property is merged pursuant to the subdivision map act with adjacent property so that the adjacent property and the sender property would become one legal parcel (hereinafter referred to as the merged parcel);
 - ii. The combined area of both properties together is not less than three thousand five hundred (3,500) square feet, or in case where the combined area of both parcels is less than three thousand five hundred (3,500) square feet, that such parcels combined have two underlying lots with fifty (50) feet or more of contiguous street frontage;
 - iii. Water and sewer service by the district to the merged parcel will be limited to that allocated to the formerly-adjacent property on the date of this covenant, pursuant to district ordinance in effect on the date of this covenant, and it shall be a violation of this covenant to provide water or sewer service to any separate or adjoining structure with an additional kitchen; and
 - iv. Before any water or sewer service is allowed on merged parcel, owner shall obtain certification from the county of compliance with conditions in subsections (B)(7)(a) and (b) of this section, which certification shall be recorded prior to any provision of water service on the former sender property.
8. Historic Buildings.
- a. Where a sender parcel has a historic building that is not demolished, the historic building must be brought into compliance with the district's fire safety requirements.
 - b. The owner of a sender parcel with one or more historic buildings may transfer a single-family residential position to a receiver parcel to be used as a single-family residential position, without entering into the restrictive covenant on the sender parcel or an alternative parcel, provided the owner of the sender parcel enters into a restrictive covenant that:
 - i. Prohibits the demolition of any historic building on the sender parcel; moving of any historic building shall be considered by the board on a case by case basis;
 - ii. Prohibits such alterations to any historic building as would exclude the building from the definition of historic buildings in Section 8.04.010;
 - iii. Restricts water and sewer service to that necessary to serve the historic building and any existing structure ancillary to the historic building only; and
 - iv. Requires demolition and removal of any structures or improvements on the sender parcel excluding utilities, historic buildings, and structures ancillary to historic buildings.
 - c. The owner of a sender parcel with a historic building may apply to the general manager for a commercial position not to exceed three EDUs on the sender parcel. The general manager will grant such a commercial position where an owner enters into a restrictive covenant as provided in subsection (B)(6)(b) and water and sewer use in such a case furthers the district's purposes, including rehabilitating or maintaining the historic building.
9. Transfers shall not result in more than one position being located on a single parcel.
- C. Reserved.
- D. Transfer Fee. A non-refundable transfer fee shall be due and payable upon submission of a request under this section. In addition, the applicant shall provide a check payable to the San

Consent Agenda Item 3.B. Attachment

Luis Obispo County recorder in the amount necessary to record the documents required under any covenant provided by this chapter.

- E. Notwithstanding any other provision of this section, the general manager with prior approval of the board in closed or open session, may enter into contracts to transfer existing water commitments, including commercial commitments, residential commitments on commercial property, to reduce current and/or future water demand, provide affordable housing opportunities, permanently retire lots from development, and/or provide for permanent open space.
- F. Transfer of commercial EDUs from one parcel to another parcel. The general manager is authorized to process transfers of all or part of an existing commercial EDU to another existing commercial or commercially zoned property provided the transfer meets the requirements of the Cambria Community Services District Code. The sender parcel must retain a sufficient amount of its existing commercial water for reasonable existing uses. If the sender parcel also has residential service it must retain a functional portion of its commercial service. The general manager will determine, in accordance with district's laws, rules and policies, the appropriate amount of EDUs that will remain on the sending site to serve existing and future uses on the site. For each EDU, or portion thereof, transferred the board by resolution will set a fee to be paid to the district or in lieu of all or part of this fee, for each transfer to a receiving parcel of two or less EDUs a lot retirement that meets the criteria of subsection (B)(1) of this section. The in lieu fees received by the district will be used to fund the lot retirement program.

(Ord. 1-2006; Ord. 4-2005 § 1; amended during 2004 codification; Ord. 8-2003 § 2.5-10)

(Ord. No. 02-2007, § 1, 8-23-2006; [Ord. No. 02-2013](#), § 1, 4-25-2013; [Ord. No. 02-2017](#), § 1, 8-24-2017)

Editor's note— Graphic of "Special Projects Area 2" as mentioned in § 8.04.100 is not set out herein but can be found on file with the district. Section 4 of Ordinance Number 02-2007 states "This ordinance will not apply to CCSD water position transfers that are in escrow with a title company by the end of CCSD business on Tuesday, January 2, 2008."



CAMBRIA COMMUNITY SERVICES DISTRICT
POLICY STANDING COMMITTEE
2020 REGULAR MEETING SCHEDULE

January 30, 2020 at 2:30 p.m.

February 27, 2020 at 2:30 p.m.

March 26, 2020 at 2:30 p.m.

April 30, 2020 at 2:30 p.m.

May 28, 2020 at 2:30 p.m.

June 25, 2020 at 2:30 p.m.

July 30, 2020 at 2:30 p.m.

August 27, 2020 at 2:30 p.m.

September 24, 2020 at 2:30 p.m.

October 29, 2020 at 2:30 p.m.

November 20, 2020 at 2:30 p.m.

The location for the November 20, 2020 meeting will be held at the Cambria Fire department training room, located at 2850 Burton Drive.

December 28, 2020 at 2:30 p.m.

Regular meetings are held at the Veterans' Hall Dining Room
1000 Main Street, Cambria CA 93428

Regular Business Item 4.B.

Section 4300 Standing Committees [proposed new section]

Policy 4350 Reimbursement of Standing Committee Members' Expenses.

4351

There shall be no reimbursement whatsoever for any expenses incurred by standing committee members without prior authorization by a majority of the full CCSD Board of Directors in properly noticed meeting.

4352

From time to time the Board may determine that an activity will greatly enhance a standing committee's ability to advise the Board. In such a case, the Board may, prior to the commencement of the proposed activity, authorize (as provided in 4351 above) reimbursement of travel and related expenses for one or more committee members.

Regular Business Item 4.C. Attachment

Draft #3 – May 24, 2020

CCSD Policy and Procedures for Filling Vacancies on Board of Directors by Appointment**Policy XXXX:**

The CCSD shall notify the San Luis Obispo County Registrar of Voters' office of the vacancy no later than **15 days** following either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.

Government Code § 1780(b)

The remaining CCSD Board members have **60 days** immediately subsequent to either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later, to either fill the vacancy by appointment or by calling a special election. **Government Code § 1780(c)(d)(1)**

Appointment to Fill Vacancies:

If the Board decides to appoint someone to fill the vacancy, the Board first must post a notice of the vacancy in **three or more** conspicuous places in the District at least **15 days** before the appointment is made. **Government Code § 1780(d)(1)**

The Board must notify the San Luis Obispo County Registrar of Voters' office of the appointment no later than **15 days** after the appointment is made. **Government Code § 1780(d)(1)**

If the vacancy occurs in the first half of a term of office and at least **130 days** prior to the next general District election, the person appointed to fill the vacancy shall hold office until the next general District election that is scheduled **130 or more days** after the date the District Board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

Government Code § 1780(d)(2)

If the vacancy occurs in the first half of a term of office, but less than **130 days** prior to the next general district election, or if the vacancy occurs in the second half of the term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office. **Government Code § 1780(d)(3)**

Notwithstanding any other provision of this section, if the number of remaining members of the District Board falls below a quorum, then, at the request of the District Board President or a remaining member of the District Board, the San Luis Obispo County Board of Supervisors shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy. **Government Code § 1780(h)(1)**

Regular Business Item 4.C. Attachment

The Board of Supervisors shall only fill enough vacancies by appointment or by election to provide the District Board with a quorum. **Government Code § 1780(h)(2)**

Procedures (to supplement Policy XXXX):

Notwithstanding any provisions of CCSD Policy XXXX, the following procedures shall direct the process of filling vacancies on the Board of Directors by appointment.

Procedure to appoint using voting results from last scheduled election:

Should a vacancy occur no later than 130 days past the last scheduled election of Directors, CCSD Directors shall **(may elect by a majority vote to)** fill a vacancy by appointing the candidate from the last scheduled election who had received the greatest number of votes behind the candidate(s) who won the election. **(Should the Board of Directors not elect to appoint using results from the last scheduled election, or)** If this method is not available because a vacancy occurs after 130 days since the last scheduled election, or if the candidate is not qualified or available, the following procedures shall apply.

Procedures to apply for appointment:

CCSD shall adopt a uniform application form that presents minimum requirements for serving on the Board of Directors and the process the Board will use to make an appointment. Applications will be available to residents at the time a vacancy is announced publicly, and applicants shall return completed applications to the CCSD Office no later than 30 days following the public announcement of a vacancy.

Procedures for Board interviews of eligible applicants:

All applicants who meet minimum requirements, as determined by CCSD staff review of submitted applications, shall be eligible for consideration of appointment and for interviews by the Board of Directors at a special meeting of the Board. In advance of the special meeting, the Board shall prepare and agree upon a single set of questions that shall be asked of each applicant. Applicants waiting for interview shall be sequestered. Board members may ask only follow-up questions of applicants for clarification of responses to the uniform set of questions. Members of the public in attendance at the special meeting may address the Board only during the public comment section of the agenda.

Procedures for Board selection of appointee(s):

Following interviews of the applicants, the Board shall select the applicant for appointment using a ranked order method of selection, followed by motion and action by the Board to confirm the appointment. For the ranked order process of selection, each Board member shall designate by secret ballot their individual, single choice for selection. Unless an applicant receives at least three votes (majority) for selection, the process is repeated with only those applicants who received votes for selection available for additional round(s) of voting, until one applicant receives three votes (majority). Following the ranked order selection of an applicant for appointment, The Board, through motion and action, shall vote to confirm the appointment.

CAMBRIA COMMUNITY SERVICE DISTRICT
STANDING COMMITTEE BYLAWS

1. STATEMENTS OF PURPOSE

1.1. Finance Committee

- (a) The Finance Committee serves as an advisory resource to the Cambria Community Services District Board of Directors with the purpose of providing oversight for transparent budget processes and financial management that promote fiscal stability and instill public trust. In addition, the Committee supports and works directly with the CCSD General Manager and Finance Manager in enhancing financial integrity and monetary discipline.
- (b) At the direction of the CCSD Board of Directors, the Committee: 1) discusses and receives public input and advises the Board on financial matters; 2) provides financial review, assessment and recommendations to district staff and CCSD Board of Directors regarding potential projects available to the district by private, public, county or state entities, including preparation of Finance priorities for submission to the CCSD staff.
- (c) Apart from their normal function and as part of this advisory resource, Committee members have no individual authority and may not represent the Committee or the CCSD in any policy, act or expenditure.
- (d) The Committee maintains collaborative working relationships with the public, other standing committees and the CCSD Board of Directors. The Committee supports other standing committees' fiscal review needs.

1.2. Resources and Infrastructure Committee

- (a) The Resources and Infrastructure Committee serves as an advisory resource to the CCSD Board of Directors on matters concerning infrastructure and resources. The Committee's purpose is to: 1) assess existing resources and gather information regarding infrastructure and resource needs of the community; 2) establish a collaborative working relationship with the public and the CCSD Board of Directors; 3) create plans for meeting the needs of the community within the bounds of current and potential resources and priorities of the CCSD; 4) recommend plans of action to the Board of Directors regarding actions to meet the community infrastructure and resources needs.
- (b) Apart from their normal function and as part of this advisory resource, Committee members have no individual authority and may not represent the Committee or the CCSD in any policy, act or expenditure.
- (c) The Committee maintains collaborative working relationships with the public, other standing committees and the CCSD Board of Directors. Support other standing committees' resource and infrastructure review needs.

1.3. Policy Committee

- (a) The Policy Committee serves as an advisory resource to the CCSD Board of Directors on matters of operational and governance policy. The purpose of the Committee is to review existing operational and governance policies, focusing on the CCSD Board Policy Handbook, and to recommend new policies and changes to existing policies to the Board of Directors. At its discretion, the Board may assign other policy work to the Committee.
- (b) Apart from their normal function and as part of this advisory resource, Committee members have no individual authority and may not represent the Committee or the CCSD in any policy, act or expenditure.

- (c) The Committee maintains collaborative working relationships with the public, other standing committees and the CCSD Board of Directors. The Committee supports 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 be appointed by a majority vote of CCSD Board of Directors to two- year terms
 - (c) To fill an opening on the Committee resulting from the expiration of a regular term of office with no request for reappointment, such vacancy 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.
 - (d) At the end of a term of office, and with the request of the member and approval by the Committee, the CCSD Board of Directors may reappoint that member for additional two-year terms, in increments.
- 2.4. Vacancies
 - (a) Vacancies of unexpired terms of office of regular Committee members shall be filled following the procedures defined under 2.3 (c), above. Such vacancy shall be by appointment of the Cambria CSD Board of Directors.

3. COMMITTEE OFFICERS

- 3.1. The Chairperson shall be chosen annually by the Board of Directors
- 3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee. Neither the Chairperson nor Vice-Chairperson may serve a Secretary.
- 3.3. Chairperson Duties:
 - (a) vote only in the event of a tie vote;
 - (b) preside over meetings;
 - (c) establish committee meeting agendas;
 - (d) appoint appropriate ad hoc committees ;
 - (e) sign reports;
 - (f) represent the Committee at regular CCSD Board meetings;
 - (g) coordinate input for agenda preparation for the monthly Committee meetings with CSD staff;
 - (h) develop a meeting calendar, including joint Committee meetings, to be approved by the CCSD board;
 - (i) appoint Committee members to act as liaison to another Committee.
- 3.4. Vice Chairperson duties:
 - (a) perform the duties of the Chairperson in their absence.
- 3.5. 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 audio 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 Cod 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 a part of the Committee, members have no individual authority. As individuals, members may not commit the CCSD to any policy, act or expenditure
- 4.7. After two consecutive unexcused absences of a Committee member, the Committee, by 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, attachments and emails to all Committee members.
- 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to an 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. All Committee meetings shall be conducted by laws governing open meetings and public participation.
- 6.6. 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, Newly Revised, 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. The bylaws of Committees shall be governed by the current edition of Rosenberg's Rules of Order.
8. AMENDMENTS TO BYLAWS
 - 8.1. The Bylaws may be amended by majority vote at any regular meeting of the Committee provided that written notice of the proposed changes is mailed to each member of the Committee no less than one week in advance. Changes to the Bylaws must be approved by the CCSD Board.
9. COMMITTEES
 - 9.1. The President shall make appointments to all committees subject to Board approval.
 - 9.2. All committees shall meet within the jurisdictional boundaries of CCSD, except as may be permitted by the Brown Act.
 - 9.3. The Board may appoint such ad hoc committees as may be deemed necessary or advisable. The duties of the ad hoc committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. Ad hoc committees shall meet on an as needed basis.
 - 9.4. Standing Committees:
 - (a) Standing Committees may be created at the Board's discretion.
 - (b) Standing Committees may consider CCSD related issues assigned to it on a continuing basis.
 - (c) All Standing Committee meetings shall be conducted as public meetings in accordance with the Brown Act. Action minutes for each meeting of a Standing Committee shall be forwarded to the Board of Directors as a public record and an audio recording shall be made and retained, as required by law.

CAMBRIA COMMUNITY SERVICES DISTRICT

DIRECTORS:

DAVID PIERSON, President
HARRY FARMER, Vice President
AMANDA RICE, Director
CINDY STEIDEL, Director
DONN HOWELL, Director

**OFFICERS:**

VACANT, General Manager
MONIQUE MADRID, Acting General Manager
TIMOTHY J. CARMEL, District Counsel

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Policy Committee 2019 Goals & Objectives

Adopted by the Board of Directors on 1/3/2019

1. Advance the District's Strategic Planning Efforts
2. Review the District Code and Consider Whether Direction Should be Provided to Draft Amendments