



POLICY COMMITTEE

REGULAR MEETING
 Thursday, January 30, 2020 - 2:30 PM
 1000 Main Street, Cambria CA 93428

AGENDA

- A. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. CHAIRMAN'S REPORT
- D. AD HOC SUB-COMMITTEE REPORTS
 - i. Subcommittee on Disaster Preparedness
 - ii. Subcommittee on Veterans' Hall Fees
 - iii. Subcommittee on Purchasing Policy
 - iv. Subcommittee to Review the Policy on Policies and Related Environmental Concerns

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. 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. Speaker slips (available at the entry) should be submitted to the Committee Chairperson.

2. CONSENT AGENDA

- A. Consideration to Approve the January 2, 2020 Special Meeting Minutes
- B. Consideration to Approve Policy 1042: Use of Electronic Devices and Forward Recommendation to the Board of Directors
- C. Consideration to Approve Policy 1040: Correspondence to Board and Forward Recommendation to the Board of Directors

3. REGULAR BUSINESS

- A. Discussion and Consideration of Committee Bylaws, Goals and Mission Statement
- B. Discussion and Consideration of Committee Vice Chair and Secretary
- C. Discussion and Consideration of Establishing 2020 Policy Committee Regular Meeting Dates
- D. Discussion and Consideration of District Policy or Policies Regarding Cambria's Homeless Population

4. FUTURE AGENDA ITEMS

5. ADJOURN

CAMBRIA COMMUNITY SERVICES DISTRICT
POLICY COMMITTEE SPECIAL MEETING MINUTES
Thursday, January 2, 2020 2:00 PM

1. OPENING

A. CALL TO ORDER

Chairman Howell called the meeting to order at 2:00 p.m.

B. ESTABLISH A QUORUM

A quorum was established.

Committee members present: Donn Howell, Gordon Heinrichs, John Nixon, Claudia Harmon, and Ted Key.

Staff present: Monique Madrid, Administration Department Manager

Public present: Laura Swartz

C. CHAIRMAN'S REPORT

Chairman Howell reported that the CCSD Board is soliciting applicants for the vacant position on the Policy Committee. The Board wants to fill the vacancy by the next Committee meeting.

D. AD HOC SUB-COMMITTEE REPORTS

- i. Subcommittee on Disaster Preparedness – Nothing to report from sub-committee. Member Heinrichs noted that Cambria residents have received a flyer on how to prepare for tsunamis.
- ii. Subcommittee on Veterans' Hall Fees – Nothing to report; no meetings have occurred since the last Policy Committee meeting.
- iii. Subcommittee on CCSD Policies – Nothing to report.
- iv. Subcommittee on Purchasing Policy – See agenda item 4.D.

2. PUBLIC COMMENT

Public Comment: Question from Laura Swartz: Does CCSD have any policy related to undocumented aliens? Answer: No, Immigration issues and policies are the sole responsibility of the Federal Government.

3. CONSENT AGENDA

- A.** Consideration to Approve the November 22, 2019 Regular Meeting Minutes

Title: Motion to approve the November 22, 2019 Regular Meeting Minutes.

Moved by: Member Heinrichs

Seconded by: Member Key

Ayes: 4

Nays: 0

Absent: 0

Chairman Howell not voting

4. REGULAR BUSINESS

- A. Discussion and Consideration of 2020 Policy Standing Committee Regular Meeting Dates

Title: Motion to schedule the 2020 Committee meetings for the last Thursday of the month, beginning at 2:30 and ending at 4:30. Extensions of the two-hour meeting can be approved by a super majority vote by Committee members.

Moved by: Heinrichs

Seconded by: Harmon

Ayes: 4

Nays: 0

Absent: 0

Chairman Howell not voting

- B. Discussion and Consideration Regarding Feedback from the Board of Directors on Policies Presented as Board Agenda Item 4.C., 4.D. and 4.E. at its Regular Meeting on December 12, 2019

Title: No Action.

The Committee discussed Board approval of Policy 1020, Board/Staff Communication, Policy 1025, Claims Against the District, and Policy 1035, Conflict of Interest (with removal of the last sentence of the first paragraph in 1035.1). While the Board did not approve Policy 1015, District Clerk's Role, the Committee will reconsider that policy in the context of CCSD organizational structure. The Committee will continue to discuss Policy 1040, Correspondence to the Board, and the proposed policy on use of electronic devices, for which the Committee may as Policy 1042.

- C. Discussion and Consideration of the "CCSD Committee Meeting Flowchart"

Title: No Action

The Committee recommended that the flowchart include a point under "agenda creation" citing that members of the Committee and members of the community can submit recommendations for agenda items to the Committee Chair. Monique Madrid will revise the flowchart and bring it back for Committee review.

- D. Discuss and Review, in Coordination with the Finance Committee, the Purchasing Policy, and Consideration of Recommending Establishment of a Policy for the Purchase of Used or Non-New Equipment

Title: No Action

The Committee agreed that the Sub-committee, now Chair Howell and Member Key, should include one more Committee Member and a CCSD staff member. Monique Madrid agreed to serve.

- E. Discussion and Consideration to Prioritize the Following Items for Future Policy Committee Agendas:
 1. Discussion of Policies Relating to the District's Issuance of Intent to Serve (ITS) Letters
 2. Discussion and Consideration of a Proposal for Policies Related to Environmental Issues
 3. Discussion and Consideration of a Proposal for Policies Concerning the Maintenance and Upkeep of Cambria
 4. Discussion of a Policy and Procedure for Filling Vacancies on the CCSD Board of Directors
 5. Discussion Regarding the Addition of an Option for Using 20 Gallon Trash Cans for Residential Waste Collection
 6. Discussion of Policy 3142 Whistleblowing
 7. Discussion of Policy 3140 Unlawful Harassment
 8. Discussion of Homelessness Policy

Title: No Action

The Committee agreed to the following prioritization of policy review and development:

1. Discussion of homelessness policy (guiding principles)
 2. Review and revision of Purchasing Policy
 3. Discussion of policies relating to the District's issuance of Intent to Serve (ITS) letters (to include appropriate staff)
 4. Discussion of policy and procedure for filling vacancies on the CCSD Board
 5. Discussion and consideration of proposals for policies related to environmental issues and maintenance and upkeep of Cambria (Committee will review Member Heinrichs' proposal on policies related to environmental issues.)
- Items 6, 7 and 8, above will be considered for future agendas. Committee also will review CCSD Policy on Policies (B1).

5. FUTURE AGENDA ITEMS

Chairman Howell asked for any future agenda items. Future agenda items are cited in the above agenda items. **No Action.**

6. ADJOURN

Chairman Howell adjourned the meeting at 4:30 p.m.

Consent Agenda Item 2.B.

CCSD Policy Committee

Draft Policy 1042 Proposal: Use of Electronic Devices During Board Meetings
12/12/19

Deleted: 0
Deleted: 7

E-Communications During CCSD Board Meetings —receiving communications concerning any matter before the Board, during Board meetings —either by text, e -mail or through social media forums — should be avoided.

During public board meetings, electronic devices such as tablets and laptops may be used by Board and staff members to access paperless agenda materials.

In order to avoid violations of the Ralph M. Brown Act, a Board Member shall not, during a Board meeting, use electronic devices, directly or through intermediaries, to communicate secretly during a public meeting.

Deleted: with one another

In addition, reading, forwarding or responding to e- communications during Board meetings may result in the perception that Board Members are distracted or dividing their attention between a multitude of matters. Board Members should strive to give their full attention to the proceedings before them at Board meetings to ensure sound decision - making.

The foregoing limitation shall not apply to communications of a personal nature during CCSD Board meetings. A Board Member wishing to respond to such a communication during a meeting shall do so during a recess or shall excuse himself or herself from the meeting in a manner that does not disrupt the meeting.

Consent Agenda Item 2.C.

Note: The Committee has found no CCSD policies pertaining to “correspondence to the Board.”

Recommendation: The Committee recommends that the Board consider adopting CSDA Policy 1040 with any revisions that might be advised following review by the General Manager and District Clerk.

Policy 1040 Correspondence to the Board & Staff

1040.1 All written or electronic correspondence addressed to or cc'd to the Board of Directors is to be sent to the District office. Copies of the written or electronic correspondence and written responses in reply thereto, if any, shall be distributed to each member of the Board, together with the next regular agenda or at the next regular meeting of the Board, depending on date of receipt or response. Individual Board members may receive correspondence addressed to him or her in his or her official capacity. However, Board members and staff are not permitted to use agency resources for sending or receiving personal correspondence.

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

1316 Tamsen Street, Suite 201 • P.O. Box 65 • Cambria CA 93428
Telephone (805) 927-6223 • Facsimile (805) 927-5584

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

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.

Regular Business Item 3.C. Attachment

January – October 2020 Meeting Dates Approved on 1/2/2020



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 ____, 2020 at ____

December ____, 2020 at ____

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



CAMBRIA COMMUNITY SERVICES DISTRICT

P.O. Box 65 • Cambria, CA 93428 • Telephone: (805) 927-6223 • Fax: (805) 927-5584

TO: Interested Parties

FROM: John F. Weigold, IV
General Manager

DATE: August , 2019

SUBJECT: **Operational Procedure for Removal of Homeless Encampments on CCSD Property**

PURPOSE

The Cambria Community Services District owns property, including the Fiscalini Ranch and parcels that have been accepted from the Land Conservancy of San Luis Obispo County. These properties are dedicated to open space and subject to conservation easements. The Fiscalini Ranch and many of these parcels also contain environmentally sensitive habitats, protected habitat of Cambria's Monterey Pine forest. Illegal camping activities on the Ranch and these parcels are prohibited under the East-West Ranch Public Access & Resource Management Plan and the conservation easements, and could negatively impact environmentally sensitive areas.

The District is a special district that provides limited, defined services to the Cambria community. It does not have broader police powers, such as a city or county, and therefore is not in the same position and lacks many of the resources that those types of local governmental agencies have when it comes to addressing the problems of homelessness

In an effort to protect public health and safety of the community at large, homeless encampments, which can pose significant hazards to public health and safety, criminal activity or nuisance conditions, must be removed from Cambria Community Service District property when they are encountered. At the same time, the District is mindful of the rights that homeless persons have to their personal property that is located at encampments.

Based on the foregoing, and recognizing the constitutional rights of persons in encampments whose personal property remains at these locations, the following

procedures must be followed when removing homeless encampments from CCSD property.**PROCEDURES****1. OBSERVATION AND IDENTIFICATION OF ENCAMPMENT:**

- a) Facilities & Resources staff are informed of an encampment located on CCSD property
- b) Facilities & Resources staff conducts a preliminary site investigation of the reported encampment, which should include documentation through photography.
- c) Facilities & Resources staff shall record and document the following information;
 - i. Location of the encampment
 - ii. Date and time of the posting
 - iii. Staff involved in the posting
 - iv. Any contact with individuals
 - v. Photographs shall be taken of all posted notices.
- d) Facilities & Resources staff shall arrange with the San Luis Obispo County Sherriff's Department to coordinate the posting of a NOTICE TO VACATE ILLEGAL ENCAMPMENT (see Exhibit A) at the encampment site and on or near each tent or structure that is subject to removal. The Notice shall be posted no fewer than 72 hours before an encampment removal, and the removal date shall be no more than seven (7) days after the Notice posting date.

2. DETERMINATION OF SHELTER AVAILABILITY AND RELATED OUTREACH EFFORTS

- a) Prior to abatement actions, the District shall make a reasonable effort to determine the availability of temporary shelters spaces for indigent, homeless individuals by contacting appropriate agencies within San Luis Obispo County.
- b) Facilities & Resources staff will conduct outreach with individuals in the encampment to provide and distribute information about shelter resources, and other related services. Outreach efforts must be thoroughly documented and include offers to coordinate transportation to available temporary shelter locations and coordinate with appropriate agencies such as San Luis Obispo County Social Services Department, San Luis

Obispo County Adult Mental Health Services Division CalWORKs Homeless Assistance Program, CAPSLO - Community Action Partnership of San Luis Obispo County Inc., and other service providers to ensure maximum participation in outreach efforts in all phases. Staff should also attempt to obtain the identity of all individuals located in the encampment.

c) The San Luis Obispo County Sheriff's Department should be contacted to determine whether the identified individuals are currently on court-supervised probation or parole, whether the individual has any outstanding warrants, and/or whether the individual is or has committed any criminal offenses.

d) The San Luis Obispo County Sheriff's Department will be requested to accompany CCSD staff during these efforts.

3. PROCEDURES AFTER POSTING

a) Individuals shall not be prevented from accessing the encampment to retrieve personal belongings before vacating the encampment site.

b) Facilities & Resources staff will conduct continuing outreach efforts, and document the same, during the pendency of the notice period.

c) Facilities & Resources staff will re-post the Notices to Vacate if they are removed, and thereafter photograph shall again the locations of the re-posted Notices to Vacate to confirm and memorialize their posting.

d) Facilities & Resources staff will endeavor to assist in the coordination of, and transportation of, individuals and personal belongings to available shelter locations and storage program sites, by contracting appropriate County and other agencies.

e) Resources for the transportation of individuals and their belongings may be provided for during the notice period, subject to the CCSD's limited resources for providing such assistance.

4. CLEAN-UP

a) At the conclusion of the notice period, Facilities & Resources staff will continue to conduct and document outreach efforts for all individuals remaining in the encampment.

b) At the conclusion of the notice period, Facilities & Resources staff shall visit the encampment and shall review, collect, and arrange for the storage of any items personal belongings left at the encampment site.

c) Facilities & Resources staff will collect, bag, and label personal belongings left at the site. A "Notice of Collected Property" (Exhibit C) will be posted where the original

"Notice to Vacate" was previously posted and will contain the appropriate District telephone number and information regarding storage and how to recover property.

- d) Facilities & Resources staff shall itemize the personal belongings collected and include the location, date, and time of collection on a CCSD itemization form.
- e) The collected belongings must be stored at an appropriate CCSD facility for at least ninety (90) days.
- f) Simultaneously, Facilities & Resources staff shall visit the encampment and shall review, collect, and arrange for the disposal of hazardous, unsafe, or perishable items left at the encampment site.
- g) Facilities & Resources staff shall immediately dispose of belongings that are considered to be clearly trash or are unsafe for storage, such as food or food wrappers, soiled items, or used personal hygiene items. See the list of examples of items that shall be immediately discarded attached hereto as Exhibit B.
- h) During the cleanup process, if the Facilities & Resources staff notices hazardous materials or any other biohazards (such as blood, urine, human waste, etc.), they shall contact the San Luis Obispo County Environmental Health and report their findings.
- i) Facilities & Resources staff shall not confiscate or remove belongings from site when the occupant is present, absent a reasonable belief that the belongings are an immediate threat to public health and safety or are evidence of a crime or contraband.
- j) After the conclusion of the notice period, Facilities & Resources staff, with the assistance of the San Luis Obispo County Sheriff's Department, will make contact with any individuals remaining in the encampment and attempt to connect supportive services to any remaining individual.

5. FOLLOW UP

- a) Once the encampment has been cleared of individuals and their personal property, Facilities & Resources staff shall ensure that any remaining nuisance conditions (litter, perishable items, waste) are properly removed and abated.
- b) Once the encampment is removed and the property is cleaned up, Facilities & Resources staff shall take such steps as necessary to prevent the reoccurrence of the encampment, including posting of appropriate legal notices, and implementing other appropriate remediation measures.

Attachments:

Exhibit A - Notice to Vacate

Exhibit B - Guidelines for Property Identification

Exhibit C - Notice of Collected Property

Exhibit A

**NOTICE TO VACATE
ILLEGAL ENCAMPMENT**

DATE AND TIME OF POSTING: _____

LOCATION:

**THE CAMBRIA COMMUNITY SERVICES DISTRICT HAS DEEMED THIS SITE TO
BE AN UNLAWFUL ENCAMPMENT AND UNINHABITABLE**

**ALL PERSONS ARE DIRECTED TO VACATE THIS SITE
AND REMOVE ANY PERSONAL BELONGINGS.**

THE CAMBRIA COMMUNITY SERVICES DISTRICT WILL BE OUT TO CLEAN THIS
SITE

ON: _____

DATE: _____

DISTRICT CREWS WILL ABATE THIS ENCAMPMENT ON
THE DATE SPECIFIED ABOVE, OR ON THE NEXT BUSINESS DAY.

ANY PROPERTY LEFT AT THIS SITE AT THE TIME OF CLEANUP WILL BE
REMOVED FROM THE SITE AND STORED BY THE DISTRICT
**PROPERTY THAT IS UNSAFE, PERISHABLE, OR HAZARDOUS TO STORE
WILL BE IMMEDIATELY DISCARDED.**

IF YOU HAVE ANY QUESTIONS AND/OR CONCERNS,
PLEASE CALL _____ AT _____.

Exhibit B

GUIDELINES FOR PROPERTY IDENTIFICATION

The District will not search through piles or bags of items for valuables or personal
property.

Priority items to take to storage: *The following items are considered to have a good likelihood of being considered as valuable or personal property:*

- ID/Social Security cards
- Medications*
- Photos/Photo Albums
- Tax/medical records
- Jewelry
- Eyeglasses
- Purses/backpacks/briefcases
- Suitcases
- Tents
- Phones
- Radios & Electronics
- Tools
- Stoves & Generators
- Bicycles
- Bedding/Sleeping Bags
- Pots & Pans
- Books

*All medications and controlled substances will be turned over to the San Luis Obispo County Sheriff's Department.

Items that will not be taken to storage: *The following items are considered to be trash or are unsafe for storage:*

- **Dirty or Soiled:** items that smell or are stained with urine, bodily waste, or mud
- **Perishable:** open food or personal products that will spoil or rot in storage
- **Contaminated:** items used for hygiene or other risk of biohazard (i.e. used toothbrushes, hairbrushes, washcloths and underwear)
- **Hazardous or Explosive:** items that could corrode or burn in storage (i.e. car batteries, gasoline cans, and propane tanks)

- **Broken or Disassembled:** items broken, damaged or stripped of parts (i.e. electronics stripped for copper, flat tires, tom up clothes)
- **Weapons:** weapons will be turned over to the San Luis Obispo County Sheriff's Department.
- Food/beverage wrapper
- Tissue/paper napkins
- Open household product containers

Exhibit C
NOTICE OF COLLECTED PROPERTY
("NOCP")

Please take notice that property was collected at this location on

_____.

by the Cambria Community Services District.

To reclaim your property, please contact the Carlos Mendoza, Facilities & Resources Supervisor at (805) 927-6223

Property will be stored at _____

**The property will be stored for ninety (90) days
from this date**

_____.