

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Resources & Infrastructure 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@cambriacsd.org.



RESOURCES & INFRASTRUCTURE COMMITTEE

REGULAR MEETING
Monday, July 13, 2020 - 2:00 PM

AGENDA

Please click the link below to join the webinar:

<https://zoom.us/j/95499689811?pwd=aGJZZkJSRittV0dJbWFZV010OUNIQT09>

Password: 703826

Or iPhone one-tap:

US: +16699006833, 95499689811# or +13462487799, 95499689811#

Or Telephone:

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

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

Webinar ID: 954 9968 9811

International numbers available: <https://zoom.us/j/95499689811>

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 District Clerk, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at www.cambriacsd.org. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The Committee Chairperson will answer any questions regarding the agenda.

- A. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. CHAIRMAN'S REPORT
- D. AD HOC COMMITTEE REPORTS

1. PUBLIC COMMENT

Members of the public may now address the Committee on any item of

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

2. CONSENT AGENDA

- A. Consideration to Approve the June 15, 2020 Regular Meeting Minutes and June 23, 2020 Special Meeting Minutes

3. REGULAR BUSINESS

- A. Discussion and Consideration Regarding Developing a Capital Improvement Project List for the General Fund Departments
- B. Discussion and Consideration Regarding Resources and Infrastructure Committee Bylaws and Forward to the Board of Directors for Approval

4. FUTURE AGENDA ITEMS

5. ADJOURN

RESOURCES & INFRASTRUCTURE COMMITTEE

REGULAR MEETING
Monday, June 15, 2020 - 2:00 PM

A. CALL TO ORDER

Chairman Pierson called the meeting to order at 2:00 p.m. **[0:00]**

B. ESTABLISH QUORUM [0:00]

Committee members present via Zoom: David Pierson, Karen Dean, Paul Nugent, Brad Fowles, Tom Gray and James Webb.

Staff present via Zoom: General Manager John Weigold, Finance Manager Pamela Duffield, District Engineer & Utilities Manager Ray Dienzo and Deputy District Clerk Haley Dodson.

C. CHAIRMAN'S REPORT [0:00]

Chairman Pierson proposed formation of ad hoc committees to explore funding sources for projects identified in Investment Grade Audit (IGA). Discussion continued under Item 3A.

D. AD HOC COMMITTEE REPORTS [0:01]

No ad hoc committee reports.

1. PUBLIC COMMENT [0:02]

No public comment.

2. CONSENT AGENDA [0:02]**A. Consideration to Approve the May 11, 2020 Regular Meeting Minutes**

Motion: To approve the May 11, 2020 Regular Meeting Minutes.

Motion by: Member Fowles

Seconded by: Member Nugent

The motion was approved 5-Ayes (Dean, Gray, Fowles, Nugent, Webb), 0-Nays, 0-Absent.

3. REGULAR BUSINESS [0:04]**A. Receive update on the Investment Grade Audit (IGA)**

Update presented by District Engineer/Utilities Manager Dienzo and Chairman Pierson.

Discussion resumes from Chairman's Report on formation of ad hoc committee(s) for IDA project financing. General Manager informs committee that special meeting is needed to take action on this topic. (See Future Agenda Items).

4. FUTURE AGENDA ITEMS [0:30]

Member Gray proposes review of CIP in relation to current Water and Wastewater project list.

Chairman Pierson proposes CIP list for General Fund.

Chairman Pierson proposes update of CCSD asset list.

Motion to schedule a special meeting on Tuesday, June 23, 2020 at 2 p.m.

Motion by: Member Gray

Second by: Vice-Chair Dean

The motion was approved 5-Ayes (Dean, Gray, Fowles, Nugent, Webb), 0-Nays, 0-Absent.

Member Gray asks for clarification on policy for recording names of attendees (vs. panelists) at teleconferenced (e.g. Zoom) meetings. On the advice of District Counsel Tim Carmel, as noted by Deputy District Clerk Dodson, attendees' names at these meetings will no longer be included in minutes.

ADJOURN [0:43]

Chairman Pierson adjourned the meeting at 2:43 p.m.

**RESOURCES & INFRASTRUCTURE COMMITTEE
SPECIAL MEETING
Tuesday, June 23, 2020 - 2:00 PM**

1. CALL TO ORDER [0:00]*

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

2. ESTABLISH QUORUM [0:00]

Committee members present via Zoom: David Pierson, Karen Dean, Paul Nugent, Tom Gray and James Webb. Brad Fowles absent.

Staff present via Zoom: District Engineer & Utilities Manager Ray Dienzo, General Manager John Weigold, Deputy District Clerk Haley Dodson.

3. CHAIRMAN'S REPORT

Chairman Pierson commented briefly on CCSD budget developments.

4. PUBLIC COMMENT ON AGENDA ITEMS

No Public Comment.

5. REGULAR BUSINESS [0:01]

Note: At request of Chairman Pierson, Item 4b was discussed before Item 4a.

- a. Review and discussion of the CCSD Capital Improvement Project (CIP) list compared to the Investment Grade Audit (IGA) report from PG&E dated June 2, 2020 **[0:01]**

Discussion only -- no action taken.

- b. Discussion and consideration of establishing an Ad Hoc Committee for the Investment Grade Audit (IGA) **[0:31]**

Motion to form Ad Hoc Committee consisting of Member Gray, Vice-Chair Dean and Chairman Pierson.

Motion by: Vice-chair Dean

Seconded by: Member Nugent

Motion passed 4-Ayes (Dean, Gray, Nugent, Webb), 0-Nays, 1-Absent (Fowles)

6. FUTURE AGENDA ITEMS [0:34]

Review of Future Agenda Items discussed at June 15 Regular Meeting.

7. ADJOURN [0:37]

Chairman Pierson adjourned the meeting at 2:37 p.m.

***Time (hrs:mins) on recording of meeting.**

DRAFT

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.

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CAMBRIA COMMUNITY SERVICES DISTRICT

RESOURCES AND INFRASTRUCTURE STANDING COMMITTEE BYLAWS

I. Statement of Purpose and Authority

The purpose of the Resources and Infrastructure Standing Committee ("Committee") is to serve the Cambria Community Services District ("CCSD") with respect to infrastructure and resources as follows:

- A. Assess existing resources and gather information regarding infrastructure and resource needs of the community.
- B. Establish a collaborative working relationship with the public and the CCSD Board of Directors.
- C. Create plans for meeting the needs of the community within the bounds of current and potential resources and priorities of the CCSD.
- D. Recommend plans of action to the Directors of the CCSD regarding actions to meet the community infrastructure and resources needs

II. Statement of Responsibilities

- A. Members of the Committee and their activities are bound by all applicable provisions of the Brown Act (Government Code Sections 54950 et seq.).
- B. 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 way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest." (Government Code Section 87100).
- C. Members of the Committee are charged with protecting and upholding the public interest and with exhibiting the highest level of ethics in all actions.

III. Terms of Appointments and Offices

- A. The Committee shall consist of five community members with full voting privileges and one ex officio board director as chairperson. Committee members shall be appointed by the CCSD Board of Directors with a majority vote.
- B. Each Committee member shall serve a two-year term. Upon the request of a retiring Committee member, at the end of a completed term of office, with the recommendation of the Committee, and at the discretion of the CCSD Board of

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Directors, a Committee member may be appointed for an additional term of up to two years.

- C. Each Committee member shall live within the CCSD boundaries, hold no other public office within the CCSD, and shall serve at the pleasure of the CCSD Board.
- D. The members of the Committee shall elect a Vice-Chairperson and Secretary, and the Chairperson shall be appointed by the CCSD Board of Directors. The Chairperson shall preside over meetings, appoint appropriate committees, sign reports, establish meeting agendas, and represent the Committee at the regular Board meeting. In the absence of the Chairperson, the duties of this office shall be performed by the Vice Chairperson. The terms of these offices shall be one year with elections occurring at the first regular meeting of each year.

IV. Duties of Committee Officers

- A. The Chairperson shall:
 - 1. Chair Committee meetings.
 - 2. Chair the Resources and Infrastructure Executive Committee to include the Chairperson and Vice Chairperson.
 - 3. Vote only in the event of a tied vote of the community members of the Committee.
 - 4. Coordinate input for agenda topics for the monthly Resources and Infrastructure meetings with CCSD staff.
 - 5. Develop an Annual Calendar of Events that includes Resources and Infrastructure priorities, workshops as needed, and joint meetings with the CCSD Board of Directors.
 - 6. Appoint ad hoc committees as needed.
 - 7. Act as liaison to CCSD standing committees, and appoint representatives to act as liaison other committees.
- B. The Vice Chairperson shall:
 - 1. Perform the duties of the Chairperson in his or her absence.
 - 2. Coordinate preparation of Resources and Infrastructure priorities with the Chairperson to be submitted to the CCSD staff.
 - 3. Attend Executive Committee meetings as needed.
- C. The Secretary shall:
 - 1. Record the minutes of the meetings, ensuring the accuracy of when, how and by whom the Committee's business was conducted. Minutes are recorded in written form as well as by audio recording.
 - 2. 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 being considered for future agenda; time of meeting adjournment. Minutes

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should have enough information to enable absent Committee members, and the public, to understand what issues were discussed and the decisions made.

3. Submit the draft written minutes and audio recording to the CCSD staff for the record.

V. Agenda Procedure

A. Resources and Infrastructure Regular Meetings:

1. The Resources and Infrastructure Committee shall meet within the jurisdictional boundaries of the CCSD except in an emergency.
2. Members of the Committee shall provide input on the agenda to the Chairperson.
3. Chairperson and Vice Chair shall develop the draft agenda with the CCSD staff.
4. CCSD staff shall prepare the final agenda, attachments, and emails to all Resources and Infrastructure Committee members. Agendas are distributed to an agenda distribution list.
5. CCSD staff shall post agendas at the CCSD Administrative Office, Veteran's Memorial Hall, and the Cambria Public Library.

VI. Ad Hoc Committees

The Committee shall appoint Ad Hoc committees as may be deemed necessary or advisable. The duties of an Ad Hoc committee shall be outlined at the time of the appointment, and an Ad Hoc committee shall be considered dissolved when its final report has been made.

VII. Committee Procedures

- A. The Committee ~~will determine and publish a calendar of monthly meetings at their January meeting and will meet on that schedule~~ unless otherwise publicly noticed 72 hours in advance. The Committee may call public-noticed special meetings as needed.
- B. A majority of the Committee members shall constitute a quorum.
- C. All Committee meetings shall be conducted by laws governing open meetings and public participation.

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- D. The CCSD Board shall appoint Staff liaison to the Committee for the purpose of improving the flow of communication between the entities.
- E. The CCSD General Manager, or his/har designated representative(s), shall assist the Committee as Staff to the Committee.
- F. After two consecutive unexcused absences of a committee member, the Committee, by a majority vote, may recommend to the CCSD Board the dismissal of said Committee member.
- G. 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 to the CCSD Board the removal of said Committee member.
- H. Committee members desiring to resign shall submit a letter of resignation to the Committee Chairperson and this shall be forwarded to the CCSD Board.
- I. Each committee member shall be appointed for a two-year term in concurrence with the CCSD Board of Director elections. Committee members shall be asked to declare their intent to continue service yearly. When committee members decide to terminate service the remaining committee members shall recommend community members to be voted on by the CCSD Board of Directors.

VIII. Parliamentary Authority

The rules contained in the current edition of ROBERT'S RULES OF ORDER, *Newly Revised*, shall govern the Committee in all cases to which they are applicable and in which they are not consistent with these Bylaws, any special rules of order the Committee may adopt and statutes applicable to this Committee that do not authorize the provisions of these laws to take precedence.

IX. Amendments to Bylaws

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 must be approved by the CCSD Board.