



## **POLICY COMMITTEE**

REGULAR MEETING  
Thursday, May 30, 2019 - 2:00 PM  
1000 Main Street, Cambria, CA 93428

### **AGENDA**

- A. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. CHAIRMAN'S REPORT

#### **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 March 28, 2019 Regular Meeting Minutes

#### **3. REGULAR BUSINESS**

- A. Discussion and Consideration to Appoint an Ad Hoc Committee to Review and Reconcile the Proposed Bylaws of the Resources and Infrastructure and Finance Committees and to Prepare Draft Policy Committee Bylaws for Review by the Policy Committee in Order to Create Consistent Bylaws for All Three Standing Committees.
- B. Discussion Regarding the Committee's Approach to Updating the Board Policy Handbook

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

#### **5. ADJOURN**



# POLICY COMMITTEE

REGULAR MEETING  
 Thursday, March 28, 2019 - 2:00 PM  
 1000 Main Street, Cambria, CA 93428

## MINUTES

### A. CALL TO ORDER

Chairman Rice called the meeting to order at

### B. ESTABLISH QUORUM

A quorum was established.

Committee members present: Amanda Rice, Gordon Heinrichs, Mike Lyons, John Nixon, John Rohrbaugh

Staff present: Acting General Manager Monique Madrid,

### C. CHAIRMAN'S REPORT

#### 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 District Clerk.

#### 2. CONSENT AGENDA

##### A. Consideration to Approve the February 21, 2019 Regular Meeting Minutes

Motion to approve the minutes.

Motion by:		Heinrichs		Lyons	X	Nixon		Rohrbaugh		Vacant		Rice
Seconded by:		Heinrichs	X	Lyons		Nixon		Rohrbaugh		Vacant		Rice
Vote	Y	Heinrichs	Y	Lyons	Y	Nixon	Y	Rohrbaugh		Vacant	Y	Rice

**3. REGULAR BUSINESS****A. Discussion and Consideration Regarding Rescheduling the November and December 2019 Committee Meeting Dates**

Motion:

Set November and December policy committee meeting dates to November 22 and December 13, 2019

Motion by:		Heinrichs		Lyons	X	Nixon		Rohrbaugh		Vacant		Rice
Seconded by:	X	Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice
Vote	Y	Heinrichs	Y	Lyons	Y	Nixon	Y	Rohrbaugh		Vacant		Rice

**B. Discussion and Consideration Regarding Committee Statement of Purpose and Scope**

Motion:

Subcommittee provided a written report and will forward to board.

Motion by:	X	Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice
Seconded by:		Heinrichs		Lyons	X	Nixon		Rohrbaugh		Vacant		Rice
Vote	Y	Heinrichs	Y	Lyons	Y	Nixon	Y	Rohrbaugh		Vacant	Y	Rice

**C. Discussion and Consideration Regarding Committee Bylaws**

Motion:

General consensus was to wait to see what comes out of the other 2 committees. No action taken.

Motion by:		Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice
Seconded by:		Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice
Vote		Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice

**D. Discussion and Consideration Regarding Committee Goals and Priorities**

Motion:

Motion by:		Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice
Seconded by:		Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice
Vote		Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice

**4. FUTURE AGENDA ITEMS**

Bylaws (after we see from others)

Discuss and consider approach to revise policy handbook.

**5. ADJOURN**

Chairman Rice adjourned the meeting at 3:25

# POLICY STANDING COMMITTEE MEETING SIGN-IN SHEET

Meeting Date: March 28, 2019

Name	Name
Gordon Henrichs	
Monique Madril	
JOHN ROHRBAUGH	
Mike Lynn	
John Nixon	
Karen Dea	

Policy Committee ad hoc, recommendations. March 28, 2019
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Following the first Policy Committee meeting, the ad hoc committee met several times in an effort to develop recommendations on what should be the focus of the Committee in the immediate months ahead. These recommendations are presented below, both activities not to pursue, as well as possible tasks going forward.

Activities not to Pursue:

**BOARD MISSION STATEMENT:** This properly should be created by the Board itself. During the CCSD meeting on March 21, President Pierson suggested the formation of an ad hoc committee of the CCSD Board to begin work on it. Therefore, the ad hoc committee recommends that the Policy Committee take no action on this.

**POLICY COMMITTEE BYLAWS:** Both the Resources and Infrastructure Committee and the Finance Committee currently are formulating their bylaws. The ad hoc committee recommends waiting for that work to be finalized, so that the Policy Committee can take advantage of their work to be sure that the bylaws of all Standing Committees are coordinated.

**CCSD BOARD GOALS:** During the CCSD meeting on January 3, the Board agreed on 11 goals for calendar year 2019. Two of those goals mention "POLICY COMMITTEE" as the lead in those efforts. However, the ad hoc committee recommends not taking any immediate action on them for the following reasons.

GOAL 1.7 suggests that the Policy Committee take responsibility to "Review the District Code and Consider Whether Direction Should be Provided to Draft Amendments." This would require that the Policy Committee become deeply knowledgeable about local ordinances, including technical domains such as engineering, land use, environmental and legal regulations. The ad hoc committee believes that these areas of technical expertise are beyond the expertise of the Policy Committee.

GOAL 1.3 suggests that the Policy Committee "Advance the District's Strategic Planning Efforts." Strategic Planning is a complex process that would almost certainly necessitate the involvement of paid consultants, especially in the field of board professional development. The ad hoc committee believes that the specific expertise and time commitment required to concretely advance the District's strategic planning efforts are well beyond the expertise and volunteer time of the Policy Committee.

Possible Steps Forward:

When questioned by Director Rice during the CCSD meeting on March 5, President Pierson responded that he thinks the primary task of the Policy Committee should be to formulate, update or re-evaluate a "Board Policy Manual." The ad hoc committee has received a copy of this manual. This set of documents has been added to and amended over many years and warrants a thorough re-examination. To guide this work, the excellent California Small Districts Association (CSDA) "Sample Policy Handbook" is available to the Policy Committee with well-ordered subject matter on virtually all pertinent topics. This set of documents has been tested, re-tested, and legally vetted.

The ad hoc committee recommends that the Policy Committee review the current CCSD "Board Policy Manual" in conjunction with the CSDA "Sample Policy Handbook"

to provide guidance to the Board in updating its current policy manual. In particular, the ad hoc committee recommends using three sections of the CSDA "Sample Policy Handbook" in its initial work: Section 1000: General Administration; Board of Directors; and Section 4002:



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**SECTION 1000**

**GENERAL**

- Policy 1000 Adoption/Amendment of Policies
  - Policy 1005 Association Memberships
  - Policy 1010 Basis of Authority
  - Policy 1015 Board Secretary
  - Policy 1020 Board/Staff Communication
  - Policy 1025 Claims Against the District
  - Policy 1030 Code of ethics
  - Policy 1035 Conflict of Interest
  - Policy 1040 Correspondence to the Board
  - Policy 1045 Legal Counsel and Auditor
  - Policy 1050 Overview of the General Manager's Role
  - Policy 1055 Legislative Advocacy
- .....

**Section 4000** **BOARD**

- Section 4100 Board of Directors**
- Policy 4100 Attendance at Meetings
- Policy 4105 Committee of the Board of Directors
- Policy 4110 Duties of Board President
- Policy 4115 Ethics Training
- Policy 4120 Members of the Board of Directors
- Policy 4125 Training, Education and Conferences
  
- Section 4200 Board Meetings**
- Policy 4200 Board Actions and Decisions
- Policy 4205 Board Meeting Agenda
- Policy 4210 Board Meeting Conduct
- Policy 4215 Brown Act Compliance – Open Meeting Requirements
- Policy 4220 Minutes of Board Meetings
- Policy 4225 Review of Administrative Decisions
- Policy 4230 Rules of Order for Conduct of Board and Committee Meetings
- Policy 4235 Types of Board Meetings

## **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

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



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 shall meet on the third Tuesday of each month 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.

- 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.

Revision 2, 5/20/19, **DRAFT**

## Color Code of Text

Blue – Steidel

Green – From CCSD Board Bylaws, Tailored for Committee Use, by direction of President Pierson

Red – Latest Language in R&I Bylaws

Purple – Finance Committee Language which differs in structure from R&I Bylaws

# CAMBRIA COMMUNITY SERVICE DISTRICT FINANCE STANDING COMMITTEE BYLAWS

## I. STATEMENT OF PURPOSE AND AUTHORITY

A. The Finance Standing Committee serves as an Advisory resource to the Cambria CSD Board of Directors providing oversight for transparent budget processes and financial management that promote fiscal stability and instill public trust. In addition, the Committee will support and work directly with the General Manager and Finance Manager in enhancing financial integrity and monetary discipline.

B. Maintain collaborative working relationships with the public, **other standing committees** and the CCSD Board of Directors. Support other standing committee's fiscal review needs.

**C. Apart from their normal function 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.**

## II. STATEMENT OF RESPONSIBILITIES

A. At the direction of the Cambria CSD Board of Directors: 1) discuss, receive public input and advise the Board on Financial matters; **2) provide 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.**

B. Members of the Committee and their activities are bound by all applicable provision of the Brown Actions (Government Cod Sections 54950, et seq.).

C. Member 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).

D. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics in all actions.

### III. TERMS OF APPOINTMENT AND OFFICES

A. The Committee shall consist of five members from the community 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 Citizen 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 direction of the CCSD Board of Directors, a committee member may be appointed for **additional term two year terms, in increments**.

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 AND COMMITTEE MEMBERS

**A. The Chairperson shall:**

1. Chair the Finance Committee Meetings
2. Chair the Finance 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 Finance Committee meetings with CSD staff.
5. Develop an Annual Calendar of Events that includes Joint Standing Committee meetings supporting budget development.
6. Appoint Ad hoc committees as needed.
7. Act as liaison to CCSD standing committees and appoint representatives to act as liaison to other committees.

**B. The Vice Chairperson shall:**

1. Perform the duties of the Chairperson in his or her absence.
2. Coordinate preparation of Finance 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 my 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 considered for future agenda, time of meeting adjournment.
3. Submit the draft written minutes and audio recording to CCSD staff for the record.

**D. Committee Members:**

1. 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 posting.
2. Committee members shall at all time conduct themselves with courtesy to each other, to staff and to member of the audience present at Board meeting.
3. Individual Committee members have the right to disagree with ideas or opinions, while being respectful. Once the Committee takes action, individual members should not create barriers to the implementation of any action voted upon by the committee.

**V. AGENDA PROCEDURE**

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

**VI. Ad Hoc Committees**

The Chairperson 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 shall meet on the fourth Tuesday of each month 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

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/her 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 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. (This is from R&I Committee Adopted Bylaws) (This different from the Finance article J below. )

I. To fill a vacancy on the Standing Finance 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, and posted at all Cambria CSD public information bulletin boards. The application period shall extend from the date of first posting the vacancy until a date four weeks following. Applications may be obtained at the Cambria CSD Administrative Offices during normal business hours during the application period. (This is from Finance Bylaws).

J. Vacancies of unexpired terms of office of regular Committee members shall be filled from current applications. Such vacancy shall be filled by appointment of the Cambria CSD Board of Directors. (This is from Finance Bylaws).

## **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 the Committee that do not authorize the provision 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.