



PROS Committee
Kickoff Orientation
October 3, 2023

Michael Thomas
Updated 10/2/2023

Objectives:

A common understanding of:

- What** the purpose of the PROS Committee is, and
- How** we will be working together to accomplish our purpose.

By reviewing:

- CCSD Strategic Plan, Mission, Core Values & Strategic Goal
- Standing Committee Bylaws
- The Brown Act
- Rosenberg's Rules of Order
- My Expectations as Chair

CCSD Strategic Plan, adopted August 11, 2022

Mission Statement: The Cambria Community Services District provides water, wastewater, fire protection and emergency services, parks recreation and open space, and accompanying Community Services to our customers in a safe, cost-effective, and environmentally sensitive manner.

CCSD Strategic Plan, adopted August 11, 2022

Core Values guide every aspect of what we do

Safety: We diligently follow strict safety policies, procedures, and regulations to protect and keep safe our district personnel, our water and wastewater services, and our Community as a whole.

Fiscal Responsibility: We manage our financial revenues in a responsible, judicious, and prudent manner, to successfully sustain and protect the assets of the District, while considering Community needs.

Customer Service: We are committed to provide exemplary services and support with a focus to the needs of the community we serve.

Respect: Our interactions are undertaken ethically, with honesty, integrity and patience.

Teamwork: We appreciate and recognize the qualities, abilities, and contributions of others and seek to work in collaborative ways to effectively execute the District's work.

Transparency: We strive to conduct the business of the District in an open, honest, direct, and transparent manner while encouraging input and feedback from our community members.

CCSD Strategic Plan, adopted August 11, 2022

3 Year Goals (2022–2025 Not in Priority Order)

Core Area: Strategic Goal:	<i>Water Services - General</i> Meet the Ongoing Challenges of Effectively and Reliably Managing Water Resources in our Sensitive Ecosystem.
Core Area: Strategic Goal:	<i>Water Services - Water Reclamation Facility</i> Advance Coastal Development Permit (CDP) to Achieve County and Coastal Commission Approval.
Core Area: Strategic Goal:	<i>Wastewater Services</i> Execute Phased Repairs and Upgrades for the Wastewater Treatment System.
Core Area: Strategic Goal:	<i>Fire Protection and Emergency Services</i> Provide Optimal Fire Protection, Water Rescue, and Emergency Medical Services on a 24/7 Basis.
Core Area: Strategic Goal:	<i>Facilities and Resources</i> Manage and Provide Stewardship of District Assets, Parks, Recreation, and Open Space in a Timely, Cost-Effective, and Environmentally Sensitive Manner.

Standing Committee Bylaws, 8/10/2023, What we do

1. SCOPE OF RESPONSIBILITY

1.1. Standing Committees are advisory to the Board of Directors. The committees shall gather information, explore alternatives, examine implications, and offer options for review and deliberation by the Board of Directors. Committee members are expected to stay current on the issues under discussion by the Board of Directors.

1.2 Each Standing Committee shall consider only District-related issues approved and assigned to it by the Board of Directors, or issues within the purview of each Committee as defined in "Standing Committee Statements of Purpose and Responsibilities" below.

1.3 Apart from their normal function as part of an advisory resource, committees and the individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.

1.4 The committee and its members shall maintain collaborative working relationships with the public, other Standing Committees and the CCSD Board of Directors.

1.5 Any Standing Committee, or its ad hoc subcommittees, may meet with staff and/or District consultants but shall not interfere with their operational duties, as determined by the General Manager. Any information requests to staff will be specific in nature and relate to the business of the committee.

Standing Committee Bylaws, 8/10/2023, What we do

1.6.4 The Parks, Recreation and Open Space Committee shall:

- (a) Assess existing resources and gather information regarding the parks, open space and recreational needs of the community.
- (b) Establish collaborative working relationships with relevant public and private organizations.
- (c) Support and work directly with the CCSD General Manager and Facilities & Resources Manager to create plans for meeting the needs of the community within the bounds of current and potential resources.
- (d) Recommend plans of action to the Board regarding meeting the community needs for parks, recreation and open space.
- (e) Facilitate communication with the residents of Cambria both to update community priorities for parks, recreation and open space, and to obtain community support for planned actions.

PROS Mission Statement: *from the 11/21/1994 PROS*

Master Plan:

Cambria 's Parks, Recreation and Open Space Commission is dedicated to the acquisition, development and maintenance of a comprehensive park system, recreational facilities, open space and trails in Cambria.

Is this still our mission?

Standing Committee Bylaws, Committee Officers

- 3.1. The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board
- 3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee.
- 3.3. No member of the committee shall hold more than one office.
- 3.4. 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 with CCSD staff input for agenda preparation for the monthly Committee meetings,

Standing Committee Bylaws, Committee Officers

3.5. Vice Chairperson duties:

- (a) Perform the duties of the Chairperson in their absence,
- (b) Act as liaison to another Standing Committee as determined by the Chairperson or a majority of the Committee.

3.6. 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 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 adopted along with a count of yes and no votes and the committee members dissenting,
 - List of items considered for future agenda,
 - Time of meeting adjournment.

Let's select the Vice Chairperson and Secretary in November.

Standing Committee Bylaws, How we work together

COMMITTEE MEMBER GUIDELINES

- 4.1. Members of the Committee and their activities are bound by all applicable provision of **the Brown Act** (Government Code 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.

Standing Committee Bylaws, How we work together

5. AGENDA PROCEDURE

- 5.1. Members shall provide input on the agenda to the Chairperson.
- 5.2. The Chair shall develop the draft agenda with input from the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda and attachments.
- 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to all Committee members and to the agenda distribution list.

Proposed Agenda Development & Distribution Timeline:

Thursday Agenda input to Michael, including reports, etc.

Friday

The Weekend

Monday Michael provides our final agenda input to Haley

Tuesday

Wednesday

Thursday Agenda Packets are distributed NLT 72 hours prior to the meeting

Friday

The Weekend

Monday

Tuesday Our Regularly Scheduled Meetings, 10 AM – 12 PM

Standing Committee Bylaws, How we work together

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 Confidential Administrative Assistant, and Committee members will receive all information being distributed as part of the meeting Agenda.

6.3. The Committee shall hold regular meetings as often as once a month and at least quarterly, on dates set annually by the Committee. The Committee may call special meetings as needed, with required 24-hour public notice.

6.4. A majority of all Committee members, including the Chairperson, shall constitute a quorum.

≥4, including
the Chair

6.5. The business at regular meetings of the Committee, shall be conducted for no more than a two-hour period, unless extended by a four-fifths vote of the Committee. In the event there are remaining items on the agenda at the end of the two-hour period, the Committee may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Committee's business is discussed and to protect against fatigue in discussing and deciding important issues.

6.6. The CCSD General Manager may determine a staff liaison to the Committee if needed for the purpose of facilitating communication.

Standing Committee Bylaws, How we work together

PARLIAMENTARY AUTHORITY

7.1. The rules contained in the current edition of Rosenberg's Rules of Order and *Robert's Rules of Order* 12th Edition for matters on which Rosenberg is silent), 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.

AMENDMENTS TO BYLAWS

- 8.1. These standing committee bylaws shall be reviewed annually at the first regular Board of Directors meeting in January after which the amendments may be considered for adoption by the Board.
- 8.2. The CCSD Board of Directors retains sole authority to amend these bylaws. Any amendments must be approved by a majority of the CCSD Board of Directors.

Why are we subject to the Brown Act?

Standing committees of a legislative body, irrespective of their composition, which have either:

1. A continuing subject matter jurisdiction, or
2. A meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body,

Are themselves legislative bodies subject to The Brown Act, [54952\(b\)](#).

The PROS Committee meets both tests.

What is The Brown Act?

CA Government Code § [54950](#), passed into law in 1953, with the intent that:

...boards... and other public agencies in this state exist to aid in the conduct of **the people's business**. It is the intent of the law that their actions be taken **openly** and that their deliberations be conducted **openly**.

The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

Key Provisions of The Brown Act

All meetings... shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter. - Gov. Code § 54953

A Meeting is any congregation of a majority of the members of a legislative body (a quorum) at the same time and location... to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body. Gov. Code, § 54952.2(a)

Deliberate includes the collective acquisition and exchange of facts preliminary to an ultimate decision.

Action taken means a decision by a majority of the members of the legislative body, a collective commitment or promise by a majority of the members of a legislative body, to make a positive or a negative decision, or an actual vote of the body

***Note:** in these slides, I'm just touching on the highlights, just a few of the key Brown Act provisions.*

The Brown Act: Serial Meetings

A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body. Gov. Code, § 54952.2(b)(1)

The Brown Act: Public Participation

Members of the public must be able to address the *committee* regarding items on the agenda **before or during**... consideration of the item. § 54954.3

The public can talk about anything within the jurisdiction of the legislative body...

“The legislative body ... shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body.” Gov. Code, § 54954.3(c)

The Brown Act: Responding to the Public

No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that **members of a legislative body** or its staff **may briefly respond to statements made or questions...**

In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Gov. Code, § 54954.2

Rosenberg's Rules of Order, Discussing Agenda Items:

1. the chair announces the agenda item and the format that will be followed.
2. the chair invites the appropriate person(s) to report on the item, including any recommendation that they might have.
3. the chair asks members of the body if they have any technical questions of clarification... members of the body may ask clarifying questions, and the person(s) who reported on the item are given time to respond.
4. the chair invites public comments... At the conclusion of the public comments, the chair announces that public input has concluded.

Only if and when it is appropriate to invite a motion...

Rosenberg's Rules of Order, Discussing Agenda Items:

The Motion:

5. the chair invites a motion. The chair announces the name of the member of the body who makes the motion.
6. the chair determines if any member wishes to second the motion and announces the name of the member who seconds.
7. The chair makes sure everyone understands the motion.
8. The chair invites discussion...
9. After discussion is complete, the chair takes a vote.
10. The chair announces the result of the vote and what action (if any) the body is taken.

A few of my Expectations as Chair:

- **Show up thoroughly prepared** for every meeting (except of course for excused absences).
- **Focus on achieving the CCSD Mission.** If you have any other agenda or motivation, look elsewhere to achieve those objectives.
- Adhere to the Standing Committee Bylaws, The Brown Act, and Rosenberg's Rules of Order
- **Do the work** that leads to **better decisions...**

Factors that lead to Better Decisions:

- The issue has been properly framed.
- All appropriate alternatives have been given the proper consideration.
- We have sufficient meaningful, reliable information to evaluate each of the alternatives.
- We have clarity on the values and trade-offs between the various alternatives.
- We have adequate, unbiased analysis.
- Considering the different perspectives of decision makers and stakeholders, we are confident there is sufficient commitment to the recommended course of action.