

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Board of Directors 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.



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, September 10, 2020 - 2:00 PM

AGENDA

REGULAR MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Please click the link below to join the webinar:

<https://zoom.us/j/98154338029?pwd=dUViOWNPSG5vamd4KzFZWWRhRlg4dz09>

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Webinar ID: 981 5433 8029

International numbers available: <https://zoom.us/u/axlwg6knA>

1. OPENING

- A. Call to Order
- B. Pledge of Allegiance
- C. Establishment of Quorum
- D. Agenda Review: Additions/Deletions

2. COMMISSION REPORT

- A. PROS Chairman's Report

3. PUBLIC COMMENT

Members of the public may now address the Board on any item of interest within the jurisdiction of the Board but not on its agenda today. Future agenda items can be suggested at this time. In compliance with the Brown Act, the Board cannot discuss or act on items not on the agenda. Each speaker has

up to three minutes.

4. REGULAR BUSINESS

- A.** Discussion and Consideration of Adoption of Resolution 45-2020 Declaring a Continued Local Emergency in the Cambria Community Services District Due to the Coronavirus Pandemic
- B.** Discussion and Consideration to Schedule Dates and Venues for the Strategic Planning Community Meeting and Retreat
- C.** Discussion and Consideration of Adoption of Draft Policy 4150: CCSD Policy and Procedures for Filling Vacancies on Board of Directors by Appointment
- D.** Discussion and Consideration to Adopt Resolution 46-2020 Regarding the Local State of Emergency Declaration
- E.** Discussion and Consideration of Board of Directors' Assignments to Standing Committees and Issues Related to Interaction Between the Board of Directors and Standing Committees, and Other Related Concerns
- F.** Discussion Regarding Holding Two Regular Board Meetings a Month

5. FUTURE AGENDA ITEM(S)

Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda. No formal action can be taken except to direct staff to place a matter of business on a future agenda by majority vote.

6. ADJOURN

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.A.**FROM: John F. Weigold, IV, General Manager
Timothy Carmel, District Counsel

Meeting Date: September 10, 2020	Subject: Discussion and Consideration of Adoption of Resolution 45-2020 Declaring a Continued Local Emergency in the Cambria Community Services District Due to the Coronavirus Pandemic
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RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider adoption of Resolution 45-2020 declaring a continued local emergency in the Cambria Community Services District due to the Coronavirus Pandemic (COVID-19).

FISCAL IMPACT:

The District continues to work with customers challenged with paying for their water and wastewater utility services, due to the impact of the COVID-19. Listed below is a recap of the billing cycle, the number & dollar amount of late customers and the number & dollar amount of customers on a payment plan, as of August 28, 2020:

As of 8/28/2020				
Billing Cycle	Late #	\$	Pmt Pln	\$
Nov-Dec 2019	3	2,215.67	0	-
Jan-Feb 2020	3	916.91	0	-
Mar-Apr 2020	10	3,711.60	1	300.00
May-Jun 2020	98	42,115.80	9	2,522.74
	114	48,959.98	10	2,822.74

The overall fiscal impacts and any potential FEMA grant reimbursement associated with the COVID-19 are unknown at this time.

DISCUSSION:

The State and the County of San Luis Obispo have adopted several executive orders declaring a public health emergency and imposing restrictions on the general population to help control the spread of the COVID-19 virus. The Board of Directors adopted Resolution 09-2020 on March 23, 2020, which declared a local State of Emergency and provided the General Manager with authority to allow for a more expeditious and effective response to various situations related to the COVID-19 as they occur. Resolution 09-2020 requires the Board to determine whether a local State of Emergency continues to exist at each regular and special meeting. As the COVID-19 virus continues to impact the State and country, it is recommended that the Board adopt

Resolution 45-2020 declaring a continued State of Emergency in the Cambria Community Services District.

Attachment: Resolution 45-2020

RESOLUTION 45-2020
SEPTEMBER 10, 2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CAMBRIA COMMUNITY SERVICES DISTRICT DECLARING A
CONTINUED LOCAL EMERGENCY DUE TO THE CORONAVIRUS (COVID-19)

WHEREAS, on March 23, 2020, the Board of Directors adopted Resolution 09-2020 declaring the existence of a State of Emergency in the Cambria Community Services District as a result of the Coronavirus Pandemic; and

WHEREAS, Resolution 09-2020 requires the Board of Directors to determine whether the local State of Emergency continues to exist at each regular or special Board meeting; and

WHEREAS, the Board finds that this emergency, which involves the outbreak of an extremely infectious disease (COVID-19), is a highly fluid and evolving situation, and in the interest of public health, safety and welfare, such a State of Emergency continues to exist in the Cambria Community Services District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cambria Community Services District that a State of Emergency continues to exist in the Cambria Community Services District as a result of the Coronavirus Pandemic.

PASSED AND ADOPTED this 10th day of September, 2020.

Harry Farmer, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel
District Counsel

ATTEST:

Haley Dodson
Deputy District Clerk

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.B.**FROM: Cindy Steidel, Vice President and Ad Hoc Committee Member
David Pierson, Director and Ad Hoc Committee Member

 Meeting Date: September 10, 2020 Subject: Discussion and Consideration to Schedule Dates and Venues for the Strategic Planning Community Meeting and Retreat

RECOMMENDATIONS:

Staff recommends the Board of Directors discuss and consider scheduling a date and venue to hold a community meeting to receive input for the strategic planning retreat, at which the District's strategic plan will be developed. Additionally, staff recommends the Board discuss and consider scheduling a date and venue to hold the strategic planning retreat.

FISCAL IMPACT:

Fiscal impacts associated with this item include staff time and AGP costs. The cost of the consultant to facilitate the strategic planning retreat is \$4800 and is included in the District's 2020-21 budget. The cost of AGP for a Zoom meeting to host each event is \$350.

DISCUSSION:

On July 11, 2020, the Board of Directors asked staff to bring back an agenda item to allow for rescheduling a town hall meeting at which the Board will receive input from the public to help develop the District's strategic plan. The Strategic Planning Ad Hoc Committee met with the strategic planning consultant on August 28th and discussed how best to move forward.

The community meeting is proposed to take input for the strategic planning retreat and will seek said input in three key areas: District strengths, District weaknesses, and District goals (broad statement of intent looking three years out). Following the community meeting, the District Board will hold a retreat for the development of the District's strategic plan.

The Board should consider not only when to hold these two events, but also a proposed venue that will allow for adequate social distancing and public observation.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.C.**

FROM: John F. Weigold IV, General Manager

Meeting Date: September 10, 2020 Subject: Discussion and Consideration of Adoption of Draft Policy 4150: CCSD Policy and Procedures For Filling Vacancies on Board of Directors by Appointment

RECOMMENDATIONS:

The Policy Committee recommends the Board of Directors review draft policy 4150 and consider adoption of the same.

FISCAL IMPACT:

There are no fiscal impacts identified with the associated action.

DISCUSSION:

The Policy Committee met on July 30, 2020 to review and discuss approval of draft policy 4150: CCSD Policy and Procedures for Filling Vacancies on Board of Directors by Appointment. The Committee approved forwarding the draft policy to the Board of Directors for consideration. Modifications proposed by District Counsel are shown in the attached redline.

The Committee will continue to develop policies to recommend to the Board for adoption.

Attachment: Policy 4150: CCSD Policy and Procedures for Filling Vacancies on Board of Directors by Appointment

Draft #6 – July 30, 2020
(Committee Approved – 7/30/20)

Policy 4150 CCSD Policy and Procedures for Filling Vacancies on Board of Directors by Appointment

4150.1 WHEN A VACANCY OCCURS ON THE BOARD OF DIRECTORS:

4150.1.1 The CCSD shall notify the San Luis Obispo County Registrar of Voters' office of the vacancy no later than **15 days** following either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later. **Government Code § 1780(b)**

4150.1.2 The remaining CCSD Board members have **60 days** immediately subsequent to either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later, to either fill the vacancy by appointment or by calling a special election. **Government Code § 1780(c)(d)(1)**

4150.2 BOARD APPOINTMENT TO FILL A VACANCY -- REQUIREMENTS

4150.2.1.1 If the Board decides to appoint someone to fill the vacancy, the Board first must post a notice of the vacancy in **three or more** conspicuous places in the District at least **15 days** before the appointment is made. **Government Code § 1780(d)(1)**

4150.2.1.2 The Board must notify the San Luis Obispo County Registrar of Voters' office of the appointment no later than **15 days** after the appointment is made. **Government Code § 1780(d)(1)**

4150.2.2.1 If the vacancy occurs in the first half of a term of office and at least **130 days** prior to the next general District election, the person appointed to fill the vacancy shall hold office until the next general District election that is scheduled **130 or more days** after the date the District Board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office. **Government Code § 1780(d)(2)**

4150.2.2.2 If the vacancy occurs in the first half of a term of office, but less than **130 days** prior to the next general district election, or if the vacancy occurs in the second half of the term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office. **Government Code § 1780(d)(3)**

4150.2.3 If the Number of Directors Falls Below a Quorum

4150.2.3.1 Notwithstanding any other provision of this section, if the number of remaining members of the District Board falls below a quorum, then, at the request of

the District Board President or a remaining member of the District Board, the San Luis Obispo County Board of Supervisors shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy. **Government Code § 1780(h)(1)**

4150.2.3.3. The Board of Supervisors shall only fill enough vacancies by appointment or by election to provide the District Board with a quorum. **Government Code § 1780(h)(2)**

4150.3. PROCEDURES TO FILL A BOARD VACANCY BY APPOINTMENT

Notwithstanding any provisions of Sections 4150.1-2 above, the following procedures shall direct the process of filling vacancies on the Board of Directors by appointment.

4150.3.1 Procedure to appoint using voting results from last scheduled election

Should a vacancy occur no later than 12 months past the last scheduled election of Directors, CCSD Directors shall fill a vacancy by appointing the candidate from the last scheduled election who had received the greatest number of votes behind the candidate(s) who won the election, provided that candidate received at least 10% of total votes cast. If this method is not available because a vacancy occurs after 12 months since the last scheduled election, or if the candidate no longer meets minimum qualifications, including vote minimum, or is no longer available, the following procedures shall apply.

4150.3.2 Procedure to appoint from a pool of volunteers

4150.3.2.1 Applications

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

4150.3.2.2 Board interviews of eligible applicants

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

Commented [AUT1]: There is no public comment section on a special meeting agenda. The Board President permits public comment on agenda items before or during consideration of the item.

4150.3.2.3 Board selection of appointee(s)

- A. Following interviews of the applicants, the Board shall select the applicant for appointment using a ranked choice method of selection, followed by a motion and action by the Board to confirm the appointment. For the ranked choice process of selection, each Board member shall designate ~~by secret ballot~~ their ranked order choices (1,2,3, and so forth). An applicant wins outright if ranked first by more than half of the voting Directors. Otherwise, the applicant in last place, the one with the fewest first choices, is eliminated, and the voting Directors who ranked that applicant as their "number 1" will have their votes count for their next ranked choice. This process continues until an applicant wins with more than half of the votes. Following the ranked choice order selection of an applicant for appointment, ~~The~~the Board, through motion and action, shall vote to confirm the appointment.
- B. If, however, the ranked choice method of selection yields a stalemate (no majority for a first place choice applicant), the Board shall declare a stalemate and refer action and decision for filling the vacancy to the San Luis Obispo County Board of Supervisors, who may either appoint to fill the vacancy or call for a special election, per Government Code 1780 (~~Ff~~) (~~Gg~~) (~~Hh~~).

Commented [AUT2]: 1.A provision in the Brown Act, Government Code Section 54953(c)(1), states "No legislative body shall take action by secret ballot, whether preliminary or final."

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.D.**

FROM: John F. Weigold, IV, General Manager

Meeting Date: September 10, 2020 Subject: Discussion and Consideration to Adopt Resolution 46-2020 Regarding the Local State of Emergency Declaration

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider adoption of Resolution 46-2020 amending Resolution 09-2020 to reduce the requirement to review whether a continued local state of emergency exists due to the coronavirus pandemic to once a month.

FISCAL IMPACT:

There is no fiscal impact identified with consideration of this item.

DISCUSSION:

At the August 13, 2020 regular meeting, there was Board direction given to staff to amend Resolution 09-2020 to reduce the requirement to review whether a continued local state of emergency exists due to the Coronavirus pandemic to once a month at a regular Board meeting. The attached Resolution implements that change.

Attachments: Resolution 46-2020
Resolution 09-2020

RESOLUTION 46-2020
SEPTEMBER 10, 2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CAMBRIA COMMUNITY SERVICES DISTRICT AMENDING RESOLUTION 09-2020
REGARDING LOCAL STATE OF EMERGENCY DECLARATION DUE TO THE
CORONAVIRUS (COVID-19)

WHEREAS, on March 23, 2020, the Board of Directors adopted Resolution 09-2020 declaring a local state of emergency within the Cambria Community Services District as a result of the Coronavirus pandemic; and

WHEREAS, Resolution 09-2020 included a provision requiring the Board of Directors to review the local state of emergency declaration at each regular and special Board meeting to determine if a local state of emergency continues to exist as a result of the Coronavirus pandemic; and

WHEREAS, the Board of Directors desires to reduce the number of times it must review the local state of emergency declaration to once a month at a regular Board meeting.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Cambria Community Services District that Section 4 of Resolution 09-2020 is amended in its entirety as follows:

The Board of Directors shall review the determination as to whether a local state of emergency continues to exist as a result of the Coronavirus pandemic once every month at a regular Board meeting.

PASSED AND ADOPTED this 10th day of September, 2020.

Harry Farmer, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel
District Counsel

ATTEST:

Haley Dodson
Deputy District Clerk

RESOLUTION 09-2020

DECLARATION OF EMERGENCY AND RESOLUTION OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS TO TEMPORARILY AUTHORIZE INCREASED AUTHORITY OF THE GENERAL MANAGER

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State of Emergency to exist in California as a result of the threat of Novel Coronavirus 2019 (“COVID-19”); and

WHEREAS, on March 12, 2020, the Governor issued Executive Order N-25-20 in further response to the spread of COVID-19, mandating compliance with orders of State and local public health officials as they pertain to measures to control the spread of COVID-19; and

WHEREAS, on March 13, 2020, the San Luis Obispo County Health Officer declared a public health emergency and the County Emergency Services Director also proclaimed a local emergency due to the COVID-19 pandemic; and

WHEREAS, on March 14, 2020, the San Luis Obispo County Public Health Department announced the first confirmed case of COVID-19 in San Luis Obispo County, and additional cases have since been confirmed; and

WHEREAS, on March 19, 2020, the Governor of the State of California issued an Executive Order N-33- 20, ordering all individuals living in the State of California to stay at home or at their place of residence to preserve the public health and safety; and

WHEREAS, the health, safety and welfare of the Cambria Community Services District ("District") residents, businesses and visitors, are of utmost importance to the Board of Directors ("Board"), and additional future measures may be needed to protect the community; and

WHEREAS, preparing for, responding to, mitigating, and recovering from the spread of COVID-19 may require the District to divert resources from normal day-to-day operations and it may impose extraordinary requirements on and expenses to the District; and

WHEREAS, the General Manager currently has spending authority up to \$25,000, without prior Board approval in addition to limited authority related to personnel matters; and


WHEREAS, in the absence of Board action, strict compliance with certain District rules and ordinances could prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19; and


WHEREAS, after consideration of all the facts reasonably available for review at the present time, the Board finds it in the best interest of the District to authorize the increase in General Manager spending authority up to \$50,000 upon authorization from the President of the Board, and approves all acts necessary and appropriate to ensure the operation of the District, the safety of employees, and the safety of the public.


NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Cambria Community Services District, as follows:

1. The Board of Directors declares a State of Emergency to exist in the Cambria Community Services District as a result of the threat of Novel Coronavirus 2019.
2. The Board of Directors authorizes an increase in the General Manager's spending authority up to \$50,000 upon authorization from the President of the Board.
3. The General Manager may take all actions necessary, proper, and appropriate in his/her reasonable discretion to ensure the operation of the District, the safety of employees, and the safety of the public, including, but not limited to reasonable deviations from Board adopted Ordinances, Resolutions, Policies, Procedures, and Agreements.
4. The Board of Directors shall review the Resolution at each regular or special meeting to determine if a local emergency still exists.

PASSED AND ADOPTED THIS 23rd day of March, 2020.

DocuSigned by:

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 Harry Farmer, President
 Board of Directors

APPROVED AS TO FORM:
 DocuSigned by:

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 Timothy J. Carmel
 District Counsel

ATTEST:
 DocuSigned by:

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 Haley Dodson
 Deputy District Clerk

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.E.**

FROM: John F. Weigold IV, General Manager

Meeting Date: September 10, 2020

Subject: Discussion and Consideration of Board of Directors' Assignments to Standing Committees and Issues Related to Interaction Between the Board of Directors and Standing Committees, and Other Related Concerns

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss and consider the Board of Directors' assignments to its Standing Committees and issues related to interaction between the Board of Directors and Standing Committees, how the Standing Committee agendas are developed, and other related concerns.

FISCAL IMPACT:

There are no fiscal impacts associated with this item.

DISCUSSION:

Vice President Steidel has requested that an item be included on the September 10, 2020 Agenda in order for the Board of Directors to discuss and consider several concerns regarding the Standing Committees, their direction, how they function, staffing and their interaction with the Board of Directors. Accordingly, this staff report and the attachments are being provided in order to facilitate that discussion.

The concerns raised include the varying degrees of how the Standing Committees communicate and interact with the Board of Directors, which is contained in the Standing Committee Bylaws. Vice President Steidel requested a discussion on Standing Committee actions for business not originated or directed by the Board or brought before the Board for consideration and direction. Of course, an additional consideration regarding Standing Committee interaction with the Board is the fact that a Member of the Board of Directors sits as the chairperson of each Standing Committee. It is recommended that the Board discuss the roles of the Standing Committees, how their agendas are developed, and consider how best to communicate the Board's objectives to the Standing Committees. The Board might want to consider providing direction, as appropriate, regarding modifications to the Standing Committee Bylaws as well as to Section 9 of the Board's Bylaws, which address the Standing Committees, to provide clarification regarding these concerns. Copies of the Standing Committee Bylaws and Section 9 of the Board's Bylaws are attached for Board reference.

It is also requested that the Board of Directors discuss, consider and provide direction regarding interactions between Standing Committees where a policy is directed and developed outside the Policy Committee. For example, when a Standing Committee other than the Policy Committee drafts a policy should it go to the Policy Committee for review, or should it simply be numbered

and forwarded directly to the Board of Directors for consideration? It might be appropriate for the Board to provide direction so that a provision can be drafted for inclusion in the Policy Committee Bylaws to provide clarification as to how such policies are handled.

In addition, a significant amount of staff time and administrative support is required to assist the Standing Committees in their work. Staff has created a flow chart relating to the various tasks necessary to coordinate and prepare agendas, minutes, staff reports and agenda packets for the three Standing Committees and their meetings. Vice President Steidel has asked that a copy of the Committee Agenda Preparation Flow Chart be provided to the Board, which is attached. In discussing this issue, the Board of Directors might want to consider the issue of administrative support for the Standing Committees and provide staff with appropriate direction.

Attachments: Standing Committee Bylaws
 Section 9 of the Board's Bylaws
 CCSD Committee Meeting Agenda Preparation Flow Chart

CAMBRIA COMMUNITY SERVICE DISTRICT
STANDING COMMITTEE BYLAWS

1. STATEMENTS OF PURPOSE

1.1. Finance Committee

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

1.2. Resources and Infrastructure Committee

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

1.3. Policy Committee

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

- (c) The Committee maintains collaborative working relationships with the public, other standing committees and the CCSD Board of Directors. The Committee supports other standing committees' policy review needs.

2. COMMITTEE MEMBERS

- 2.1. The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as chairperson.
- 2.2. Each Committee member must live and be registered to vote within the CCSD boundaries.
- 2.3. Method of appointment
 - (a) The Chairperson shall be appointed by the President of CCSD Board of Directors, subject to Board approval.
 - (b) Volunteer committee members shall be appointed by a majority vote of CCSD Board of Directors to two- year terms
 - (c) To fill an opening on the Committee resulting from the expiration of a regular term of office with no request for reappointment, such vacancy shall be advertised for a minimum of two weeks in the local newspaper, on the CCSD website and at all Cambria CSD public information bulletin boards. Application forms may be obtained and submitted on the website and Administrative Offices during normal business hours during the application period.
 - (d) At the end of a term of office, and with the request of the member and approval by the Committee, the CCSD Board of Directors may reappoint that member for additional two-year terms, in increments.
- 2.4. Vacancies
 - (a) Vacancies of unexpired terms of office of regular Committee members shall be filled following the procedures defined under 2.3 (c), above. Such vacancy shall be by appointment of the Cambria CSD Board of Directors.

3. COMMITTEE OFFICERS

- 3.1. The Chairperson shall be chosen annually by the Board of Directors
- 3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee. Neither the Chairperson nor Vice-Chairperson may serve a Secretary.
- 3.3. Chairperson Duties:
 - (a) vote only in the event of a tie vote;
 - (b) preside over meetings;
 - (c) establish committee meeting agendas;
 - (d) appoint appropriate ad hoc committees ;
 - (e) sign reports;
 - (f) represent the Committee at regular CCSD Board meetings;
 - (g) coordinate input for agenda preparation for the monthly Committee meetings with CSD staff;
 - (h) develop a meeting calendar, including joint Committee meetings, to be approved by the CCSD board;
 - (i) appoint Committee members to act as liaison to another Committee.
- 3.4. Vice Chairperson duties:
 - (a) perform the duties of the Chairperson in their absence.
- 3.5. Secretary duties:
 - (a) record the minutes of the meetings in action form, ensuring the accuracy of when, how and by whom the Committee's business was conducted.
 - (b) Submit the draft written minutes and audio recording to CCSD staff for the public record.
 - (c) Minutes should include at a minimum:
 - the date, time and location of the meeting;

- a list of the Committee members present and absent;
 - a record of reports presented and by whom;
 - the text of motions presented and description of any action taken
 - list of items considered for future agenda,
 - time of meeting adjournment.
4. COMMITTEE MEMBER GUIDELINES AND AUTHORITY
- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Cod Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to members of the audience present at Committee meetings.
- 4.5. Committee members have the right to disagree with ideas or opinions, while being respectful. Once the Committee takes action, individual Committee members should not create barriers to the implementation of any action voted upon by the Committee.
- 4.6. Apart from their normal function as a part of the Committee, members have no individual authority. As individuals, members may not commit the CCSD to any policy, act or expenditure
- 4.7. After two consecutive unexcused absences of a Committee member, the Committee, by a quorum of the Committee, may recommend action to the CCSD Board.
- 4.8. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.
5. AGENDA PROCEDURE
- 5.1. Members shall provide input on the agenda to the Chairperson.
- 5.2. Chair shall develop the draft agenda in cooperation with the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda, attachments and emails to all Committee members.
- 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to an agenda distribution list.
6. MEETINGS
- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD, except as otherwise permitted by the Brown Act.
- 6.2. Information that is exchanged before meetings shall be distributed through the District Clerk, and Committee members will receive all information being distributed as part of the normal meeting Agenda.
- 6.3. The Committee shall meet monthly on dates set annually by the Committee, unless otherwise publicly noticed 72 hours in advance. The Committee may call publicly noticed special meetings as needed, with required 24-hour notice.
- 6.4. A majority of all Committee members, including the Chair, shall constitute a quorum.
- 6.5. All Committee meetings shall be conducted by laws governing open meetings and public participation.
- 6.6. The CCSD General Manager shall determine a staff liaison to the Committee for the purpose of improving the flow of communication.
7. PARLIAMENTARY AUTHORITY

- 7.1. The rules contained in the current edition of Rosenberg's Rules of Order, Newly Revised, shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence. The bylaws of Committees shall be governed by the current edition of Rosenberg's Rules of Order.
8. AMENDMENTS TO BYLAWS
 - 8.1. The Bylaws may be amended by majority vote at any regular meeting of the Committee provided that written notice of the proposed changes is mailed to each member of the Committee no less than one week in advance. Changes to the Bylaws must be approved by the CCSD Board.
9. COMMITTEES
 - 9.1. The President shall make appointments to all committees subject to Board approval.
 - 9.2. All committees shall meet within the jurisdictional boundaries of CCSD, except as may be permitted by the Brown Act.
 - 9.3. The Board may appoint such ad hoc committees as may be deemed necessary or advisable. The duties of the ad hoc committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. Ad hoc committees shall meet on an as needed basis.
 - 9.4. Standing Committees:
 - (a) Standing Committees may be created at the Board's discretion.
 - (b) Standing Committees may consider CCSD related issues assigned to it on a continuing basis.
 - (c) All Standing Committee meetings shall be conducted as public meetings in accordance with the Brown Act. Action minutes for each meeting of a Standing Committee shall be forwarded to the Board of Directors as a public record and an audio recording shall be made and retained, as required by law.

CAMBRIA COMMUNITY SERVICES DISTRICT BYLAWS

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as presiding officer of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue until replaced.
- 1.5 The President or his or her designate shall be the spokesperson for the Board and point person for intergovernmental relations.

2. MEETINGS

- 2.1 Regular meetings of the Board of Directors shall be on the second and third Thursday of each calendar month in the Veterans Memorial Hall, located at 1000 Main Street, Cambria, unless otherwise directed by the Board of Directors. The time for holding Regular meetings of the Board of Directors shall be established by resolution.
- 2.2 Reserved.
- 2.3 For regular meetings, a block of time shall be set aside to receive general public comment. Comments on items on the agenda should be held until the appropriate item is called. Public comment shall be directed to the President of the Board and limited to three minutes

unless extended or shortened at the President's discretion. During general public comment:

- (a) Board Members may briefly respond to statements or questions from the public; and
- (b) Board Members may, on their initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and

The President of the Board or a Board majority in open session may take action to direct staff to place a matter on a future agenda.

- 2.4 Meeting Length. The business at regular meetings of the Board of Directors, including any scheduled closed sessions, shall be conducted for no more than a three-hour period, unless extended by a four-fifths (4/5th) vote of the Board. In the event there are remaining items on the agenda at the end of the three-hour period, the Board 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 Board of Director's business is discussed and to protect against fatigue in discussing and deciding important District issues.

3. AGENDAS

- 3.1 The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. An item placed on an agenda in this manner shall only be removed by the General Manager, in cooperation with the President and Vice President. Any Director's request to place an item on the agenda must be approved by the Board President or a majority of the Board Members acting in open session.
- 3.2 Those items, which are considered to be of a routine and non-controversial nature, are placed on the Consent Agenda. These items

shall be approved, adopted, and accepted by one motion of the Board of Directors.

- (a) Board members may request any item listed under Consent Agenda be removed from the Consent Agenda, and the Board will take action separately on that item.
- (b) A Board member may ask a minor question, for clarification, on any item on the Consent Agenda. The item may be briefly discussed for clarification and the questions will be addressed along with the rest of the Consent Agenda.
- (c) When a Board member wishes to pull an item simply to register a dissenting vote, the Board member shall inform the presiding officer they wish to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Agenda, and the District Clerk will register a “no” vote in the minutes.

4. PREPARATION OF MINUTES

- 4.1 The minutes of the Board shall be kept by the District Clerk.
- 4.2 The District Clerk shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.3 and 4.6 below, shall not be required to record any remarks of Board members or any other person.
- 4.3 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.
- 4.4 Written comments delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall be maintained as a separate public record.
- 4.5 The District Clerk shall attempt to record the names and general place of residence of persons addressing the Board and the title of the subject matter to which their remarks related.
- 4.6 Whenever the Board acts in a quasi-judicial proceeding, the District Clerk shall create a record of a summary of the testimony of the witnesses.

5. MEMBERS OF THE BOARD OF DIRECTORS

- 5.1 Information that is exchanged before meetings shall be distributed through the District Clerk, and all Directors will receive all information being distributed.
- 5.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 5.3 Individual Directors have the right to disagree with ideas or opinions, while being respectful. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.
- 5.4 At the President's discretion District Counsel shall act as parliamentarian. The rules contained in the current edition of Rosenberg's Rules of Order (and Robert's Rules of Order 11th Edition for matters on which Rosenberg is silent) shall govern the Board of Directors in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Board may adopt and any statutes applicable to the CCSD that do not authorize the provisions of these bylaws to take precedence.

6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the CCSD to any policy, act or expenditure.
- 6.2 All members of the Board of Directors shall exercise their independent judgment on behalf of the interests of the entire district, including the residents, property owners, and the public as a whole. Directors do not represent any fractional segment of the community, but are rather a part of the body which represents and acts for the community as a whole.

- 6.3 The Board of Directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies.
- 6.4 The primary responsibilities of the Board of Directors are:
- a) The formulation and evaluation of policy.
 - b) Monitoring the CCSD's progress in attaining its goals and objectives.
 - c) Appointment, oversight and evaluation of a General Manager to handle all matters concerning the operational aspects of the CCSD.
 - d) Appointment, oversight and evaluation of a District Counsel to handle all matters concerning the legal aspects of the CCSD

7. DIRECTOR GUIDELINES

- 7.1 Board Members, by making a request of the General Manager, shall have access to information relative to the operation of the CCSD. If the General Manager cannot provide the requested information in a timely manner the General Manager shall inform the individual Board Member why the information is not or cannot be made available.
- 7.2 Individual Board Members should not involve themselves in the day-to-day operations of the District. Their principle role is to participate in the process of establishing the District's policies and goals. The General Manager is responsible for implementing those policies and goals.
- 7.3 Personnel matters and other operational issues that may be of concern to individual Board Members should be addressed through the General Manager. Individual Board Members should not involve themselves or interfere in personnel matters, to protect their impartiality when hearing an appeal of discipline, per the District's disciplinary and grievance process.
- 7.4 The General Manager shall take direction and instruction from the Board of Directors, as a body, when it is sitting in a duly convened meeting. Individual Board Members should refrain from giving orders

or instruction to the General Manager or any subordinates of the General Manager.

- 7.5 When presented with questions or complaints from citizens or staff related to operational or personnel matters, Board Members should listen to the concerns expressed and either: (1) confer with the General Manager or District Counsel, as appropriate; or (2) refer the individual to the General Manager for resolution of their concerns.

8. DIRECTOR COMPENSATION

- 8.1 Directors may receive compensation of one hundred dollars (\$100.00) for each authorized day of service rendered as a Director.
- 8.2 The following are authorized meeting for which a Director may be compensated:
- (a) Regular Board meetings.
 - (b) Special Board meetings.
 - (c) Advisory or Committee meetings.
 - (d) Training or educational seminars, conferences or webinars.
 - (e) Negotiation sessions.
 - (f) Depositions.
 - (g) Meetings with District consultants, engineers, or other professionals for the purpose of conducting District business or potential business.
 - (h) Any other activity the Board authorizes a member attend, in advance of attendance.
- 8.3 Director compensation shall not exceed six days of service in any calendar month.
- 8.4 Director's compensation shall not exceed \$100.00 per day or \$600.00 per month.
- 8.5 Each Board Member is entitled to reimbursement for their travel, meals, lodging and other actual and necessary expenses incurred in the performance of the duties required or authorized by the Board pursuant to Government Code Section 53232.2

8.6 Board Members shall provide brief reports on meetings attended at the expense of the District at the next regular Board meeting, as provided by Government Code Section 53232.3.

9. STANDING COMMITTEES

9.1 Standing committees are those that have continuing subject matter jurisdiction, regularly established meeting schedules and one director as chairperson. The General Manager may be an ex-officio member of all standing committees.

9.2 The following shall be the standing committees of the District:

- a) Finance
- b) Resources & Infrastructure
- c) Policy

9.3 Committee Rules

Detailed rules and procedures for committees are contained in the Committee Bylaws, a Board-approved set of guidelines and expectations for committees.

9.4 Meetings

- a) All committees shall comply with the provisions of the Ralph M. Brown Act concerning the calling of public meetings and the Board and committee bylaws.
- b) Summary notes for each committee meeting shall be forwarded to the CCSD Board of Directors as a public record. A recording of each meeting will be made available on the district's website.
- c) With the exception of the Board Member serving as Committee Chair, Board Members may attend meetings of the District's Standing Committees as observers only and shall not participate in such meetings.

9.5 Scope of Responsibility: Standing committees shall be advisory to the Board of Directors. The committee shall gather information, explore alternatives, examine implications, and offer options for the review and deliberation of the Board of Directors.

- a) Each standing committee shall consider District-related issues assigned to it by the Board of Directors.

- b) The committee may meet with staff and/or District consultants, but shall not interfere with their duties as determined by the Board.
 - c) At the request of a majority of the committee, the committee chairperson may appoint persons to an ad hoc subcommittee consisting of less than a quorum of the members to assist a standing committee in making recommendations to the Board of Directors. The duties of the ad hoc subcommittee shall be outlined at the time of appointment and the subcommittee shall be considered dissolved when its final report has been made to the standing committee.
- 9.6 Limits on Authority: Committees shall not speak or act on behalf of the Board, shall not commit the District to any policy, act or expenditure, shall not conflict with authority delegated to staff by the Board, and shall not attempt to exercise authority over staff.
- 9.7 Membership.
- a) Each Director appoints one member, subject to Board approval.
 - b) The Board retains the discretion to alter Standing Committee membership on a case-by-case basis.
 - c) Members of the public who wish to serve on a standing committee must:
 - Reside in the boundaries of the District
 - Be a registered voter
 - d) Committee members are appointed to serve two year terms.
 - e) *Reserved (stagger terms?)*
 - f) All standing committee members will receive Brown Act training.

10. AD HOC COMMITTEES

- 10.1 The President or a majority of the Board may create ad hoc committees consisting of two Board members in accordance with the provisions of the Brown Act from time to time with specific focus and duration as required. Ad hoc committees shall meet on an as needed basis.

- 10.2 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.

11. BOARD BYLAW REVIEW POLICY

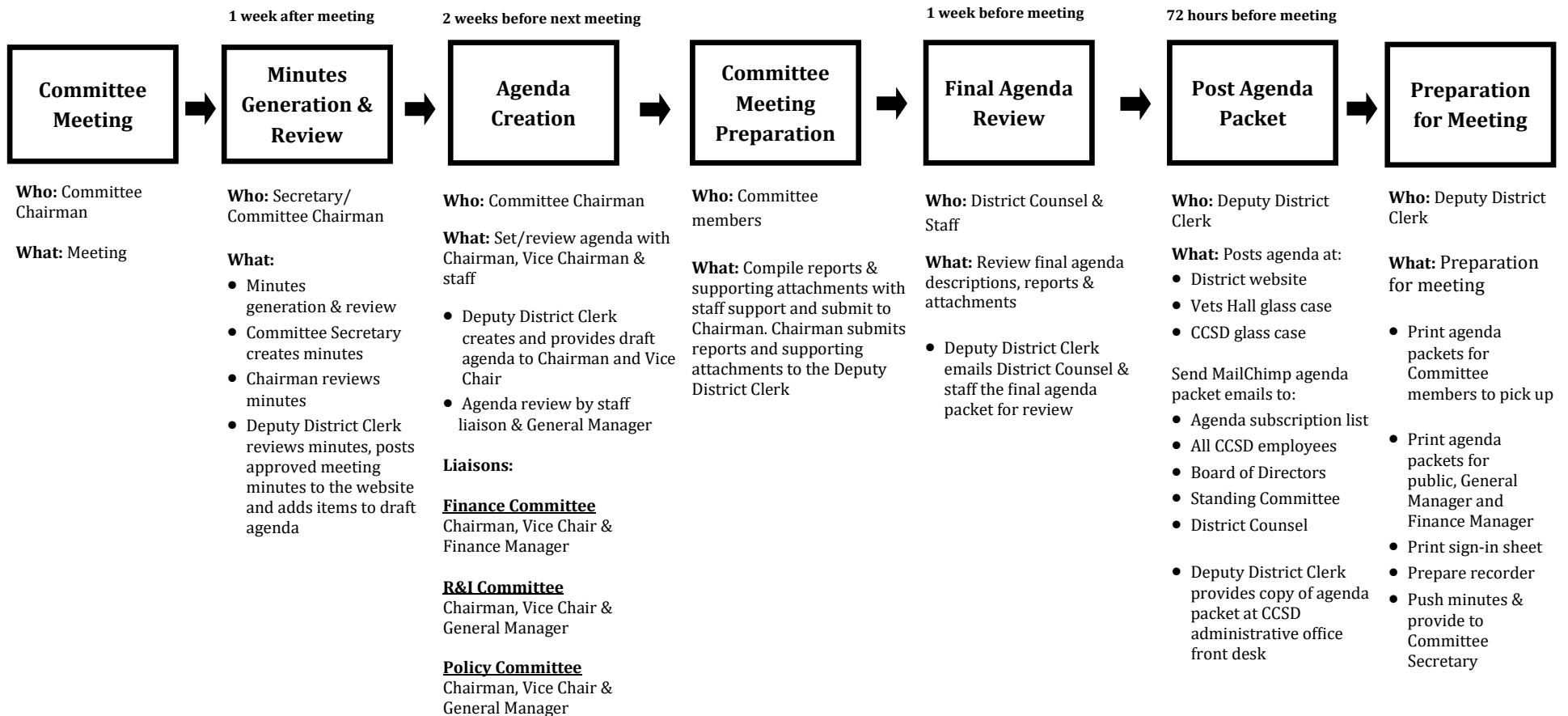
- 11.1 Subject to 3.1 the Board Bylaws shall be reviewed annually at the first regular meeting in January and amendments to the Bylaws shall be considered for adoption by the Board at the first regular meeting in February.

12. COMPLIANCE WITH FEDERAL AND STATE LAW

- 12.1 If it is determined any of these Bylaws conflict with Federal or State rules or statutes, the Federal or State rules or statutes will apply.
- 12.2 These Bylaws are for the purpose of providing guidance to the Cambria Community Services District (CCSD) Board of Directors in the performance their duties.
- 12.3 These Bylaws are not intended to amend any laws governing the behavior of any individual Board Member in a private capacity. Each Director will comply with all Federal and State laws governing their conduct in the performance of their duties as Directors.

CCSD Committee Meeting Agenda Preparation Flow Chart

Timeline



CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.F.**

FROM: John F. Weigold IV, General Manager

Meeting Date: September 10, 2020 Subject: Discussion Regarding Holding Two Regular Board Meetings a Month

RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss continuing to hold two regular Board meetings per month and provide direction to staff. Any changes to the regular Board schedule would require amending the Board Bylaws, which could be done at an October regular meeting.

FISCAL IMPACT:

There is minimal fiscal impact associated with the Board's review of the Bylaws; however, decreasing the number of regular monthly meetings will decrease administrative costs. A rough estimate of the administrative expenses for a regular Board meeting held via Zoom is referenced below.

REGULAR BOARD MEETING ESTIMATE			
	Hours	Total	
Staff and District Counsel - Regular Hours	109	\$9,567.09	
Staff - Overtime Hours	2	\$134.50	
Board of Director Binders and Agenda Packets		\$22.50	
AGP (doesn't include overtime at \$125/hour)		\$350.00	
Zoom Monthly Webinar Cost		\$389.90	
CCSD Board Member Compensation (\$100 per director)		\$600.00	
		\$11,063.99	Grand Total

DISCUSSION:

Director Howell asked the Board to discuss and consider holding only one regular meeting per month, which would be limited to three hours. If the Board chooses to go to one monthly regular meeting, as an option, a second special meeting could be held to complete the Board's work, if necessary.

Some suggestions for discussion to limit the length of the Board meetings include increasing the use of the Consent agenda, and more use of written reports for Board, Standing Committee and liaison reports, among other options.

Attachment: Board Bylaws

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