

CAMBRIA COMMUNITY SERVICES DISTRICT BOARD
OF DIRECTORS 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 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 ~~M~~members may briefly respond to statements or questions from the public; and
- (b) Board ~~M~~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
- (c) 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.

2.3 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.

2.4 Board members shall attend all regular and special meetings of the Board unless excused for emergencies or other good cause:

- (a) Good cause for absence includes circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes Board-authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.
- (b) A Board member who will be absent for good cause may notify the President by electronic transmission, telephone communication, or letter. The President shall notify the General Manager and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.

- (c) A Board member vacancy shall occur upon the happening of any of the events set forth in Government Code section 1770.
- 2.5 The President shall conduct all meetings in a manner consistent with the policies of the CCSD. All comments shall be directed to the President. The President shall determine the order in which agenda items shall be considered for discussion and/or actions taken by the Board, and shall announce the Board's decision on all subjects. On roll call, the maker of the motion shall be called first, the Board member seconding the motion shall be called second, and the remainder are polled with the President voting last, unless the President made or seconded the motion.
- 2.6 A majority of the total membership of the Board shall constitute a quorum for the transaction of business. A majority of the total membership of the Board is sufficient to do business; however, motions must be passed unanimously if only three attend. When there is no quorum for a regular meeting, the President, Vice President or any Board member shall adjourn such meeting, or, if no Board member is present, the Board Secretary shall adjourn the meeting.
- 2.7 A roll call vote, if required by law, shall be taken upon votes on ordinances and resolutions, and shall be entered in the minutes of the Board showing those Board members voting aye, voting no and those abstaining or absent. Unless a Board member states that he or she is not voting because of a conflict of interest and steps down from the dais prior to the discussion of the item, his or her silence shall be recorded as a vote of abstention.
- 2.8 Any person attending a public meeting of the Board of Directors may record the proceedings with an audio or video recording device in the absence of a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a disruption of the proceedings.
- 2.9 All video recording devices shall remain stationary and shall be located and operated from behind the public speaker's podium once the meeting begins. The President retains the discretion to alter these guidelines, including the authority to require and all recording devices

be located in the back of the room.

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 ~~M~~members acting in open session.
- 3.2 Those items, ~~which are~~ considered to be of a routine and noncontroversial 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~~ that he or she wishes to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Agenda, and the Board Secretary will register a "no" vote in the minutes.
- 3.3 No Board action may be taken on an item not on a posted agenda, except as set forth in Government Code Section 54954.2(b).

4. PREPARATION OF MINUTES

- 4.1 The minutes of the Board shall be kept by the Board Secretary-, who may be an employee of the CCSD.
- 4.2 The Board Secretary 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~~ Board member 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 Board Secretary 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 Board Secretary 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 Board Secretary, and all ~~Directors~~ Board members will receive all information being distributed.
- 5.2 ~~Directors~~ Board members 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~~ Board members have the right to disagree with ideas or opinions, while being respectful. Once the Board of Directors takes final action on a matter before it, ~~Directors~~ Board members should not ~~create barriers to~~ interfere with 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~~Board members have no individual authority. As individuals, ~~Directors~~Board members 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~~Board members 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. BOARD MEMBER GUIDELINES

- 7.1 Board ~~M~~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 ~~M~~member why the information is not or cannot be made available.
- 7.2 Individual Board ~~M~~members should not involve themselves in the day-to-day operations of the District. Their primary 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 ~~M~~members should be addressed through the General Manager. Individual Board ~~M~~members shall 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 ~~M~~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 ~~M~~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 BOARD MEMBER COMPENSATION~~
- 8.1 ~~Directors~~Board members may receive compensation of one hundred dollars (\$100.00) for each authorized day of service rendered as a ~~Director~~Board member.
- 8.2 The following are authorized meetings for which a ~~Director~~Board member may be compensated:

- (a) Regular Board meetings.
 - (b) Special Board meetings.
 - (c) Standing Committee meetings of which the ~~Director~~ Board member is a Committee member.
 - (d) Participation in a training program on a topic that is directly related to the District, provided that the Board of Directors has previously approved the member's participation at a Board meeting and that the member delivers a written report to the Board regarding the member's participation at the next Board meeting following the training program.
 - (e) Representation of the District at a public event, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the public event.
 - (f) Representation of the District at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the public meeting or public hearing.
 - (g) Representation of the District at a meeting of a public benefit nonprofit corporation on whose board the District has membership, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the corporation's meeting.
- 8.3 ~~Director~~ Board member compensation shall not exceed six days of service in any calendar month.
- 8.4 ~~Director's~~ Board member 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~~ Board member 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:
Members' terms, and method of appointment, along with 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 ~~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.

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 after which~~ amendments to the Bylaws ~~shall~~ may 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 ~~M~~member in a private capacity. ~~Each Director~~ All Board members will comply with all Federal and State laws governing their conduct in the performance of their duties ~~as Directors~~.

CAMBRIA COMMUNITY SERVICE DISTRICT STANDING COMMITTEE BYLAWS

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 the review and deliberation 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 their 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 their ad hoc committees, 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.

1.6 Board directed policies developed outside the Policy Committee, shall be referred to that committee for assignment of a policy number and formatting as appropriate but will not require further content review or consideration by the Policy Committee

1.7 Standing Committee Statements of Purpose and Responsibilities

1.7.1 The Finance Committee shall:

- (a) Provide review for transparent budget processes and financial management that promote fiscal stability and instill public trust;
- (b) Support and work directly with the CCSD General Manager and Finance Manager in enhancing financial integrity and monetary discipline;
- (c) Discuss and receive public input during committee meetings and advise the Board of Directors on financial matters;
- (d) Provide financial review, assessment, and recommendation to CCSD Board of Directors regarding staff identified potential funding sources available to the District from private, public, County, State or federal entities;
- (e) Support other Standing Committees' fiscal review needs.

1.7.2 The Resources and Infrastructure Committee shall:

- (a) Assess existing resources and gather information regarding infrastructure and resource needs of the community;
- (b) Support and work directly with the CCSD General Manager and Utilities Manager in identifying/defining plans to meet the infrastructure needs of the community, working within the bounds of current and potential resources and priorities of the District;
- (c) Provide recommendations to the Board of Directors regarding actions to meet the community's infrastructure needs;
- (d) Support other Standing Committees' resource and infrastructure review needs.

1.7.3 The Policy Committee shall:

- (a) Review existing operational and governance policies that the Board has identified as requiring assessment, update, or organization for consistency with other existing policies;
- (b) Identify potential areas of policy needs not currently addressed in the Policy Handbook, develop needs assessment regarding impact due to lack of policy and immediacy of need, and provide to the Board, through the committee chair, for definition of content, consideration of timing needs and

- approval to proceed in policy development;
- (c) Support 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~~ chosen annually from members of the Board of Directors by majority vote of the Board.
 - (b) Volunteer committee members shall serve two-year terms. Such terms shall begin in February of odd numbered years.
 - (c) At the end of a term of office a ~~C~~committee member wishing to continue for another term shall fill out an application as specified in 2.3.(d) below and will be considered for appointment along with the other applicants.
 - (d) Prior to the beginning of a term, or in the event of a vacancy during an unexpired term, the CCSD shall invite applications for committee membership. Such invitation 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.
 - (e) Any applications received per 2.3.(d) above shall be retained by the District and remain active for two years.
 - (f) Committee members shall be appointed from the pool of applicants (see 2.3.(d) above) by recommendation of the Committee Chairperson and a majority vote of CCSD Board of Directors.
 - (g) The Committee Chairperson shall be responsible for interviewing new applicants and determining their qualifications prior to making a recommendation to the CCSD Board of Directors.

2.4 Committee members shall attend all regular and special meetings of the Committee unless excused for emergencies or other good cause:

- (a) Good cause for absence includes circumstances of which the Chairperson of the Committee is notified prior to the meeting. Good cause also includes Board-authorized or Committee-authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.
- (b) A Board member who will be absent for good cause may notify the Chairperson by electronic transmission (e.g., email), telephone communication, or letter. The minutes shall indicate whether an absence was excused.
- (c) A vacancy shall occur if a Committee member is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board of Directors.

2.5. Vacancies of unexpired terms of office of regular Committee members shall be filled by recommendation of the Committee Chairperson from the pool of applicants (see 2.3.(d) above) and appointment by the CCSD Board of Directors.

3. 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 aCommittee.

3.3. No member of the committee shall hold more than one office.

3.4. Chairperson ~~D~~uties:

- (a) ~~v~~Vote only in the event of a tie vote,
- (b) ~~p~~Preside over meetings,
- (c) ~~e~~Establish committee meeting agendas, consistent with direction from a majority of the Board of Directors,
- (d) ~~a~~Appoint appropriate ad hoc committees,
- (e) ~~s~~Sign reports,

- (f) ~~r~~Represent the Committee at regular CCSD Board meetings,
- (g) ~~e~~Coordinate with CCSD staff input for agenda preparation for the monthly Committeemeetings,
- (h) ~~d~~Develop a meeting calendar, including joint Committee meetings, to be approved bythe CCSD board.

3.5. Vice Chairperson duties:

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

3.6. Secretary duties:

- (a) ~~r~~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:
 - ~~t~~The date, time and location of the meeting,
 - ~~a~~A list of the Committee members present and absent,
 - ~~a~~A record of reports presented and by whom,
 - ~~t~~The text of motions presented and description of any action taken,
 - ~~l~~List of items considered for future agenda,
 - ~~t~~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 theBrown 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.
- 4.5. Committee members have the right to disagree with ideas or opinions, while being respectful. Once the Committee takes final action on a matter before it, individual Committee members should not ~~create barriers to~~ interfere with the implementation of any said action voted upon by the Committee.
- 4.6. Apart from their normal function as part of an advisory resource, committees and their individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.
- 4.7. After two consecutive unexcused absences of a Committee member, the Committee, by a vote of a majority of 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 and attachments.
- 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to all Committee members and the 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. The business at regular meetings of the Committee, shall be conducted for no more than a two-hour period, unless extended by a majority vote of a quorum 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. All Committee meetings shall be conducted by laws governing open meetings and public participation.
- 6.7. 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~~ Rosenberg's Rules of Order (and ~~Roberts Rules of Order~~ Robert's Rules of Order 11th 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.

8. AMENDMENTS TO BYLAWS

- 8.1. The CCSD Board of Directors retains sole authority to amend these bylaws. ~~In addition to reviewing these bylaws in odd numbered years, committee chairpersons may include any urgent suggestions or ideas for changes during their monthly report. The Board of Directors may~~

Board Approved [Date]

~~provide the chairperson direction regarding the suggestion or place the item on a future agenda for consideration.~~ Any amendments must be approved by a majority ~~a quorum~~ of the CCSD Board of Directors.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.D.**

FROM: John F. Weigold IV, General Manager

Meeting Date: April 14, 2022	Subject: Discussion and Consideration of Projects to be Proposed for Community Project Funding Via Congressman Carbajal
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RECOMMENDATIONS:

Staff recommends the Board of Directors consider directing staff to propose projects for the Fiscal Year 2023 (FY2023) Community Project Funding and submit project proposals for consideration through the office of Congressman Salud Carbajal.

FISCAL IMPACT:

Depending on the federal account under which the appropriation is made, match funds may be required. Federal match requirements are typically 80/20, meaning the CCSD would be responsible for 20% of the project cost and federal funds would cover the remaining 80%. However, some federal accounts, such as the Bureau of Reclamation, require 50% fund match.

DISCUSSION:

Congress approved the American Rescue Plan which includes Community Project Funding, a supplement to the traditional federal appropriations process that allows for direct project inclusion in federal appropriations bills. Each member of Congress is eligible to submit ten projects from their jurisdictions for consideration. Congressman Salud Carbajal's office has solicited the CCSD for projects to be considered for Community Project Funding. The project proposal deadline is Thursday, April 14, 2022. The District was successful in receiving \$375,000 in funding from this program during the FY2022 federal budget process for the Stuart Street tank refurbishment.

Congressman Carbajal's office has provided a link to an online form where project proposals may be submitted. The request is not a formal grant application. Agencies with projects selected for funding will be invited to complete a grant application with the applicable federal department through which funds have been earmarked. Should a CCSD project be selected for funding, the grant application would be made in accordance with CCSD policy, including review and approval by the Board.

Staff has prepared the attached list of projects for consideration.

Attachment: Exhibit A Earmarks Summary Matrix

Community Project Funding - CCSD Project Summary Eligibility Matrix

Project Title	Project Cost	Funds Requested	Eligibility Criteria			
			Matching Funds Available			Eligible Federal Account
	\$	\$	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
SST Program - WWTP	7.3M	5.84M	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Interior & Environment Cttee - EPA STAG
SST Program - Collections	2.4M	2.4M	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> N/A	Dept of HUD - Economic Development Initiative
Advanced Metering Infrastructure	1.75M	875K	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Energy & Water Development - USBR
Rodeo Grounds Pump Station Relocation	2.75M		2.75M	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> N/A
San Simeon Well Field Transmission Main Permanent Replacement	3M	3M	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> N/A	Dept of HUD - Economic Development Initiative



Summary of the Policy Committee meeting of March 24th, 2022

Chairperson Harry Farmer called the meeting to order at 3:05PM. All Committee members were present except for Mr Ted Key, so there was still a quorum available to conduct the meeting.

In the Chairman's Report, Chair Farmer gave brief update as to the Board of Directors discussion at their March 10th meeting regarding the role of the Policy Committee, and its intent, expectation and purpose relative to CCSD Board needs.

In approving the Consent Agenda that included the minutes from the January 27th and March 3rd Policy Meetings, an at times disjointed discussion took place. Vice Chair Gordon Heinrichs asked if previous Committee proposals regarding both a Code of Ethics Policy and Climate Change Policy had been forwarded to the Board of Directors for discussion. Ultimately it was determined that while these items had been recommend to be forwarded to the Board, the Board had yet to address and discuss these concerns and then approve returning them to the Policy Committee for further review. Ultimately the Consent Agenda was approved.

Regular Business began with a discussion of topic A. Review the role of Standing Committees as Stated in the Board ByLaws.

Chairperson Farmer referred the Committee members to the Board ByLaws in the Agenda packet, as well as to a written statement by Committee member Ted Key that he had emailed to committee members to promote discussion. Chair Farmer then read the statement aloud for the public who were in attendance. Various committee members commented on the contents of the designated ByLaws, while highlighting the role of the Policy Standing Committee. Members Debra Scott and Jim Townsend acknowledged that the ByLaws were clear in that the Policy Committee needs to be directed by the Board to formulate policies on specific issues. However, it was also noted the Committee does have the authority to suggest topics of importance to the Board that are believed should be adopted as Board policy, but then the Committee must be directed by the Board to move forward regarding writing a policy to therefore be submitted to the Board for discussion and consideration.

Public comment was made by attendee Michael Calderwood, agreeing with the process as outlined by Members Scott and Townsend.

After meaningful and "robust" discussion on this matter, no motion was made.

Item B. Discuss and Recommend to the Board of Directors that the Policy Committee be Directed to Draw up a Code of Ethics Policy for the Cambria CSD.

After relatively minimal discussion, member Townsend moved that the Policy Committee direct Chair Farmer to seek authorization from the Board for the Policy Committee to formulate a draft CCSD Code of Ethics Policy based on the California Special Districts Association (CSDA) Sample Policy number 1030 as a guide. The motion was seconded and unanimously approved.

Item C. Discuss CSDA Policy Number 2300: Emergency Preparedness

Committee Vice Chair Gordon Heinrichs presented this Agenda item. He stated that the CCSD does not currently have an Emergency Preparedness Policy. He also observed that the Policy Committee

has, at a previous meeting, approved the wording of a proposed Emergency Preparedness Policy based on CSDA Policy #2300, with two edits recommended.

Much lively discussion ensued. Ultimately, in Section 2300.3, the words, "including an annual Emergency Evacuation Drill ", were added to the first sentence of this Policy. In Section 2300.9, in the first sentence, the word "annual" was changed to "monthly" in directing the General Manager to provide monthly reports and updates on the progress of the Emergency Preparedness Program.

Public Comment was provided by Mr Calderwood suggesting that this Policy may be overreaching the CCSD Board's authority. Clarification was made that the Policy states that the Board only "authorizes the establishment of an Emergency Preparedness Program". It was also recommended by Vice Chair Heinrichs that various local organizations and agencies be included in designing, activating and testing the Plan.

Committee Member Scott moved that the Emergency Preparedness Policy be approved as amended, and request that Chair Farmer forward the Policy to the Board for consideration. Member Townsend seconded the motion, and it was unanimously approved.

Item D. Discuss and consider restating "Regular Business" as "Old Business" and "New Business" in Policy Committee Agendas.

Chair Farmer asked Member Scott to present the rationale for this change to the Committee members. Member Scott stated that the intent is to provide more clarity to to the public regarding the work of the Committee.

Member Scott then moved to change the current wording regarding "Regular Business" Agenda items to "Old Business" and "New Business" on future Policy Committee Agendas. The motion was seconded by member Claudia Harmon Worthen and passed unanimously.

Under Future Agenda Items, Member Worthen suggested the Policy Committee direct Chair Farmer to request the Board of Directors authorize the Policy Committee to provide a draft Climate Change Policy to the Board for consideration.

The meeting was then adjourned by Chair Farmer at 4:51 PM.

The next Policy Committee meeting is scheduled for Thursday, April 28th at 3PM via Zoom.

This summary written and submitted by Board Director Harry Farmer.

Resources & Infrastructure Committee Report
April 14, 2022 CCSD Board Meeting

The Resources & Infrastructure Committee held its regular meeting via Zoom on March 14, 2022 @ 2:00 pm. All committee members were present. Staff present were Board Secretary Ossana Terterian, General Manager John Weigold, and District Engineer/Utilities Manager Ray Dienzo.

Committee member James Webb gave an informational report on the California Marine Protection Areas off our coastline. The State came out with a report on their ten year management review of the reserves adjacent to Cambria and San Simeon. Their studies show that since the reserves were created in 2007 there has been an increase in the abundance and diversity of marine life. There are many more species that were found, and they are larger than what is seen outside of the marine reserve areas.

Utilities Manager Ray Dienzo reported on the timeline of the steps taken to construct, and bring to completion, the temporary water line for the San Simeon Water Main break, the estimated costs of the repair, and the procedure for going forward towards the permanent pipeline replacement. This process will involve design alternatives, environmental studies, permitting, bidding, and construction.

An update was received about Zero Liquid Discharge Brine Waste and a possible Pilot Study. This would be a study of a project by Global Water Innovations (GWI) that could process brine waste to remove 95% of the liquid and leave just a "salt oatmeal" that could be disposed of at a landfill. There is a grant opportunity through National Alliance for Water Innovation for a small scale pilot project performed by Global Water Innovations with GWI providing the 50% cost share if the District is interested in applying to participate in the the pilot project. An Adhoc Committee was formed consisting of Committee Members Webb, Siebuhr, and Thomas, to further research this option as well as other possible brine waste disposal alternatives.

The wastewater infrastructure projects that had been addressed through the PGE SST IGA, and were being considered for the proposed Prop 218, were discussed in detail.

The Committee discussed and considered appointing Vice Chair David Pierson as liaison to the Finance Committee. This appointment was unanimously approved.

Meeting was adjourned at 3:23pm

Respectfully submitted,
Director Karen Dean, R&I Committee Chair

Summary of the Board of Directors meeting of the Friends of the Fiscalini Ranch Preserve on
Tuesday, March 8th, 2022

The meeting began with a report from Facilities and Resources Supervisor Carlos Mendoza that a number of trees on the Ranch have recently died due to the drought. Two large dead pine trees were taken down on the East Ranch, taking one and a half days to cut up and chip. The chips were placed on the dog park and the Trenton trail. Trees have also been cut down in the Victoria Way area, and even healthy trees have been uprooted by recent heavy winds. Also, a railing on the fence in the dog park area was hit by a car and damaged, ultimately being repaired by the contractor who originally built the fence.

Executive Director Kitty Connolly stated that SLO County Planning has recently voiced concern over the Boardwalk that is proposed from the Bluff Trail to the Emergency Fire Road, and it being placed in a wetlands area. She said hopefully this potential obstacle to the project could be worked out during the permitting process. She also reported on the ceremony that took place on the Ranch on Saturday, February 19th. The Fiscalini Ranch is now part of the nationally recognized Old Growth Forest Network, an organization that acknowledges forests that have been preserved throughout the country for public enjoyment. A plaque commemorating this happening has been mounted on a piece of Monterey Pine harvested from the Ranch and is available for viewing at the FFRP office at 604 Main Street in the West Village. In addition, it appears that the location to build a nursery to grow native plants and Monterey Pines to be planted on the Ranch has been finally been found on the CCSD Facilities and Resources area on Rodeo Grounds Road. One real advantage to this spot is that a non potable water source is available just feet away.

Board Chair John Nixon began his report by thanking everyone involved in various activities on the Ranch. He then remarked that the attorney hired to address encroachment issues on the Ranch has a very full plate, and this item will be revisited at the April meeting. He then requested a discussion to determine how climate change is affecting the Ranch, and is the maintenance of the forested areas on the Ranch in any way impacting the climate crisis? The fact was pointed out that a recent report stated that California was in its worst drought in 1200 years. Ultimately it was determined that perhaps the best approach would be to do tree planting as often as possible while continuing to maintain forest health, and to promote and provide the best stewardship practices possible in the years ahead.

Marketing Director Dianne Anderson expressed the collective disappointment that once again, due both to the Covid pandemic and serious drought conditions, neither the Springtime Wildflower Show or the Summer Kitchen Tour, two fun/fundraising events, would not be taking place this year. However, five more popup events for locals and visitors alike will soon be happening on the Ranch, including on Saturday, April 23rd in honor of Earth Day. Both Greenspace and the Cambria Forest Committee have been invited to participate. It is hoped that a Garden Event fundraiser will take place at the Cambria Nursery sometime in late August of this year, as well as a community wide Garden Tour in Spring of 2023. Details forthcoming.

Education Facilitator Sheryl Ebbs reported that Leffingwell High School students would be given a forest walk on March 10th, and a Bluff trail walk on March 24th, while also doing community service by removing ice plant on March 31st. Consideration is also being given as to how to offer different types of walks for children and youth.

Treasurer Mary Maher reported that while donations increased in February as compared to the same time last year, long term stock investments are down due to the current unsettled economic circumstances.

Also, we find that the number of Wednesday volunteers that do weeding and other improvements on the Ranch continues to increase, with both long time and recently arrived residents wishing to participate in keeping the ranch looking well cared for. However, due to drought conditions, the next tree planting will not likely be until November, 2023.

And finally, due to the increasing number of Ranch visitors, brochures at entrance/exit locations are being taken at a more frequent rate, with 15,000 more being printed.

The next FFRP monthly meeting will take place on Tuesday, April 12th at 4PM via Zoom.

This report written and submitted by CCSD Board Director Harry Farmer.

Summary of the Cambria Forest Committee meeting of March 9th, 2022

The meeting began with a discussion regarding the fire of the previous night in the Leimert area of town caused by the burning of a pile of dead French Broom by members of Cal Fire that hadn't been fully extinguished. Fortunately a passer by saw the fire around 11PM and called 911. Members of Cal Fire and the Cambria Fire Department responded very quickly and the fire was totally put out shortly after midnight. A member of the Cambria Fire Department reported that the size of the fire was about 3/4 of an acre. A video of the fire is available on social media.

An update on the Covell Ranch Project was provided. At the Fire Safe Focus Group meeting of a few hours prior, Dan Turner, head of the County Fire Safe Council, stated that a number of State and local agencies had recently voiced 100% approval as to how the California Vegetative Treatment Program was being conducted on the Covell ranch. In addition, it was mentioned that organizations such as the FFRP (Friends of the Fiscalini Ranch Preserve), the CCSD (Cambria Community Services District), Rancho Marino, and Camp Ocean Pines had signed up to be involved in the State Vegetative Treatment Program and would wish to work together in pursuing grant funding in this area. Crosby Swartz, Chair of the Forest Committee, said he would contact Neil Havlik of the local chapter of the California Native Plant Society to get a further opinion on the current status of the Covell Ranch Project.

Concern was voiced as to how current and future fire prevention practices might ultimately affect the Fiscalini Ranch. Also, input was given as to the importance of home hardening efforts and defensible space around one's home as the best way to protect from and prevent fire at one's residence. In addition, it was mentioned that a Wildfire Preparedness event organized by the Cambria Fire Safe Focus Group will be taking place at the Cambria Veteran's Hall on Saturday, May 9th from 9AM-1PM. If unable to attend in person, the event will be available for viewing on YouTube.

An update was also provided on the activities of Greenspace, the Cambria Land Trust. First, they have delivered 50 Monterey Pines seedlings to Camp Ocean Pines, and some of them have already been planted by local and visiting students. It is hoped at some point the youth could be involved in developing trees from seed, as COP has their own greenhouse. Greenspace has also planted 900 trees at San Simeon State Park, 300 each in different locations around the Washburn area. State Parks has requested that more planting take place around November 2022. Greenspace has also completed acquisition of a large addition to the Strawberry canyon Preserve.

Greenspace representative Bob Fountain also reported on the GS January Retreat. Unfortunately, due to economic challenges, they have had to discontinue evaluating water quality on San Simeon Creek, which they've been doing since 2015. Also, he stated the focus for 2022 will be on the forest, advocacy, education and communication, and membership.

Finally, there was a discussion as how trees and other vegetation in the forest exchange moisture, nutrients and carbon with each other, benefitting the overall health and vitality of the forest.

The next Cambria Forest Committee meeting will be on Wednesday, April 13th at 5:30PM via Zoom.

This report prepared and submitted by CCSD Board Director Harry Farmer.

**NCAC Liaison Report
April 14, 2022 Board Meeting**

The North Coast Advisory Council held their regular monthly meeting March 16, 2022 @ 6pm via Zoom.

Supervisor Bruce Gibson discussed the \$55M allocated to SLO County by the American Rescue Plan. Of those funds, the County has allocated about \$6M to homeless and affordable housing, \$3M for new and existing childcare facilities including support for wages, and \$3M for small businesses impacted negatively by the COVID pandemic. He also reported that the Board of Supervisors has repealed the Inclusionary Housing Ordinance. This Ordinance has provided about \$800K per year for building affordable housing. There will be more discussions about this and there is a possibility that the vote on the repeal of the Ordinance could get reversed.

Elections for Area 2, 4, 6, and 8 NCAC representatives and alternates will be held June 21 at the Joslyn Center.

The representative for Area 1 (San Simeon) has resigned. There is an applicant for that position, but he was not available to be interviewed at this meeting.

The parklets in Cambria and San Simeon were discussed. According to Blake Fixler, Supervisor Gibson's Executive Assistant, County Public Works notified Cambria businesses that have parklets that they needed to remove them by April or submit compliant plans to rebuild them to meet stringent requirements.

San Simeon CSD liaison Gwen Kellas reported that their Pico Avenue Beach Access step repairs were completed and the entrance to the beach was reopened the end of February. She also reported that the Districts 50 year old reservoir was going to be inspected by Harbor Offshore Inc, that they received a final draft of the update to their Urban Water Management Plan from Abel Engineering, and that an Instream Flow Management Plan was in progress. Also discussed was the issue regarding the contract with General Manager Charles Grace that was being investigated by the Fair Political Practices Commission, and it was found there was no intent to harm, conceal, mislead or deceive.

Mike McDonough from the Cambria Community Healthcare District reported that while the County mask mandate had been lifted it was still recommended that masks be worn for indoor gatherings. Final Board recommendation on redistricting was to occur at their following Tuesday's Board meeting. CCHD was going to be conducting Hands-only CPR demonstrations at the Farmers Market twice a month.

The Land Use Committee brought forward two referrals for Minor Use Permits, one was for an addition/remodel and decking, and a detached garage. The other referral was for a project that the Council approved several years ago but has had no progress. This project involved a

bedroom addition to an existing home along with a guest house and carport. The Council recommended approval of both projects.

Aaron Linn presented the business report. He shared that tourism has increased since the mask mandate was lifted, and parking is a constant issue. High gas prices are having an effect on staffing. He announced the EROICA bike race will be at the end of April and will be headquartered at the Cambria Pinedorado grounds.

In his Transportation Committee Report Aaron Linn spoke about a Cambria Trails Alliance Meeting where it was discussed the idea of creating a bike trail from near Trenton on west Lodge Hill and crossing Hwy 1 under the bridge.

Kitty Connolly related that work was continuing on removing invasive plant species on the Fiscalini Ranch, and spoke about starting a native plant restoration nursery. She also announced that on February 19 the Ranch was inducted into the Old Growth Forest network.

Hispanic Representative Tala Romero said there were families looking for places to rent so they can continue working in the area, and that some families also needed help with food while waiting for their paychecks. She reported that most adults she spoke to were vaccinated, but she is still encouraging COVID vaccinations for five year old and older children.

The next NCAC meeting will be held April 20 @ 6:00pm via Zoom.

Respectfully submitted,
CCSD Director Karen Dean, Board Appointed NCAC Liaison

Summary of the Parks, Recreation and Open Space Commission meeting on Tuesday, April 5, 2022

PROS Chair Steve Kniffen began the meeting at 10:05AM by stating there was no Chairman's Report. Commission member Kermit Johansson then provided a report regarding a local bicycling group that is hoping a commuter trail can be created from the end of Trenton Ave next to the Fiscalini Ranch down to the bridge crossing under Highway One. And while this is being proposed by a local group, the project would be on County land, as well as in the Cal Trans right of way, so the County would have to design and fund the project. He also referenced a publication titled the Condor Trail Guide. Not to be confused with the California Coastal Trail, the 400 mile Condor Trail begins in the Los Angeles area, heads north to the Los Padres National Forest, then comes through Morro Bay, winds through Cambria and heads up to the Hearst Castle area. He proposes that somehow part of this Trail be placed adjacent to the Fiscalini Ranch, incorporating it into PROS Open Space Trails system, thereby having our community be more involved in this major recreational project.

Vice Chair Adolph Atencio then remarked that the decades old California Coastal Trail actually goes through the Fiscalini Ranch, though due to the deterioration of signage over the years the exact location would be difficult to determine. Chair Kniffen then stated he's been in conversations regarding designing a bike/walking trail from Cambria to Cayucos somewhat like the very popular Bob Jones Trail that goes from San Luis Obispo to Avila Beach. And with the popularity of electric bikes, he believes this is a project waiting to happen.

Moving on, Ex-Officio member Kitty Connolly, Executive Director of the Friends of the Fiscalini Ranch Preserve, reported that more Wednesday weeding continues to take place on the Ranch. School programs have been restarted, with five in the last month, two involving students from Leffingwell High School, and three involving youth being homeschooled in Paso Robles. There will be docent walks taking place on the Ranch this month, as well as a Popup on Saturday, April 23rd to acknowledge Earth Day. In addition, FFRP will be joining with Greenspace at their Creekside Reserve Earth Day celebration on Friday, April 22nd. Also, this week FFRP will be taking possession of the greenhouse frame and benches to grow restoration plants, including Monterey Pine and various understory plants. The greenhouse will be placed at the Facilities yard with non potable water being available close by. FFRP is also working with Rancho Marino to do some growing on their property.

EX Officio member Juli Amodei from Skate Cambria reported on the very successful Skate Day event/fundraiser that took place on Saturday, March 12th at the Cambria Veteran's Hall parking lot. More than \$18,000 in profit was raised, with another \$6,000 coming in the following week. Over half of the attendees at the event were from out of the area, as far away as the Central Valley to Southern California. In addition, three Capital Placements at the Skate Park have already been sold to local folks, two for \$5,000 and one for \$10,000, along with ten bricks. So far \$481,000 have been raised toward the Skate Park project, including the \$178,000 provided by the Cambria CSD. Next week Skate Cambria will be seeking more funding at the Cambria Tourism Board monthly meeting.

Carlos Mendoza, Facilities and Resources Supervisor, reported that two companies were asked to assess the termite situation at the Veteran's Hall, and both recommended fumigation, at a likely cost of around \$35,000. In addition, many improvements have taken place at the Hall, including stairways as well as the roof over the American Legion area being repaired and/or replaced, a keyless entry system being installed, outdoor lights being upgraded to LED's, and other repairs, with the entire project coming in under budget. He also reported that the County had complained that the East Village bathroom was not ADA compliant, and this problem was quickly addressed and

resolved. And, after quite a while, the new shed has finally been built at the Facilities and Resources headquarters replacing the one that was damaged during the January 2021 flood.

Under Regular Business, a brief discussion took place regarding the \$20,000 budget allocation to PROS from the CCSD, and where to apply these monies. A motion was made and approved to table the item until it could be further discussed by the CCSD Board of Directors. Juli Amodei reported that the Memorandum of Understanding (MOU) between the District and the Cambria Community Council has been completed regarding funding for the Skate Park, and now we needed to wait until Utilities Manager was available to provide an update from County Planning as to progress on the project. There was no discussion on the update for the East Ranch Restroom project due to the absence of Mr Dienzo.

Under Future Agenda Items Commission member Joyce Renshaw recommended that bike trails be available for discussion at an upcoming PROS Commission meeting.

Chairman Steve Kniffen adorned the meeting at 10:51 AM.

The next PROS Commission meeting will be on Tuesday, May 3rd at 10AM via Zoom.

This report written and submitted by CCSD Board Director Harry Farmer