



POLICY COMMITTEE

REGULAR MEETING
 Thursday, July 27, 2023 - 3:00 PM
 1000 Main Street Cambria, CA 93428

AGENDA

In person at:
Cambria Veterans' Memorial Hall
1000 Main Street, Cambria, CA 93428

AND via Zoom at:

Please click the link below to join the webinar:

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Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the CCSD Administration Office, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at <https://www.cambriacsd.org/>. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or if you need the agenda or other documents in the agenda packet provided in an alternative format, contact the Administrative Analyst at 805-927-6223 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. The Administrative Analyst will answer any questions regarding the agenda.

- A. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. AD HOC SUBCOMMITTEE REPORT

D. CHAIRMAN'S REPORT

E. COMMITTEE MEMBER COMMUNICATIONS

Any Committee Member may make an announcement, report briefly on his or her activities, or ask a question for clarification.

1. PUBLIC COMMENT

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

2. CONSENT AGENDA

- A. Consideration to Approve the April 27, 2023 Regular Meeting Minutes

3. REGULAR BUSINESS

- A. Review and Discuss the Revised CCSD Standing Committee Bylaws
- B. Review and Discuss the CCSD 2023 Strategic Plan
- C. Review and Discuss the Policy Committee Status Report Presented to the CCSD Board of Directors on July 13, 2023
- D. Discuss and Appoint an Ad Hoc committee to Create a Draft "Operating Principles of the Board (Norms)" for the CCSD Board of Directors and the Standing Committees
- E. Review and Consideration of Policy 1040.2 Answering Correspondence to the Board

4. FUTURE AGENDA ITEMS

5. ADJOURN

POLICY COMMITTEE

REGULAR MEETING
 Thursday, April 27, 2023 - 3:00 PM
 1000 Main Street Cambria, CA 93428

MINUTES

A. CALL TO ORDER

Chairman Farmer called the meeting to order at 3:05 p.m.

B. ESTABLISH QUORUM

Committee members present: Chairman Farmer, Vice Chair Gordon Heinrichs, Ted Key, James Townsend and Donn Howell.

Committee members absent: Claudia Harmon.

Staff present: General Manager Matthew McElhenie and Administrative Analyst Haley Dodson.

C. AD HOC SUBCOMMITTEE REPORT

There were no ad hoc subcommittee reports at this time.

D. CHAIRMAN'S REPORT

Chairman Farmer welcomed our new general manager and reminded the group about the upcoming wildflower show this coming weekend, May 29 -30, at the Vets' Hall.

E. COMMITTEE MEMBER COMMUNICATIONS

There were no committee member communications.

1. PUBLIC COMMENT

Public Comment: Chair Farmer read four written public comment letters from Linda Prentiss.

2. CONSENT AGENDA. [This item was taken out of order – after 3A below.]

A. Consideration to Approve the January 26, 2023, February 23, 2023 and March 23, 2023 Regular Meeting Minutes

Committee member Townsend offered a correction to the February 23 minutes.

Motion: to approve the meeting minutes as corrected.

Motion by: Key
 Second by: Heinrichs

Motion unanimously passed: Ayes – 5; Nays – 0; Chair not voting.

3. REGULAR BUSINESS

- A. Discuss and Consider a Needs Assessment for District Purchasing Policy 2135

Committee member Harmon joined the meeting at 3:35 during the discussion of this item.

The ad hoc subcommittee (members Key and Howell) presented its report, *A Needs Assessment for the Review and Re-organization of the District's Current Purchasing Policy Document*. The following changes were recommended:

1. Replace the word “pastiche” with “hodgepodge” in the first sentence of Observation #2.
2. Eliminate the two appendices and replace them with a concluding paragraph along with a sample table of contents for the proposed reorganized and re-ordered policy document along with the appropriate CSDA numbering.

Motion: to approve and recommend to the CCSD Board the Needs Assessment for the Review and Re-organization of the District's Purchasing Policy along with the changes recommended above.

Motion by: Farmer
Second by: Townsend

Motion unanimously passed: Ayes 5 Nays 0 Chair not voting

- B. Review, Discuss and Consider the District Social Media Policy 2415

Chairman Farmer presented this item and read some related public comment by Holly Ludwigson from the Committee's February meeting.

Action taken: After considerable discussion by the Committee, Chairman Farmer tabled this item. He will bring it back to the committee, if need be, after further consultation with Board President Dean.

- C. Discuss and Consider Requesting a Needs Assessment for Policy Number 4005: Operating Principles of the Board (Norms) as per Templeton CSD

Chairman Farmer presented this item.

Action taken: After considerable discussion, the Committee reached consensus to table this item so that Chair Farmer could get clarification from Board President Dean and put it on our next meeting's agenda.

4. FUTURE AGENDA ITEMS

Chairman Farmer asked for any future agenda items.

- Proposed by member Townsend: Consider adopting specific language regarding the titling of closed session items on Board agendas.
- Proposed by member Harmon and Chair Farmer: Discuss and evaluate the CCSD Policy Handbook. And especially prioritize items where there is “No policy on record.”
- Proposed by Chair Farmer: Review [the policy on] email correspondence to the Board with regard to correspondence addressed to particular Board members and their replies – in other words, Board members’ responses.

5. ADJOURN

Chairman Farmer adjourned the meeting at 5:00 PM.

DRAFT

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee

AGENDA NO. **3.A.**

FROM: Debra Scott, Chair

Meeting Date: July 27, 2023

Subject: Review and Discuss the Revised
CCSD Standing Committee Bylaws

DISCUSSION:

The Board of Directors revised the CCSD Standing Committee Bylaws and approved them on May 11, 2023. The bylaws outline all of the committees' scope of responsibility and give specific statements of purpose and responsibility for each committee. This agenda item will prepare our committee for fulfilling the charge of the Board of Directors as advisory to the Board.

Attachment: Cambria Community Services District Standing Committee Bylaws



Cambria Community Services 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 review and deliberation by the Board of Directors. Committee members are expected to stay current on the issues under discussion by the Board of Directors.

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

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

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

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

1.6 Standing Committee Statements of Purpose and Responsibilities

1.6.1 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 potential funding sources available to the District from private, public, County, State or federal entities;
- (e) Support other standing committees' fiscal review needs.

1.6.2 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, District Engineer and/or 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.

1.6.3 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; Identify potential areas of policy needs not currently addressed in the CCSD Policy Handbook and develop needs assessments regarding impact due to lack of policy and immediacy of need. The Committee Chair shall provide the needs assessments to the Board members for consideration. If the Board determines that a policy is required, the Board shall proceed according to the existing Policy No. 1000 (“Adoption/Amendment of Policies”) and (for policies to be included in the District Policy Handbook) the “Policy Handbook Checklist” adopted on November 10, 2022;
- (b) 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 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 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 to the website or the 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 Committee member who is 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 Committee.
- 3.3. No member of the committee shall hold more than one office.
- 3.4. Chairperson duties:
 - (a) Vote only in the event of a tie vote,
 - (b) Preside over meetings,
 - (c) Establish committee meeting agendas,
 - (d) Appoint appropriate ad hoc committees,
 - (e) Sign reports,
 - (f) Represent the Committee at regular CCSD Board meetings,
 - (g) Coordinate with CCSD staff input for agenda preparation for the monthly Committee meetings,
- 3.5. Vice Chairperson duties:
 - (a) Perform the duties of the Chairperson in their absence,
 - (b) Act as liaison to another Standing Committee as determined by the Chairperson or a majority of the Committee.
- 3.6. Secretary duties:
 - (a) Record the minutes of the meetings in action form, ensuring the accuracy of when, how and by whom the Committee's business was conducted.
 - (b) Submit the draft written minutes and recording to CCSD staff for the public record.
 - (c) Minutes should include at a minimum:
 - The date, time and location of the meeting,
 - A list of the Committee members present and absent,
 - A record of reports presented and by whom,
 - The text of motions adopted along with a count of yes and no votes and the committee members dissenting,
 - List of items considered for future agenda,
 - Time of meeting adjournment.

4. COMMITTEE MEMBER GUIDELINES

- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Code Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to members of the audience present at Committee meetings. 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.

Board Approved on 5/11/2023

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

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 Board Secretary, and Committee members will receive all information being distributed as part of the meeting Agenda.
- 6.3. The Committee shall hold regular meetings as often as once a month and at least quarterly, on dates set annually by the Committee. The Committee may call special meetings as needed, with required 24-hour public notice.
- 6.4. A majority of all Committee members, including the Chairperson, shall constitute a quorum.
- 6.5. The business at regular meetings of the Committee, shall be conducted for no more than a two-hour period, unless extended by a four-fifths vote of the Committee. In the event there are remaining items on the agenda at the end of the two-hour period, the Committee may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Committee's business is discussed and to protect against fatigue in discussing and deciding important issues.
- 6.6. The CCSD General Manager may determine a staff liaison to the Committee if needed for the purpose of facilitating communication.

7. **PARLIAMENTARY AUTHORITY**

- 7.1. The rules contained in the current edition of *Rosenberg's Rules of Order* (and *Robert's Rules of Order* 12th Edition for matters on which Rosenberg is silent), shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence.

8. **AMENDMENTS TO BYLAWS**

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

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee

AGENDA NO. **3.B.**

FROM: Debra Scott, Chair

Meeting Date: July 27, 2023

Subject: Review and Discuss the CCSD 2023
Strategic Plan

DISCUSSION: The work of the Board's standing committees should coincide with the Board's Mission Statement, Core Values, Three-Year Goals and Objectives. This document is here for your review and discussion to focus the committee's work in support of the Board's Strategic Plan

Attachment: July 13, 2023 Strategic Plan Update document

CAMBRIA COMMUNITY SERVICES DISTRICT
THREE-YEAR STRATEGIC GOALS 2022-2025
SIX-MONTH OBJECTIVES STATUS REPORT
 Updated January 31, 2023

| CORE AREA: WATER SERVICES - GENERAL | | | | | | |
|---|---|---|--------|-----------|---------|---|
| STRATEGIC GOAL: MEET THE ONGOING CHALLENGES OF EFFECTIVELY AND RELIABLY MANAGING WATER RESOURCES IN OUR SENSITIVE ECOSYSTEM | | | | | | |
| WHEN | WHO | WHAT | STATUS | | | COMMENTS |
| | | | DONE | ON TARGET | REVISED | |
| 1. At the August 18, 2022 Board meeting | Utilities Mgr. – lead, R&I Committee | Clarify with the community the monitoring and evaluating drought stages. | X | | | Completed at R&I Committee meetings and with Board at its 8/18 meeting, as part of implementation of Stage 3 water conservation condition |
| 2. Third Quarter 2023 | Utilities Mgr. | Implement the Water Meter Replacement Program <ul style="list-style-type: none"> Present to the Board the implementation plan for the previously approved Water Meter Replacement Program. | | | X | |
| 3. Third Quarter 2023 | Utilities Mgr. | Complete the Stuart Street Tank Construction <ul style="list-style-type: none"> Present to the Board the implementation plan for the Stuart Street tank construction (dependent upon receipt of appropriations monies). | | | X | |
| 4. Summer 2023 | Utilities Mgr. | Permanent replacement of San Simeon water line and effluent line <ul style="list-style-type: none"> Present to the Board of the Results of the RFP. | | X | | |
| 5. April 2023 | Utilities Mgr. working with the R&I Committee | Research long-term water storage solutions <ul style="list-style-type: none"> To revitalize the R&I Ad Hoc Committee concerning long-term storage. Complete the research for long-term water storage solutions. | X | | X | R&I revitalized Ad Hoc Committee consisting of Mr. Webb & Mr. Williams. |

CORE AREA: WATER SERVICES – WATER RECLAMATION FACILITY

**STRATEGIC GOAL: ADVANCE COASTAL DEVELOPMENT PERMIT (CDP)
TO ACHIEVE COUNTY AND COASTAL COMMISSION APPROVAL**

| WHEN | WHO | WHAT | STATUS | | | COMMENTS |
|--|--|---|--------|-----------|---------|--|
| | | | DONE | ON TARGET | REVISED | |
| 1. Third Quarter of FY 22/23 | Utilities Mgr., working with the ad hoc committee of the R&I Committee | Resolve the Brine Waste Disposal Issue <ul style="list-style-type: none"> Board approval of pilot testing program – Summer 2023 Investigate and complete study for new cost-effective options and technologies for reduction/disposal of brine waste, including costs. Present a report to the Board upon conclusion of the study. | | | X | Pilot testing program update to Finance & R&I before Board approval. |
| 2. Fourth Quarter 2023 Board meeting or earlier. | Utilities Mgr. | Complete the Task 1 In-Stream Flow Study <ul style="list-style-type: none"> Report results to the Board. Add additional scope to Instream Flow Study | | | X | R&I formed Ad Hoc Committee consisting of Mr. Siebuhr, Mr. Webb & Mr. Williams. |
| 3. First Quarter 2024 | Utilities Mgr. | Complete the CDP Application <ul style="list-style-type: none"> Revisit the CDP project description to our CDP application. Submit the data needed to complete the CDP application for the County. | | | X | Summer 2023 for Board approval |
| | | | | | X | First Board Meeting in July 2023 |
| | | | | | X | TBD In-Stream Flow Study Task 1 information to be included in the data set to the County. |

| CORE AREA: WASTEWATER SERVICES | | | | | | |
|---|---|---|--------|-----------|---------|---|
| STRATEGIC GOAL: EXECUTE PHASED REPAIRS AND UPGRADES FOR THE WASTEWATER TREATMENT SYSTEM | | | | | | |
| WHEN | WHO | WHAT | STATUS | | | COMMENTS |
| | | | DONE | ON TARGET | REVISED | |
| 1. At the Aug. 18, 2022 Board meeting | General Mgr. – lead, Utilities Mgr., Finance Mgr., CCSD Counsel | Present to the Board for review and consideration the agreement with PGE to move forward with the work on the wastewater treatment system. | X | | | Completed at August 31, 2022 Special Board meeting. |
| 2. At the Sept. 8, 2022 Board meeting | General Mgr. – lead, Utilities Mgr., Finance Mgr., CCSD Counsel | Complete the financing package for the wastewater treatment system’s PGE/IGA projects and present the results to the Board for consideration. | X | | | Completed at August 31, 2022 Special Board meeting |
| 3. First Quarter 2023 | WWTP Financing Working Group - President Dean (Lead), VP Gray, General Mgr, Finance Mgr | Define methodology for identification of required reporting to dissemination agent <ul style="list-style-type: none"> • Hold initial meeting of WWTP Financing Working Group to determine methodology for review and identification of reporting documentation and agreements related to CSDA, Trustee and Underwriter. • Establish a reporting system. • Conduct Working Group review of contractual documents and formally document required actions, timelines and recommended internal processes. | X | | | Report included under Ad Hoc Committee Reports at April 13, 2023 Regular Board meeting. |
| 4. Third Quarter report supplement to Board of Directors | Utilities Mgr and Finance Mgr. | Monitor project expenditures and performance during the construction phase <ul style="list-style-type: none"> • Quarterly report supplement to Finance and Resources & Infrastructure Committees | X | | | |
| 5. FUTURE OBJECTIVE | TBD | Revise any District Policies or Procedures to incorporate findings, as appropriate based on learnings from tracking project | | | X | |
| 6. FUTURE OBJECTIVE | Utilities Mgr. | Establish priorities and an implementation plan for CIP wastewater projects not in the SST. | | | | |

CORE AREA: FIRE PROTECTION AND EMERGENCY SERVICES

**STRATEGIC GOAL: PROVIDE OPTIMAL FIRE PROTECTION, WATER RESCUE,
AND EMERGENCY MEDICAL SERVICES ON A 24/7 BASIS**

| WHEN | WHO | WHAT | STATUS | | | COMMENTS |
|---|---|---|--------|-----------|---------|---|
| | | | DONE | ON TARGET | REVISED | |
| 1. At the October 20, 2022 Board meeting or earlier | General Mgr. | Hire the replacement for the retiring Fire Chief and report to the Board. | X | | | Recruitment process complete. Fire chief started work on 11/8. |
| 2. May 11, 2023 | Fire Chief and CCHD Ops Dir. | Update Multijurisdictional Hazard Mitigation Plan for Cambria. <ul style="list-style-type: none"> Review and update the adopted Multi-Jurisdictional Hazard Mitigation Plan for Cambria. Report results to CCSD Board for consideration and approval. | X | | | |
| 3. Summer 2023 | CCSD Directors Tom Gray and Karen Dean (co-leads), working with the Fire Chief and the coordinator of the Fire Safe Focus Group | Update the CCSD Board to any and all changes to evacuation planning within the District. <ul style="list-style-type: none"> Report on development of procedures for evacuation of residents needing extra help. Report on development of evacuation routes. Report on progress of safe haven locations. | | X | | Report to the Board by committee report |
| 4. Third Quarter 2023 | Fire Chief, working with the General Mgr, District Counsel and Fire Safe Focus Group | Prepare and provide to the Board a Fire Prevention Plan for Cambria for Board consideration. <ul style="list-style-type: none"> Provide organizational chart. Provide defensible space ordinance. Provide budget and funding alternatives for the plan. | | X | | |
| 5. Third Quarter 2023 | Fire Chief | Report on the progress of implementing the Zonehaven System and the emergency alert system. | | | X | |
| 6. November 2023 | Finance Committee | Present report to the Board regarding the allocation of the general fund for services that are funded through the general fund. <ul style="list-style-type: none"> Review of Budget Policy. | | X | | Finance subcommittee reviewing that policy. They hope to have a draft version to the board in November of 2023. |

CORE AREA: FACILITIES AND RESOURCES

**STRATEGIC GOAL: MANAGE AND PROVIDE STEWARDSHIP OF DISTRICT ASSETS,
PARKS, RECREATION, AND OPEN SPACE IN A TIMELY, COST-EFFECTIVE,
AND ENVIRONMENTALLY SENSITIVE MANNER**

| WHEN | WHO | WHAT | STATUS | | | COMMENTS |
|--|---|---|--------|-----------|---------------------|--|
| | | | DONE | ON TARGET | REVISED | |
| 1. At the July 21, 2022 Board meeting | General Mgr. | Request the Board to appoint a Cambria Veterans' Memorial Hall ad hoc committee. | X | | | Completed at the 8/11 Board meeting. |
| 2. At the October 20, 2022 Board meeting | Facilities and Resources Mgr. – lead, General Mgr, Finance Mgr. | Pursue identified and potential grant funding sources for Veterans' Hall capital improvement projects and report results to the Board. | X | | | Identified and applied for grant through T-Mobile - This T-Mobile grant was rejected |
| 3. At the October 13, 2022 Board meeting | Facilities and Resources Mgr – lead, PROS Commission | Present to the Board for review and consideration the PROS Commission's recommended options for East Ranch recreational expansion. | X | | | |
| 4.Third Quarter 2023 | General Mgr., Facilities and Resource Mgr., working with a Board ad hoc committee | Define future use and funding for the Veterans' Hall <ul style="list-style-type: none"> • Seeking non-CCSD funding sources for maintenance and operations • Improving outreach to promote more community use • Identifying potential improvements or amenities to increase the functionality of the Veterans' Hall • Review of rental rates | | | X | Ad hoc committee assisting. |
| 5.Third quarter 2023 First quarter 2024 First quarter 2024 | District Engineer | Complete Skatepark project <ul style="list-style-type: none"> • Present an update to the Board for consideration on the final design, engineering estimate, and status of fundraising for the Skatepark (completed 11.17.2022). • Present final construction estimate to Board for consideration and status of funding to determine whether the project can proceed. • Receive update from General Manager on status of grant in late 2023, early 2024. | | | X X X | Subject to Planning Commission Approval in third quarter 2024. The final construction estimate is TBD. Land and Water Conservation Fund grant application submitted on 6/1/2023. Grant awards are expected in late 2025. |

| | | | | | | |
|--------------------------------|-------------------|--|--|--|------------|---|
| 6. Third & Fourth quarter 2023 | District Engineer | Complete the East Ranch Restroom project <ul style="list-style-type: none"> • Obtain construction permit and present to the Board for consideration the construction RFP for the East Ranch restrooms. (Third quarter 2023) • Construct the restroom. (Fourth quarter 2023) | | | X X | Third quarter 2023 Addressing SLO County comments. Require soils report. Fourth quarter 2023 |
| 7. Fourth quarter 2023 | PROS Commission | Present options and estimated construction and maintenance costs and possible funding sources for future Community Park projects to the Board <ul style="list-style-type: none"> • Frisbee golf • Exercise circuit • Multi-use trail • Picnic tables | | | X | Address at next strategic planning workshop |
| 8. November 2023 | Finance Committee | Present report to the Board regarding the allocation of the general fund for services that are funded through the general fund. <ul style="list-style-type: none"> • Review of Budget Policy. | | | X | Finance subcommittee reviewing that policy. They hope to have a draft version to the board in November of 2023. |

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee

AGENDA NO. **3.C.**

FROM: Debra Scott, Chair

Meeting Date: July 27, 2023

Subject: Review and Discuss the Policy Committee Status Report Presented to the CCSD Board of Directors on July 13, 2023

DISCUSSION:

The previous chair of the Policy Committee gave a review of the status of the Policy Committee to the CCSD Board of Directors at their July 13, 2023 meeting. This agenda item is for discussion so that our committee may focus our future work based on our shared goal for our committee. During our discussion, please comment on the contents of the report, any edits that should be made, and any additions that should be added to the report.

Attachment: Policy Committee Status Report

Policy Committee Status Report

As of the Committee's last meeting on April 27 there were three items at various stages of discussion:

1. A needs assessment for a review and re-organization of the District's current purchasing policy 2135.

The committee has prepared a recommendation to the Board as follows.

- First, we recommend that the current policy be re-organized and the parts renumbered according to the CSDA scheme.
- Second, the re-organized, renumbered policy be reviewed to determine
 1. if there are duplications of other existing District policies,
 2. which sections of the current policy document should be reviewed for update, and
 3. if there are areas where a policy is needed but that aren't covered in the current purchasing policy.

This recommendation was passed unanimously at our last meeting. But, it wouldn't hurt for the committee to have a second look before sending it on to the Board.

2. A review of the District's Social Media Policy as it relates to standing committee members.

The current policy was adopted by the Board in the last year or so. It was felt that the policy should be reviewed in light of a recent complaint by a member of the public.

The committee discussed this matter but has not yet taken any formal action.

3. The Board President asked that the Committee review the Templeton CSD's "Operating Principles of the Board (Norms) policy Number 4005" and consider recommending it to the CCSD Board for adoption.

The committee wanted some further guidance on this matter before taking it up.

Future Agenda Items:

Over the course of the last several Committee meetings members have requested the following:

- Re-address an outdoor lighting policy (member Harmon)
- Create an *ad hoc* subcommittee to review the CCSD Policy Handbook (member Heinrichs)
- Review & evaluate the policy inventory checklist created by Directors Howell & Gray and prioritize items noted as 'no policy on record' (chair Farmer and member Harmon)
- Review current plans for disaster evacuation (member Heinrichs)
- Adopt specific language regarding the titling of closed session items (member Townsend)

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee

AGENDA NO. **3.D.**

FROM: Debra Scott, Chair

Meeting Date: July 27, 2023

Subject: Discuss and Appoint an Ad Hoc committee to Create a Draft “Operating Principles of the Board (Norms)” for the CCSD Board of Directors and the Standing Committees

DISCUSSION: President Dean has requested that our committee review this policy, which is taken from the Templeton Community Services District Policy Manual and adapt it for use by the CCSD Board of Directors and for Standing Committee members. Today, please discuss the contents of the sample policy and consider volunteering for an Ad Hoc Committee to rewrite the policy for our District.

Attachment: Templeton Community Services District Policy titled: Operation Principles of the Board (Norms)

POLICY TITLE: Operating Principles of the Board (Norms) POLICY NUMBER: 4005

4005.1 IMPLEMENTATION

- The Templeton Community Services District, hereinafter referred to as TCSD, is committed to practice these norms, whereupon we will evaluate, learn, and adjust according to what we learn.
- Upon the occasion of the occurrence of what appears to be a breach of these norms, we are committed to addressing this perception first to the individual(s) involved, before raising the issue with the Board itself. As an example, the Board President may call a break during the meeting for the purpose of privately discussing an apparent breach with another member of the Board. Because we value learning and improvement, we are committed to debriefing each of these at each of our Board meetings.
- Revisit and display these norms at each Board meeting.

4005.2 COMMUNICATION NORMS

- All communication will be accurate and to the point.
- Listen respectfully and actively when communicated with.
- Always Check Your Assumptions.
- Articulate thoughts professionally and respectfully.
- The Board President will be the spokesperson for the Board's official position when responding to inquiries from the media.

4005.3 PROCESS NORMS

- The Board shall address and resolve policy issues and set priorities by building consensus through orderly conduct.
- The Board and Staff are committed to TCSD's mission and to work as a team.
- The Board and Staff need to be responsive to the community.
- Staff needs to make available all information and analysis of alternatives so that the Board can make "reasoned decisions."
- The Board is committed to a high level of public engagement, public participation, and transparency.
- The Board will promote educational opportunities for continued learning, new technologies and best practices for the Board and Staff.
- All requests from the Board for information/agenda items will be directed to the General Manager and provided to all Board members.

4005.4 RELATIONSHIP NORMS

- Create an environment that promotes trust, respect and appreciation between the Board, Staff, Consultants, and citizens.
- Fundamental agreement that the focus of TCSD's mission is its accomplishments and future vision that meets the needs of its customers.
- Establish, accept and support common purpose and vision, and not undermine the authority of the Board after decisions are made.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee

AGENDA NO. **3.E.**

FROM: Debra Scott, Chair

Meeting Date: July 27, 2023Subject: Review and Consideration of Policy
1040.2 Answering Correspondence to
the Board

DISCUSSION:

On February 20, 2020, the Board approved Policy Number: 1040 Correspondence to the Board & Staff. The policy reads:

All written or electronic correspondence addressed to or cc'd to the Board of Directors is to be sent to the District office. Copies of the written or electronic correspondence and written responses in reply thereto, if any, shall be distributed to each member of the Board, together with the next regular agenda or at the next regular meeting of the Board, depending on date of receipt or response. Individual Board members may receive correspondence addressed to him or her in his or her official capacity. However, Board members and staff are not permitted to use agency resources for sending or receiving personal correspondence.

On September 30, 2021, the Policy Committee proposed Policy Number 1040.2 to the Board. That policy is attached as it was written at that time. The Board then referred the policy back to the Policy Committee because there were some discrepancies in the text of the policy.

During the time that I was on the Policy Committee, I recall discussions about this policy. My belief is that we were invested in the District becoming more transparent and to improve its communication with the community—to create a policy that would ensure that response to emails or letters would be reasonably prompt and informational.

So, now we have our assignment to review the proposed policy Number 1040.2 to clearly outline the process required for correspondence to the Board and to make sure that any confusing terms or discrepancies are corrected.

Attachment: Policy Standing Committee Report to the Board, September 30, 2021
Proposed Policy 1040.2 – Answering Correspondence to the Board

Policy Standing Committee Report to the Board, September 30, 2021

Re: **Proposed Policy Number 1040.2**

Issue:

Handling and responding to Letters and Emails to the Board

History:

At the February 2, 2020 CCSD Board meeting the Policy Committee presented Policy 1040 – Correspondence to the Board and Staff to the Board. The policy was adopted by a unanimous vote. During the Board's discussion, director Amanda Rice asked that the Board consider a policy for who replies if an email or letter is sent to the entire Board of Directors.

Accordingly, the Policy Committee has undertaken to explore existing practices and to formulate such a policy for consideration by the Board.

Research:

CSD Employee Haley Dodson was exemplary in assisting the Committee by responding to many questions we had regarding the process with consultation by General Manager and Council. The following are those answers summarized.

Letters, which seem to have a very small monthly volume (one letter a month) reach the admin office and are forwarded on to the district clerk. When letters are received, they are scanned to email and forwarded to the Board and General Manager. Letters may also be included in the Board members' meeting package.

The board can be notified this way but cannot do a "reply all" to avoid Brown Act issues. Same for emails copied to all members.

Email to individual board members require no action by staff as they would not see them unless the sender requests forward to all members. Again, board members may not do a "reply all."

All email letters to the Board comment address are read during public comment at the relevant Board meeting and a confirmation is sent to the sender.

As to letters and emails addressed to individual Directors, the Director can choose to respond or not. Further, response time can vary widely depending on the Director's perception of the nature of the issue.

Conclusions:

It appears to us that the established staff process/procedure is operational and working.

We can find no policy regarding letters and emails sent to the entire Board but that are clearly not intended as public comment.

Additionally, we can find little policy guidance for directors in answering letters addressed to them at the District office and emails that they receive individually at their District email address. In this last situation regarding individual emails we note that there is some guidance to be had from the District's current bylaws (adopted 2/11/2021), sections 5.3, 6.1, 6.2, and 7.5.

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.

6.1 The Board of Directors is the unit of authority within the CCD. Apart from their normal function as a part of the unit, Directors have no individual authority. As individuals, Directors may not commit the CCSD to any policy, act or expenditure.

6.2 . . . 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.

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.

We also note that relevant guidance to individual directors' behavior online may be provided in the District's social media policies that are currently being developed by the General Manager.

Recommendation:

The Committee recommends that the Board consider adopting the proposed *Policy 1040.2 Answering Correspondence to the Board* attached to this report.

We also recommend that to increase transparency, the District web site contain a monthly report from the Board President, which should include his or her answers to correspondence from the public to the Board as a whole.

Policy 1040.2 – Answering Correspondence to the Board

1040.2.1 Introduction

1040.2.1.1 Purpose

The intent of this policy is to help promote and enhance the quality of communication between the CCSD and the community it serves. As such, it provides guidance as to how Directors should respond to correspondence received by them as individuals or by the CCSD Board as a whole.

1040.2.2 General Requirements

1040.2.2.1 Timely acknowledgement:

All correspondence should be acknowledged within two business days of receipt.

1040.2.2.2 Limitations imposed by the Brown Act:

To avoid the creation of a meeting as defined by the Brown Act, Directors must never do a “reply all” to an email addressed or copied to multiple Directors.

1040.2.2.3 Providing Guidance for the Public:

Guidance should be provided to the public via the District Website as to how to contact the District and what expectations they should have regarding a response. The public should also be informed that any correspondence to the Board relating to the conduct of the District’s business is a public record and could be subject to inspection and copying through a public records request.

1040.2.3 Letters & emails addressed to the Board as a whole

This section refers to correspondence addressed to the Board as a whole or to all Directors, each individually.

1040.2.3.1 No individual Director may respond except as directed by the Board President.

1040.2.3.2 If the Board President decides that an answer is appropriate, the correspondence shall be answered by the President or the President’s designee. The designee can be the General Manager or another Director.

1040.2.3.3 All Directors shall be copied on any response.

1040.2.4 Letters & emails addressed to individual Directors

This section refers to correspondence received by a single Director and that Director believes that he or she is the sole recipient. All other cases shall be handled as correspondence addressed to the Board as a whole (see 1040.2.3 above).

1040.2.4.1 If the subject matter relates to questions or complaints about operational matters, the Director should forward the correspondence to the General Manager for resolution.

1040.2.4.2. In all other cases:

Whether to respond and how to respond is up to the individual Director, provided that the following guidelines are observed.

A) Individual Directors shall clearly indicate that they are representing only themselves and are not speaking for the Board as a whole.

B) Directors must observe the rules of individual conduct, as detailed in the current Board Bylaws and any applicable, current social media policies adopted by the District.

DRAFT