



POLICY COMMITTEE

REGULAR MEETING

Thursday, September 28, 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:

<https://us06web.zoom.us/j/82089978511?pwd=OVMyMVlWNlUxMFVPRmFvbURmUUpYZz09>

Passcode: 910318

Or One tap mobile:

US: +16699006833,,82089978511# or +16694449171,,82089978511# **Or Telephone: dial *6
to mute/unmute; dial *9 to raise/lower hand**

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 669 444 9171 or +1 253 215 8782 or +1 346 248 7799 or +1 719
359 4580 or +1 253 205 0468 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1
305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053
or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860

Webinar ID: 820 8997 8511

International numbers available: <https://us06web.zoom.us/j/82089978511>

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 Confidential Administrative Assistant at 805-927-6223 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. The Confidential Administrative Assistant will answer any questions regarding the agenda.

1. OPENING

A. CALL TO ORDER

- B. ESTABLISH QUORUM
- C. AD HOC SUBCOMMITTEE REPORT
- D. CHAIRMAN'S REPORT

2. 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.

3. CONSENT AGENDA

- A. Consideration to Approve the August 24, 2023 Regular Meeting Minutes

4. REGULAR BUSINESS

- A. Review and Discussion of CCSD Policy Title: Adoption/Amendment of Policies, Policy Number: 1000
- B. Review and Discussion of CCSD Policy 1045: Legal Counsel and Auditor
- C. Review and Discussion of CCSD Policy 1050: Overview of the General Manager's Role
- D. Review and Discussion of CSDA Policy 1055: Legislative Advocacy Policy
- E. Review and Discussion of CCSD Policy 1056: New Policy Creation Policy
- F. Review and Discussion of Draft CCSD Policy 1040.2: Response to Correspondence to the Board

5. FUTURE AGENDA ITEMS

6. ADJOURN

POLICY COMMITTEE

REGULAR MEETING
Thursday, August 24, 2023 - 3:00 PM
1000 Main Street Cambria, CA 93428

[Note: the parenthesized numbers before or after each agenda item indicate the time on the recording at which the item begins.]

MINUTES

1. OPENING

A. CALL TO ORDER (00:06)

Committee Chair Scott called the meeting to order at 3:00 p.m.

B. ESTABLISH QUORUM

A quorum was established.

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

Committee member absent: Claudia Harmon-Worthen [excused absence].

Staff members present: Confidential Administrative Assistant Haley Dodson and General Manager Matthew McElhenie.

C. AD HOC SUBCOMMITTEE REPORT (00:48)

There were no ad hoc subcommittee reports at this time.

D. CHAIRMAN'S REPORT (00:56)

Committee Chair Scott directed the Committee members to the General Manger's regular newsletters as an important way to keep abreast of goings on in the District.

Chair Scott fielded questions from the members regarding the progress of obtaining the CDP for the WRF and status of the Stewart St. tanks.

Chair Scott reported that, in order to address a concern of Member Key, she had consulted with Board President Dean and Board Counsel Carmel regarding changes to the District's municipal code. The response was that member Key should put his concern into writing and pass it on to the Board president and the General Manager. (08:26)

2. PUBLIC COMMENT (11:11)

Public Comment:

GM McElhenie announced that he was here to answer any questions. There were no questions from the members or from the public at this time.

3. CONSENT AGENDA (11:50)

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

Motion: to approve the meeting minutes as written (15:15)

Motion by: Key

Second by: Heinrichs

Motion unanimously passed: Ayes – 4; Nays – 0; Chair not voting.

4. REGULAR BUSINESS

- A. Review and Discussion of CCSD Policy Handbook Index [the Index] as updated through July 28, 2023 by Board Staff (16:03)

Chair Scott said that the Committee will focus on Section 1000 of the updated Index at the next meeting. In that regard, members were asked to be sure to review Policies 1040, 1050 and 1055 in the CSDA *Sample Policy Handbook* prior to the meeting.

Member Howell agreed to look at the policy inventory [prepared earlier by Howell and summarized by Howell and Gray] and the Index in greater detail.

Chair Scott will check with the Finance Committee regarding the policies in Section 2100 of the Index.

Call for Public Comment (15:42): there were no public comments.

- B. Review and Discussion of CCSD Policies Section 1000 and CSDA Sample Policy Handbook Policies Section 1000 (34:14)

Chair Scott presented the grid that she has created as a template to help us keep track of our work. [Please see the attachment to Item 4B of this meeting's agenda.]

There were no public comments.

- C. Review and Consideration of Policy 1040.2 Answering Correspondence to the Board (36:05)

After an extended discussion the Committee reached consensus to ask Chair Scott to bring this item back to the Committee for further discussion at our next meeting. (1:12:22)

Call for Public Comment (1:17:17): There were no public comments.

D. Review and Consideration of Draft Operating Principles of the Board and Committee Member (Norms) (1:17:27)

[Please see attachment to 4D of this meeting's agenda.] Chair Scott explained that she has modified Member Townsend's version to add references to the Board's standing advisory committees.

During its discussion of the proposed draft the Committee reached consensus to delete the verbiage under the "IMPLEMENTATION" heading that begins "*At the request of any Board member . . .*" and ends "*. . . not include any discussion of CCSD business*" and, further, to include wording in the document about the importance of teamwork, orderly conduct and commitment to a high level of public engagement and participation.

Motion: to forward the edited draft Operating Principles to the CCSD Board for consideration (1:33:21)

Motion by: Townsend
Second by: Heinrichs

Motion unanimously passed: Ayes – 4; Nays – 0; Chair not voting.
(1:33:33)

Call for public comment (1:33:46): Comment by Laura Swartz (1:34:00).

E. Review and Consideration of October 2023 and December 2023 Policy Committee Meeting Dates (1:35:58)

Call for public comment (1:40:08): there were no public comments.

Motion: to move the Committee's October 26th meeting to November 2 [at 3:00].
(1:40:19)

Motion by: Howell
Second by: Townsend

Motion unanimously passed: Ayes – 4; Nays – 0; Chair not voting.
(1:40:24)

During the discussion, the question of starting our Committee meetings at 2:00 pm instead of 3:00 was raised. (1:39:17). All members present were friendly to the idea, however no vote was taken. Chair Scott said she would consult with Member Harmon regarding the meeting time and, if appropriate, place the matter on our next meeting's agenda. (1:40:35),

5. **FUTURE AGENDA ITEMS** (1:40:39)

Committee Chair Scott asked for any future agenda items.

The following topic were mentioned:

- CSDA Sample Policy Handbook Section 1000, specifically Policies 1045, 1050 and 1055.
- Status of the climate policy currently being developed by the Resources and Infrastructure Committee.
- Status of policies that might be under review by the Finance Committee.
- Disaster Relief/Evacuation policy.
- Follow up on the Purchasing Policy needs assessment. (Member Howell agreed to send the current Needs Assessment to Chair Scott.)

6. ADJOURN

Committee Chair Scott adjourned the meeting at 4:46 p.m. (1:46:41)

DRAFT

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.A.**

FROM: Debra Scott, Chair

Meeting Date: September 28, 2023

Subject: Review and Discussion of CCSD Policy
Title: Adoption/Amendment of Policies,
Policy Number: 1000

DISCUSSION: This agenda item is here for Review of how the Policy Committee may adopt/amend policies to forward to the Board of Directors for consideration.

Attachment: Policy number: 1000



POLICY TITLE: Adoption/Amendment of Policies

POLICY NUMBER: 1000

1000.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager by submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager, which may be submitted in person or by any communication method approved by the District, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

1000.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the District's state statutes regarding the constitution of a majority vote.

1000.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, prior to any meeting at which the policy(ies) are to be considered.

POLICY TITLE: Association Memberships

POLICY NUMBER: 1005

1005.1 Appropriate Memberships. To take advantage of in-service training opportunities, the District may hold membership in industry related associations. Board Members and staff may attend meetings of national, state, and local associations directly related to the purposes and operations of the District. Decisions to continue, discontinue, or add new memberships shall occur through the annual budget process.

1005.2 Appointment of Representatives. The President shall appoint Board Members as representatives and alternates, as appropriate, to serve as contacts between the District, stakeholder groups, associations and others. The representatives and alternates shall report to the Board in a timely manner on their activities involving these associations. In some cases members may be allowed certain expenses for travel and membership in such associations. This shall be determined and approved by the full Board.

1005.3 District Manager Memberships. The President may designate the District Manager as the appropriate representative or alternate in connection with memberships in any association. The District Manager may designate those associations or industry specific organizations with which his/her association is necessary or desired.

POLICY TITLE: Basis of Authority

POLICY NUMBER: 1010

1010.1 The Board of Directors is the legislative body and unit of authority within the District. Power is centralized in the elected Board collectively and not in an individual Director. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

1010.2 Directors do not represent any fractional segment of the community but are, rather, a part of the body that represents and acts for the community as a whole. Routine matters concerning the operational aspects of the District are delegated to District staff members.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.B.**

FROM: Debra Scott, Chair

Meeting Date: September 28, 2023

Subject: Review and Discussion of CCSD Policy
1045: Legal Counsel and Auditor

DISCUSSION: This agenda item is here for review so that the committee may decide if they will recommend to the Board to accept the CSDA policy as written or to make edits and then forward the policy to the Board for consideration.

Attachment: CSDA Policy number: 1045



POLICY TITLE: Legal Counsel and Auditor
POLICY NUMBER: 1045

1045.1 The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

1045.2 Legal Counsel shall be the legal adviser of the District, including the Board as a whole, the General Manager and department heads. Legal Counsel shall perform such duties as may be prescribed by the Board of Directors. Such duties include, but are not limited to, providing legal assistance necessary for formulation and implementation legislative policies and projects; represent the District's interests, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings; and to keep the Board and District staff apprised of court rulings and legislation affecting the legal interest of the District. Legal Counsel is required to review and approve as to form District legal documents, i.e. contracts, agreements, etc. The Legal Counsel shall present and report on all legal issues and Closed Session items before the Board. The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board.

- a) The Legal Counsel reports to the Board as a whole but is available to each Director for consultation regarding legal matters particular to that Board member's participation. No Board member may request a legal opinion of legal counsel without concurrence by the Board, except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the District General Manager for consultation on applicable issues and activities.

1045.3 The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

- a) The Board may appoint a committee to oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Finance Committee Charter for Audit Compliance. The Chief Financial Officer/General Manager will install and maintain an accounting system that will completely, and at all times, show the financial condition of the District.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.C.**

FROM: Debra Scott, Chair

Meeting Date: September 28, 2023

Subject: Review and Discussion of CCSD Policy
1050: Overview of the General
Manager's Role

DISCUSSION: This agenda item is here for review so that the committee may decide if they will recommend to the Board to accept the CSDA policy as written or to make edits and then forward the policy to the Board for consideration.

Attachment: CSDA Policy number: 1050



POLICY TITLE: Overview of the General Manager's Role
POLICY NUMBER: 1050

1050.1 The General Manager is an employee of the District and has an employment agreement which specifies his or her terms of employment. The General Manager is the administrative head of the District under the direction of the Board of Directors. He or she shall be responsible for the efficient administration of all the District's affairs which are under the General Manager's control. The General Manager plans, organizes, directs, coordinates and evaluates all District operations, programs, and resources in accordance with short and long range goals, policy statements, and directives from the Board.

1050.2 The General Manager's Duties

The District's General Manager shall be responsible for:

- a) The implementation of policies established by the Board of Directors for the operation of the District;
- b) The planning, direction, and coordination of the day-to-day operations of the District through the appropriate department heads or managers including administration, financing, maintenance, engineering, human resources, and others to effect operational efficiency;
- c) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employment policies established by the Board of Directors;
- d) Attend and participate in District Board meetings, prepare and present reports as necessary, represent the Board before external organizations including other agencies, governmental and regulatory entities, business and community groups;
- e) The supervision of the District's facilities and services; and
- f) The supervision of the District's finances.

1050.3 The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instruction to the General Manager on matters within the authority of the Board during duly-convened board meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager and not through other District employees. Members of the Board will refrain from making requests directly to District employees (other than the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments. As members of the public, Directors may request non-confidential, factual information regarding District operations from District employees. If requesting public records, Directors must follow the District's Request for Public Records Policy.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.D.**

FROM: Debra Scott, Chair

Meeting Date: September 28, 2023

Subject: Review and Discussion of CSDA Policy
1055: Legislative Advocacy Policy

DISCUSSION:

This agenda item for your review of this policy which is directly from the CSDA Policy Handbook. Does it meet the needs of the CCSD or does it need to be edited for our District.

Attachment: Legislative Advocacy Policy 1055



POLICY TITLE: Legislative Advocacy Policy
POLICY NUMBER: 1055

1055 Purpose

The purpose of the policy is to guide [DISTRICT] officials and staff in considering legislative or regulatory proposals that are likely to have an impact on [DISTRICT], and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited,¹ the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.²

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to [DISTRICT] staff with regard to monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with "one voice" as to the identified Advocacy Priorities adopted by the Board of Directors. The Legislative Advocacy Procedures and Advocacy Priorities will provide the [DISTRICT] General Manager, or other designee, discretion to advocate in [DISTRICT] best interests in a manner consistent with the goals and priorities adopted by the Board of Directors. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of [DISTRICT].

1055.1 Policy Goals

- Advocate the [DISTRICT] legislative interests at the State, County, and Federal levels.
- Inform and provide information to the Board of Directors and district staff on the legislative process and key issues and legislation that could have a potential impact on the district.
- Serve as an active participant with other local governments, the California Special Districts Association, and local government associations on legislative and regulatory issues that are important to the district and the region.
- Seek grant and funding assistance for [DISTRICT] projects, services, and programs to enhance services for the community.

1055.2 Policy Principles

The Board of Directors recognizes the need to protect [DISTRICT] interests and local control, and to identify various avenues to implement its strategic and long-term goals. It is the policy of [DISTRICT] to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors.

¹ Cal. Gov. Code § 54964.

² Cal. Gov. Code § 53060.5; *Stanson v. Mott* (1976) 17 Cal. 3d 206.





.....

This policy provides [DISTRICT] General Manager, or other designee, the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Directors to set Advocacy Priorities to provide policy guidance. The Board of Directors shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without board approval.

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting the [DISTRICT], the matter shall be brought before the Board of Directors at a regularly scheduled board meeting for formal direction from the Board of Directors. [The Board of Directors may choose to establish a standing committee of two Directors, known as the "Legislative Advocacy Committee", with the authority to adopt a position when consideration by the full Board of Directors is not feasible within the time-constraints of the legislative process.]

Generally, the [DISTRICT] will not address matters that are not pertinent to the district's local government services, such as social issues or international relations issues.

1055.3 Legislative Advocacy Procedures

It is the policy of [DISTRICT] to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the [DISTRICT].

Monitoring legislation is a shared function of the Board of Directors and General Manager or designated staff. The Legislative Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The General Manager, or other designee, will act on legislation utilizing the following procedures:

1. The General Manager or other designee shall review requests that the [DISTRICT] take a position on legislative issues to determine if the legislation aligns with the district's current approved Advocacy Priorities.
2. The General Manager or other designee will conduct a review of positions and analysis completed by the California Special Districts Association and other local government associations when formulating positions.
3. If the matter aligns with the approved priorities, [DISTRICT] response shall be supplied in the form of a letter to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the district, including but not limited to letters, phone calls, emails, and prepared forms, will be



communicated through the General Manager or designee. The General Manager or designee shall advise staff to administer the form of advocacy, typically via letters signed by the General Manager, or designee, on behalf of the Board of Directors.

4. All draft legislative position letters initiated by the General Manager or designee shall state whether the district is requesting "support", "support if amended", "oppose", or "oppose unless amended" action on the issue, and shall include adequate justification for the recommended action. If possible, the letter should include examples of how a bill would specifically affect the district, e.g. "the funding the district will lose due to this bill could pay for X capital improvements."
 - a. Support – legislation in this area advances the district's goals and priorities.
 - b. Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the district, or does not advance the district's goals and priorities.
5. The General Manager may also provide a letter of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation. Letters of concern or interest are to be administered through the General Manager or designee.
6. When a letter is sent to a state or federal legislative body, the appropriate federal or state legislators representing the [DISTRICT] shall be included as a copy or "cc" on the letter. The appropriate contacts at the California Special Districts Association and other local government associations, if applicable, shall be included as a cc on legislative letters.
7. A position may be adopted by the General Manager or designee if any of the following criteria is met:
 - a. The position is consistent with the adopted Advocacy Priorities;
 - b. The position is consistent with that of organizations to which the district is a member, such as the California Special Districts Association; or
 - c. The position is approved by the Board of Directors [or the Legislative Advocacy Committee].
8. All legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Directors at the next regularly scheduled Board Meeting. When appropriate, the General Manager or other designee will submit a report (either written or verbal) summarizing activity on legislative measures to the Board of Directors.

1055.4 Advocacy Priorities

Revenue, Finances, and Taxation

Ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts. Promote



the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies. Protect and preserve special districts' property tax allocations and local flexibility with revenue and diversify local revenue sources.

Support opportunities that allow the district to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs. Opportunities may also include dedicated funding streams at the regional, state, or federal levels that allow the district to maximize local revenues, offset and leverage capital expenditures, and maintain district goals and standards.

Governance and Accountability

Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant or one-size-fits all approaches. Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.

Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.

Promote local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control and maintaining LAFCO authority over local government jurisdictional reorganizations and/or consolidations.

Human Resources and Personnel

Promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees.

Maintain special districts' ability to exercise local flexibility by minimizing state mandated contract requirements. Oppose any measure that would hinder the ability of special districts to maximize local resources and efficiencies through the use of contracted services.

Infrastructure, Innovation, and Investment

Encourage prudent planning for investment and maintenance of innovative long-term infrastructure. Support the contracting flexibility and fiscal tools and incentives needed to help special districts meet California's changing



demands. Promote the efficient, effective, and sustainable delivery of core local services.

Prevent restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.E.**

FROM: Debra Scott, Chair

Meeting Date: September 28, 2023

Subject: Review and Discussion of CCSD Policy
1056: New Policy Creation Policy

DISCUSSION:

This agenda item is here to address the fact that there is a CCSD policy number 1000 named Adoption/amendment of Policies that shows it was approved by the Board on August 15, 2019 and is addressed in our Agenda item 4.A.

It is also in the CCSD Policy Handbook as Policy B-02-2018 and shows it was approved by the Board on August 23, 2018 but is worded exactly like Policy 1000.

It is recommended that the Policy Committee bring this to the attention of Board staff so that corrections may be made to the CCSD Policy Handbook Table of Contents.

Attachment: CCSD Policy number: B-02-2018

Board approved on August 23, 2018



CAMBRIA COMMUNITY SERVICES DISTRICT

POLICY B-02-2018

NEW POLICY CREATION

Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager by submitting a written draft of the proposed new or amended policy to the Board President, Vice-President and the General Manager, which may be submitted in person or by any communication method approved by the District, and request that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the District's state statutes regarding the constitution of a majority vote.

Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.F.**

FROM: Debra Scott, Chair

Meeting Date: September 28, 2023Subject: Review and Discussion of Draft CCSD
Policy 1040.2: Response to
Correspondence to the Board

DISCUSSION:

This agenda item has been before the Policy Committee many times and has been considered by the Board several times. The committee discussed this policy at it's last 2 meetings and it is before the committee for further discussion. More revisions are being presented to the Committee today. Those include:

1. The title of the policy is now Response to Correspondence to the Board
2. There was a discussion by the committee of perhaps increasing the timeline for response to 5 days but the members decided to leave the timeline at 2 working days.
3. The committee agreed that a "canned" response to correspondence was unnecessary so that was deleted.
4. Under section 1040.2.3.1, some wording that was redundant and unnecessary was deleted based on recommendations by the members.
5. There were some further edits to streamline the syntax in the policy.

It is your Chair's hope that these final changes will be approved by the committee so that we can forward the revised policy to the Board for consideration.

Attachment: CCSD Policy number: 1040.2 Response to Correspondence to the Board

Policy 1040.2 – Response to Correspondence to the Board

1040.2.1 Introduction

1040.2.1.1 Purpose

The intent of this policy is to 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 they receive as individuals or by the CCSD Board as a whole.

1040.2.2 General Requirements

1040.2.2.1 Timely acknowledgement: All correspondence will be acknowledged within two business days of receipt by the individual who initially receives the correspondence.

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

The District Website provides direction to the public on how to contact the District, including the timeframe for response and information. The website states that any correspondence to the Board relating to the conduct of the District’s business is a public record and is subject to inspection and copying through a public records request.

1040.2.3 Letters and emails addressed to the Board as a whole or to all Directors individually

1040.2.3.1 Individual Directors may respond to a letter or email to acknowledge receipt of the correspondence and express their thoughts, bearing in mind that it is imperative for all Board members to support final decisions made by the Board, as a whole, and to refrain from undermining the authority of the Board after decisions are made. This allows Board members to give general information to the public as long as they indicate in the correspondence that they are speaking only as an individual and not for the Board as a whole.

1040.2.3.2 If the correspondence addressed to the Board refers to an issue that is still pending with the Board and 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. All Directors shall be copied on any response sent by the Board President or the President’s designee.

1040.2.4 Letters and 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 will acknowledge receipt of the correspondence and inform the sender that the

correspondence will be forwarded to the General Manager for resolution. If appropriate, the Board President will be blind copied.

1040.2.4.2 Except as previously outlined in 1040.2, how to respond to correspondence from the public 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 professional conduct, as detailed in the current Board Bylaws, any applicable CCSD social media policies, and any guidelines included in the CCSD Operating Principles.

C) If the Director believes that either the General Manager or the Board President would benefit by being aware of the correspondence, either one or both of these individuals will be blind-copied.