

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Policy Standing Committee and staff will participate in this meeting via a teleconference. Members of the public can submit written comments to the Deputy District Clerk at boardcomment@cambridcsd.org.



POLICY COMMITTEE

REGULAR MEETING
Thursday, August 27, 2020 - 2:30 PM

AGENDA

Join Zoom Meeting

<https://zoom.us/j/97861565587?pwd=MENqQ3dQSXZUS1pZRWNCemlReVhldz09>

Meeting ID: 978 6156 5587

Passcode: 173559

One tap mobile

+16699006833, 97861565587(San Jose)

13462487799, 97861565587 (Houston)

Dial by your location

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Meeting ID: 978 6156 5587

Find your local number: <https://zoom.us/u/acFMaGBF5k>

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the Office of the District Clerk, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at www.cambridcsd.org. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The Committee Chairperson will answer any questions regarding the agenda.

- A. ESTABLISH QUORUM
- B. CALL TO ORDER

- C. CHAIRMAN'S REPORT
- D. AD HOC COMMITTEE REPORTS
 - i. Conservation and Ethics
 - ii. Purchasing & Related Policies
 - iii. Policy 1040.2 Answering Correspondence to the Board
 - iv. Committee on Disaster Preparedness

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 July 30, 2020 Regular Meeting Minutes

3. REGULAR BUSINESS

- A. Discussion and Consideration of the Policy Committee's Mission Statement and Recommend Approval of Same to the Board of Directors for Inclusion in the Committee's Bylaws
- B. Discussion and Consideration of District Policies Regarding People Experiencing Homelessness
- C. Discussion and Consideration of the District's Policy on Applying for Grants
- D. Discussion and Consideration of the District's Email Management and Records Retention Policies
- E. Discussion and Consideration Regarding Use of Surveillance Cameras on District Properties
- F. Discussion Regarding Standing Committee Agenda Generation Process

4. FUTURE AGENDA ITEMS

5. ADJOURN

POLICY COMMITTEE
REGULAR MEETING
Thursday, July 30, 2020 - 2:30 PM

MINUTES

A. ESTABLISH QUORUM

Chairman Howell called the meeting to order at 2:30 p.m.

B. CALL TO ORDER

A quorum was established.

Committee Members present: Donn Howell, Gordon Heinrichs, John Nixon, Ted Key, Claudia Worthen and Leslie Richards.

Staff present: General Manager John Weigold and Deputy District Clerk Haley Dodson.

C. CHAIRMAN'S REPORT

Chairman Howell reported that two policy recommendations from the Committee have been sent to the Board of Directors – a revision to the policy (code) on transfer of development credits and a policy on reimbursement of expenses incurred by CCSD Standing Committee and Commission members. Chairman Howell also reported that he continues to work on an inventory of existing CCSD policies, cross-referenced with CSDA example policies, and distinguishing between Board policies and operational policies. Finally, he noted that he has reformatted a revised policy on purchasing to conform with the corresponding CSDA example policy. Gordon Heinrichs volunteered to become a member of the Ad Hoc Committee, and with Chairman Howell and Member Key, they will continue to work on the purchasing policy.

D. AD HOC COMMITTEE REPORTS

i. **Committee on District Policies Regarding People Experiencing Homelessness:** Members Heinrichs, Worthen, and Richards are reviewing policies and practices from other local government agencies, as well as exploring possible grant opportunities and the work of a San Luis Obispo group focused on the homeless.

ii. **Committee on Disaster Preparedness**

Members Key and Heinrich are attempting to coordinate with appropriate agencies, focusing on the Cambria Fire Department.

iii. **Committee on Conservation and Ethics**

Member Heinrichs is working with appropriate organizations to develop a proposal.

1. PUBLIC COMMENT

A member of the public commented on conservation and ethics that any policy proposal should include consideration of ethical factors related to patterns of water usage and the impacts of climate change.

2. CONSENT AGENDA

A. Consideration to Approve the June 19, 2020 Special Meeting Minutes

Committee Member Heinrichs moved to approve the consent agenda.

Committee Member Key seconded the motion.

Motion Passed Ayes - 4 Nays - 0 Abstentions – 1 Absent - 0

Ayes: Heinrichs, Richards, Key, Nixon

Abstention: Worthen

3. REGULAR BUSINESS

A. Discussion and Consideration Regarding the CCSD Records Retention and E-mail Management Policies

The Committee discussed the draft policies submitted by the Ad Hoc Committee (Members Key and Nixon), and Chairman Howell asked the Committee to postpone action on the draft policies in order for him to meet with the Ad Hoc Committee to consider several additions to the drafts. Chairman Howell will schedule a meeting with Members Key and Nixon.

B. Discussion and Consideration of a CCSD Policy and Procedure for Filling a Vacancy on the Board of Directors

The Committee discussed the proposed policy and took action.

Committee Member Worthen moved to approve and recommend to the CCSD Board the proposed policy on "Filling a vacancy on the Board of Directors," with the following change (in red) to the draft:

4150.3.1

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

Committee Member Nixon seconded the motion.

Motion Passed Ayes - 5 Nays - 0 Absent - 0

Ayes: Heinrichs, Richards, Worthen, Key, Nixon

C. Discussion Regarding Policy 1040.2 Regarding Correspondence Addressed to the Board of Directors

No action. The Committee discussed the topic, staff member Dodson, who has responsibilities related to the topic, gave input to the Committee. Members Key and Worthen will conduct more research on current policy and practice and report back to the Committee at the August meeting.

D. Discussion and Consideration of the Policy Committee's Mission Statement and Recommend Same to the Board of Directors for Inclusion in the Committee's Bylaws

No action. Topic will be on the August agenda.

4. FUTURE AGENDA ITEMS:

Chairman Howell asked for any future agenda items, and Committee Members suggested that the topic (for possible policy recommendation) of video surveillance be on a future agenda.

5. ADJOURN:

Chairman Howell adjourned the meeting at 4:00 p.m.



CAMBRIA COMMUNITY SERVICES DISTRICT

P.O. Box 65 • Cambria, CA 93428 • Telephone: (805) 927-6223 • Fax: (805) 927-5584

TO: Interested Parties

DATE: November 19, 2015

SUBJECT: **POLICY: CCSD Policy on Applying for Grants**

PURPOSE:

Grants are defined as contracts or agreements whereby the Cambria Community Services District ("CCSD") receives funding from an outside agency to subsidize a District project or program, and for which the District has fiduciary oversight responsibility.

It shall be the policy of the CCSD to identify and apply for grants that provide additional financial resources to the District to assist in carrying out its projects and programs. This Policy has been adopted by the CCSD Board of Directors to clarify responsibility and authority for applying for grants and to provide that all grants awarded to the CCSD have been thoroughly researched, are financially feasible for the District and do not create unforeseen financial or other burdens.

POLICY:

When submitting requests for grant funding, it shall be the policy of the CCSD to solicit funds for projects or programs that are consistent with the goals of the District and to make sure that the nature of the grant is such that it can be administered in an efficient manner. Accordingly, the General Manager has sole responsibility for applying for external funding for projects and programs, subject to the provisions of this policy.

The General Manager or his or her designee has the sole authority to approve, through signature, the submission of grant applications, the acceptance of grant awards, and the execution of grant contracts and grant agreements, except for grants specifically requiring approval of the CCSD Board of Directors. All grant applications submitted by the General Manager shall be reported to the Board of Directors. Any grant that is proposed to be applied for that could have a significant financial impact on the CCSD, including those with matching requirements, must first be submitted to an appropriate subcommittee of the Board for review, and then to the Board of Directors for approval prior to submitting the application.

Grant applications often require the name and contact information for the "Project Administrator" or a similar title representing the senior authority for the CCSD. In these cases the name and requested information of the General Manager shall be provided.

Regular Business Item 3C Attachment

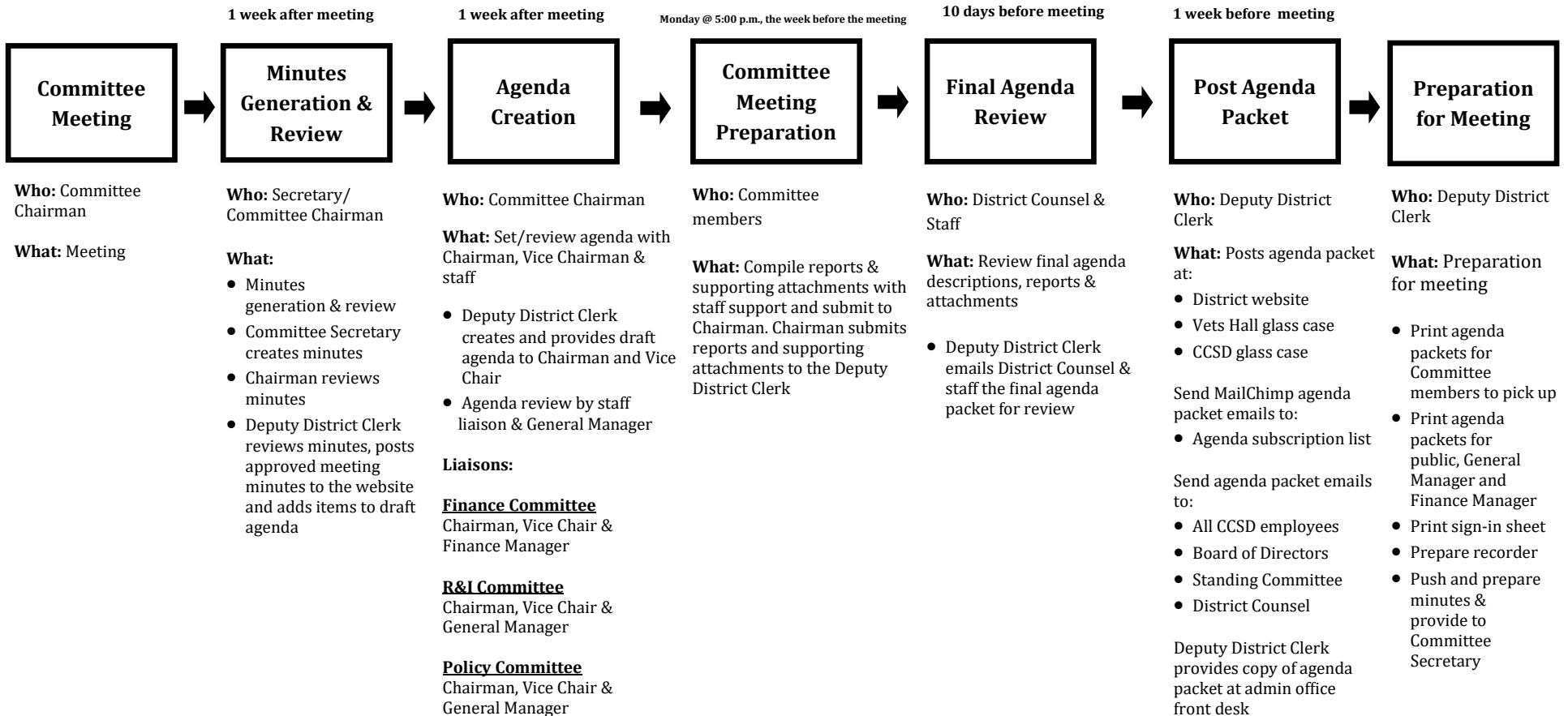
Prior to application submission, all grant applications must be reviewed by the appropriate department head, who shall provide a report and recommendation regarding:

- 1.) Consistency with overall program goals of the District;
- 2.) Local match requirements and/or other budget impacts;
- 3.) Personnel requirements to implement objectives of the grant; and
- 4.) Identification of responsible staff for program and fiscal monitoring.

The General Manager shall also consult with the Finance Manager regarding any concerns relating to budget impacts, ability to meet funding matches and financial reporting requirements, and related matters.

CCSD Committee Meeting Flow Chart

Timeline



Policy Committee Agenda and Posting Deadlines**September 24, 2020 Policy Committee Meeting**

- agenda items due on 9/14 at 5:00 p.m.
- agenda packet posting on 9/17

October 29, 2020 Policy Committee Meeting

- agenda items due on 10/19 at 5:00 p.m.
- agenda packet posting on 10/23

November 20, 2020 Policy Committee Meeting

- agenda items due on 11/9 at 5:00 p.m.
- agenda packet posting on 11/12

December 28, 2020 Policy Committee Meeting

- agenda items due on 12/14 at 5:00 p.m.
- agenda packet posting on 12/18