

Pursuant to Government Code Section 54953(e), members of the Resources & Infrastructure Standing Committee and staff will participate in this meeting via a teleconference. Members of the public can submit written comments to the Board Secretary at boardcomment@cambriacsd.org.



RESOURCES & INFRASTRUCTURE COMMITTEE

REGULAR MEETING
Monday, May 9, 2022 - 2:00 PM

AGENDA

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/81205070259?pwd=QklXQ2M2SEpLM0RrZVdFeWdBSU96QT09>

Passcode: 487323

Or One tap mobile:

US: +16699006833,,81205070259# or +13462487799,,81205070259#

Or Telephone:

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

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 812 0507 0259

International numbers available: <https://us06web.zoom.us/j/81205070259>

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 Board Secretary, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at www.cambriacsd.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. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. CHAIRMAN'S REPORT
- D. AD HOC SUBCOMMITTEE REPORTS
- 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 11, 2022 Regular Meeting Minutes and the April 20, 2022 Special Meeting Minutes

3. REGULAR BUSINESS

- A. Discussion and Consideration to Appoint an Ad Hoc Committee to Assist in Standardizing Methods of Prioritization for Updating CIP Lists and Definitions of Priority Criteria
- B. Discussion and Consideration of the Board Adopted Updates to the Standing Committee Bylaws

4. FUTURE AGENDA ITEMS**5. ADJOURN**

RESOURCES & INFRASTRUCTURE COMMITTEE

REGULAR MEETING
Monday, April 11, 2022 - 2:00 PM

MINUTES**A. CALL TO ORDER**

Chairperson Dean called the meeting to order at 2:01 p.m.

B. ESTABLISH QUORUM

A quorum was established.

Committee members present via Zoom: Karen Dean,, James Webb, Brad Fowles, Steve Siebuhr, and Michael Thomas.

Staff present: General Manager John Weigold, Administrative Analyst Haley Dodson & Utilities Manager Ray Dienzo

C. CHAIRMAN'S REPORT

Chairperson Dean nothing to report

D. AD HOC SUBCOMMITTEE REPORTS

There was no Ad Hoc Sub-Committee Reports.

No reports.

E. COMMITTEE MEMBER COMMUNICATIONS. None**1. PUBLIC COMMENT**

Public Comment: No Public Comment

2. CONSENT AGENDA**A. Consideration to Approve the March 14, 2022 Regular Meeting Minutes**

Committee member James Webb motioned to approve the minutes.

Committee member Michael Thomas seconded the motion.

The motion was approved – 4 - Ayes (, Webb, Siebuhr, Thomas, Fowles) 0 – Nays, 0 - Abstain.

3. REGULAR BUSINESS

- A. Discussion and Consideration of Standardizing Methods of Prioritization for Updating CIP Lists, and the Definitions of Priority Criteria

Question was presented on the criteria for project priorities. General opinion was that this should move forward. No Motion was presented. This subject will be added to the next meeting agenda and the possibility of creating an Ad Hoc committee.

- B. Discussion and Consideration of Forwarding the Completed CIP Ad Hoc Committee's Reports to the Board

Motion to forward the report from the Ad Hoc committee to the Board was delayed until we get more clarification on the priority criteria.

- C. Review District CIP Recommendations from Staff Department Heads for FY 2022/2023 Budget

No action was taken on this report.

4. FUTURE AGENDA ITEMS

Chairperson Dean asked for any future agenda items.

5. ADJOURN

Motion to adjourn meeting made by Michael Thomas; Second by James Webb.

The motion was approved - 5 Ayes, 0 - Nays, 0 - Abstain.

Chairperson Dean adjourned the meeting at 4:00 p.m.

CAMBRIA COMMUNITY SERVICES DISTRICT
RESOURCES & INFRASTRUCTURE COMMITTEE
SPECIAL MEETING
Wednesday, April 20, 2022 - 2:30 PM
MINUTES

1. OPENING

A. CALL TO ORDER

Chairperson Dean called the meeting to order at 2:35 p.m.

B. ESTABLISH QUORUM

A quorum was established.

Committee members present via Zoom: Karen Dean, David Pierson, James Webb, Steve Siebuhr, and Michael Thomas. Arrived at 2:03, Brad Fowles arrived at 2:14pm.

Staff present: General Manager John Weigold, Utilities Department Manager/District Engineer Ray Dienzo and Administrative Analyst – HR & IT Haley Dodson.

C. CHAIRMAN'S REPORT

Director Dean nothing to report.

D. AD HOC SUB-COMMITTEE REPORTS

There were none.

E. COMMITTEE MEMBER COMMUNICATIONS. None reported.

F. PUBLIC COMMENTS ON AGENDA ITEMS .

2. REGULAR BUSINESS

A. Discussion and Consideration of Agreement for Consultant Services with Kevin Merk Associates, LLC for Environmental Consultation for the Water Reclamation Facility (WRF) Project

Report merits were presented by Ray Dienzo and Melissa Bland. Lots of discussion on the proposed study.

Committee member Pierson moved that the Resource and Infrastructure Committee recommend approval of the Kevin Merck contract at the next possible board meeting.

Committee member Thomas seconded the motion.

The motioned was approved with 4–Ayes, 1-Nay (James Webb),
0-Abstain

3. FUTURE AGENDA ITEMS

Chairman Dean asked for any future agenda items.

James Webb would like to add: See more information about the water mainline repair and trenching it in properly.

4. ADJOURN

Chairman Dean adjourned the meeting at 4:16 p.m.

DRAFT

PRIORITIZING CAPITAL IMPROVEMENT PROGRAM PROJECTS - **DRAFT**

Description:

The purpose of this prioritizing method is to have a prioritization method with community engagement and can be standardized among the District's departments.

A. Department Asset Categories

1. Utilities

- a. Wastewater Pipelines and Facilities - Wastewater pipelines, facilities and structures (interceptors, mains, trunk sewers, treatment plants, pump stations, laboratories, land management and administration buildings)
- b. Water Pipelines and Facilities - Water and reclaimed water pipelines, facilities, structures and land management (distribution mains, transmission mains, treatment plants, pump stations, tanks, wells and laboratories, land management and administration buildings)

2. Fire Department

- a. Stations
- b. Vehicles
- c. Equipment

3. Facilities & Resources

- a. Veteran's Hall
- b. Community Park Restroom
- c. Skate Park
- d. Public arts and cultural facilities
- e. Trails

The following are the description of prioritization factors **DRAFT**:

1. Safety, Health, and Environment and Regulatory or Mandated Requirements:

- a. Project avoids or minimizes the risk to health, safety and environment associated with the infrastructure based on condition assessment of the asset, or the lack of an asset, which may include the age, size, material, capacity, and history of failure of the infrastructure.
- b. Urgency of the project to reduce the potential hazards to the public, property and environment.
- c. Project is required by legal mandate or consent decree (project specific or programmatic,

- e.g., Department of Health and Environmental Protection Agency's mandates).
- d. Project is required by other regulatory requirements (project specific or programmatic, e.g., General Permit Compliance).
- e. Project is required to comply with court orders and settlements or avoids plausible legal claims (project specific or programmatic).
- f. Project complies with Strategic Plan, General Plan, Community Plan, Regional Transportation Plan, Local Hazard Management Plan, etc.
- g. This factor will also evaluate the potential in reducing the risks to the staff's health and safety minimizing the failure or maintenance of the existing deficient infrastructure.

For example, scoring projects higher that result in:

- i. Reduction in accidents, main breaks, sewer spills and flooding problems.
- ii. Improved structural integrity and reliability of infrastructure.
- iii. Mitigation of health and environmental hazards.
- iv. Fewer or less severe mobility related accidents.
- v. Reducing emergency response times to minimum operational standards.
- vi. Addressing consent decrees, court orders, settlements and/or other legal mandates.

2. Asset Condition, Annual Recurring Costs and Asset Longevity:

- a. Existing conditions and capacity to meet the basic level of service is deficient.
- b. Avoids potential failure due to substandard conditions.
- c. The project improves the overall reliability of the capital asset and infrastructure system.
- d. There are major implications of delaying the project such as significant future costs, or negative community impacts.
- e. The extent to which the project reduces District operations and maintenance expenditures.
- f. The project increases the longevity of the capital asset or extends the useful life of the asset in the long term.

For example, scoring projects higher that result in:

- i. Reducing frequency and cost of repairs and bring the facility to current standards.
- ii. Reducing both maintenance requirements and energy consumption or the need for periodic cleaning.

3. Level and Quality of Service:

- a. The project improves existing conditions and capacity to meet the minimum level and quality of services that is deficient. Avoids potential failure due to substandard conditions.
- b. The project addresses an infrastructure or facility deficit identified in a community plan.
- c. The project addresses the need to install new facilities or improve existing facilities to provide access to District assets

4. Sustainability and Conservation:

- a. The project improves the health of the community and natural environment through sustainable designs with improved regional air quality and reduced greenhouse gas emission that contributes to climate change.
- b. The project facilitates multiple transportation options (including walkability, bicycles, and public transportation) and reduces the need for auto-dependency.
- c. Where appropriate, the project promotes accessibility of, open space and landform preservation, habitat protection and biological diversity.
- d. The project incorporates design that meets or exceeds recognized federal and state standards in the field of energy efficiency, such as State of California Title 24 Energy Efficiency Standards, LEED building standards, etc.
- e. The project reduces or avoids the potential public exposure to pollutants, contamination and other hazards to public health and environment.

For example, scoring projects higher that:

- i. Utilize renewable or green energy project materials and resources efficiently.
- ii. Promote community walkability and use of bicycles or public transit.
- iii. Promote community use of locally sourced and environmentally friendly products and services.

5. Project Readiness:

- a. The project is ready to enter the phase corresponding to the funding proposed. For example, a design-build project with a completed environmental document will score higher than a design-build project without a complete environmental document.
- b. The project shall be scored based upon the delivery method. Project that can be delivered most expeditiously shall be preferred.
- c. Assessment of non-engineering issues involved in completing the project. (e.g., significant environmental issues, project complexity, and level of public support). For example, projects with

complex environmental issues or known significant legal challenges shall be scored lower than projects without said complications.

B. Scoring Weights DRAFT

The following are the corresponding scoring weights in percentage for each factor per asset category:

| Prioritization Factor | Utilities Dept | Fire Dept | F&R Dept |
|---|-----------------------|------------------|---------------------|
| Safety, Health, and Environment and Regulatory or Mandated Requirements | 30 | 35 | 20 |
| Asset Condition, Annual recurring costs and Asset Longevity | 30 | 25 | 25 |
| Level and Quality of Service | 20 | 20 | 25 |
| Sustainability and Conservation | 10 | 10 | 20 |
| Project readiness | 10 | 10 | 10 |
| | 100 | 100 | 100 |

Project Prioritization Metric

- Priority 1 Projects that would impact all of these criteria or would severely and immediately impact Safety and Health
 Priority 2 Projects that would impact most of these criteria
 Priority 3 Projects that would impact at least one of these criteria
 Priority 4 Projects that need to be address but could be deferred; but could move up in priority if conditions change

Safety

| |
|---------------------------------------|
| Reliability in an emergency |
| Engineering hazards out of the system |
| Public contact |

Health and Environment

| |
|------------------------------|
| Possible reduction in SSO's |
| Contact with untreated water |
| Public contact |

Improved/reliability

| |
|--------------------------------|
| Reduced maintenance |
| Access to information and data |
| SCADA/interface capable |

Financial savings

| |
|-----------------------------|
| Reduction in energy usage |
| Reduction in overtime |
| Reliability in an emergency |

State mandates

| |
|-------------------|
| Ammonia reduction |
| Nitrate reduction |
| PFAS reduction |
| OMMP requirements |

CAMBRIA COMMUNITY SERVICE DISTRICT STANDING COMMITTEE BYLAWS

1. SCOPE OF RESPONSIBILITY

1.1. Standing Committees are advisory to the Board of Directors. The committees shall gather information, explore alternatives, examine implications, and offer options for the review and deliberation by the Board of Directors.

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

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

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

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

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

1.7 Standing Committee Statements of Purpose and Responsibilities

1.7.1 The Finance Committee shall:

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

1.7.2 The Resources and Infrastructure Committee shall:

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

1.7.3 The Policy Committee shall:

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

- definition of content, consideration of timing needs and approval to proceed in policy development;
- (c) Support other Standing Committees' policy review needs.

2. COMMITTEE MEMBERS

- 2.1 The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as chairperson.
- 2.2 Each Committee member must live and be registered to vote within the CCSD boundaries.
- 2.3 Method of appointment:
- (a) The Chairperson shall be ~~appointed by the President of CCSD Board of Directors, subject to Board approval~~ chosen annually from members of the Board of Directors by majority vote of the Board.
 - (b) Volunteer committee members shall serve two-year terms. Such terms shall begin in February of odd numbered years.
 - (c) At the end of a term of office a ~~Committee~~ member wishing to continue for another term shall fill out an application as specified in 2.3.(d) below and will be considered for appointment along with the other applicants.
 - (d) Prior to the beginning of a term, or in the event of a vacancy during an unexpired term, the CCSD shall invite applications for committee membership. Such invitation shall be advertised for a minimum of two weeks in the local newspaper, on the CCSD website and at all Cambria CSD public information bulletin boards. Application forms may be obtained and submitted on the website and Administrative Offices during normal business hours during the application period.
 - (e) Any applications received per 2.3.(d) above shall be retained by the District and remain active for two years.
 - (f) Committee members shall be appointed from the pool of applicants (see 2.3.(d) above) by recommendation of the Committee Chairperson and a majority vote of CCSD Board of Directors.
 - (g) The Committee Chairperson shall be responsible for interviewing new applicants and determining their qualifications prior to making

a recommendation to the CCSD Board of Directors.

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

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

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

3. COMMITTEE OFFICERS

3.1. The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board

3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the aCommittee.

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

3.4. Chairperson ~~D~~uties:

- (a) ~~V~~ote only in the event of a tie vote,
- (b) ~~p~~reside over meetings,
- (c) ~~e~~stablish committee meeting agendas, consistent with direction from a majority of the Board of Directors,

- (d) ~~a~~Appoint appropriate ad hoc committees,
- (e) ~~s~~Sign reports,
- (f) ~~r~~Represent the Committee at regular CCSD Board meetings,
- (g) ~~e~~Coordinate with CCSD staff input for agenda preparation for the monthly Committee meetings,
- (h) ~~d~~Develop a meeting calendar, including joint Committee meetings, to be approved by the CCSD board.

3.5. Vice Chairperson duties:

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

3.6. Secretary duties:

- (a) ~~r~~Record the minutes of the meetings in action form, ensuring the accuracy of when, how and by whom the Committee's business was conducted.
- (b) Submit the draft written minutes and recording to CCSD staff for the public record.
- (c) Minutes should include at a minimum:
 - ~~t~~The date, time and location of the meeting,
 - ~~a~~A list of the Committee members present and absent,
 - ~~a~~A record of reports presented and by whom,
 - ~~t~~The text of motions presented and description of any action taken,
 - ~~l~~List of items considered for future agenda,
 - ~~t~~Time of meeting adjournment.

4. COMMITTEE MEMBER GUIDELINES AND AUTHORITY

- 4.1. Members of the Committee and their activities are bound by all applicable provision of 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.
 - 4.5. Committee members have the right to disagree with ideas or opinions, while being respectful. Once the Committee takes final action on a matter before it, individual Committee members should not ~~create barriers to~~ interfere with the implementation of any said action voted upon by the Committee.
 - 4.6. Apart from their normal function as part of an advisory resource, committees and their individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.
 - 4.7. After two consecutive unexcused absences of a Committee member, the Committee, by a vote of a majority of a quorum of the Committee, may recommend action to the CCSD Board.
 - 4.8. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.
5. AGENDA PROCEDURE
 - 5.1. Members shall provide input on the agenda to the Chairperson.
 - 5.2. Chair shall develop the draft agenda in cooperation with the Vice Chair and CCSD staff.
 - 5.3. CCSD staff shall prepare the final agenda and attachments.
 - 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to all Committee members and the agenda distribution list.
6. MEETINGS
 - 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD, except as otherwise permitted by the Brown Act.
 - 6.2. Information that is exchanged before meetings shall be distributed through the District Clerk, and Committee members will receive all

information being distributed as part of the normal meeting Agenda.

- 6.3. The Committee shall meet monthly on dates set annually by the Committee, unless otherwise publicly noticed 72 hours in advance. The Committee may call publicly noticed special meetings as needed, with required 24-hour notice.
- 6.4. A majority of all Committee members, including the Chair, shall constitute a quorum.
- 6.5. The business at regular meetings of the Committee, shall be conducted for no more than a two-hour period, unless extended by a majority vote of a quorum of the Committee. In the event there are remaining items on the agenda at the end of the two-hour period, the Committee may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Committee's business is discussed and to protect against fatigue in discussing and deciding important issues.
- 6.6. All Committee meetings shall be conducted by laws governing open meetings and public participation.
- 6.7. The CCSD General Manager shall determine a staff liaison to the Committee for the purpose of improving the flow of communication.

7. PARLIAMENTARY AUTHORITY

- 7.1. The rules contained in the current edition of ~~Rosenberg's Rules of Order~~ Rosenberg's Rules of Order (and ~~Roberts Rules of Order~~ Robert's Rules of Order 11th Edition for matters on which Rosenberg is silent), shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence.

8. AMENDMENTS TO BYLAWS

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

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

CAMBRIA COMMUNITY SERVICE DISTRICT STANDING COMMITTEE BYLAWS

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

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

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

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

1.7 Standing Committee Statements of Purpose and Responsibilities

1.7.1 The Finance Committee shall:

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

1.7.2 The Resources and Infrastructure Committee shall:

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

1.7.3 The Policy Committee shall:

- (a) Review existing operational and governance policies that the Board has identified as requiring assessment, update, or organization for consistency with other existing policies;
- (b) Identify potential areas of policy needs not currently addressed in the CCSD Policy Handbook, and develop needs assessment regarding impact due to lack of policy and immediacy of need. The Committee Chair shall provide the needs assessment to the Board members for consideration. If determined that a policy is

required, the Board will assign a board member ad hoc committee to define the policy needs and parameters. The result in policy parameters will be brought to the Board members for consideration and as needed, directed to the appropriate resources for policy development.

(c) Support other Standing Committees' policy review needs.

2. COMMITTEE MEMBERS

2.1 The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as chairperson.

2.2 Each Committee member must live and be registered to vote within the CCSD boundaries.

2.3 Method of appointment:

(a) The Chairperson shall be 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 a 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 AND AUTHORITY

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.
- 4.5. Apart from their normal function as part of an advisory resource, committees and their individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.
- 4.6. After three consecutive unexcused absences of a Committee member, the Committee, by a vote of a majority of a quorum of the Committee, may recommend action to the CCSD Board.
- 4.7. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.

5. AGENDA PROCEDURE

- 5.1. Members shall provide input on the agenda to the Chairperson.
- 5.2. 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 District Clerk, and Committee members will receive all information being distributed as part of the normal meeting Agenda.
- 6.3. The Committee shall meet monthly on dates set annually by the Committee, unless otherwise publicly noticed 72 hours in advance. The Committee may call publicly noticed special meetings as needed, with required 24-hour notice.
- 6.4. A majority of all Committee members, including the Chair, shall

constitute a quorum.

- 6.5. The business at regular meetings of the Committee, shall be conducted for no more than a two-hour period, unless extended by a majority vote of a quorum of the Committee. In the event there are remaining items on the agenda at the end of the two-hour period, the Committee may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Committee's business is discussed and to protect against fatigue in discussing and deciding important issues.
- 6.6. All Committee meetings shall be conducted by laws governing open meetings and public participation.
- 6.7. The CCSD General Manager 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* 11th Edition for matters on which Rosenberg is silent), shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence.

8. AMENDMENTS TO BYLAWS

- 8.1. 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.