

**POLICY COMMITTEE**

**REGULAR MEETING**

Thursday, January 28, 2021 - 2:30 PM

**MINUTES**

**A. ESTABLISH QUORUM**

A quorum was established.

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

Staff present: General Manager John Weigold and Board Secretary Ossana Terterian.

**B. CALL TO ORDER**

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

**C. CHAIRMAN'S REPORT**

The Chair presented a progress report on the Committee's work that he had prepared for a future CCSD Board meeting. (Attachment A.)

**D. AD HOC SUBCOMMITTEE REPORTS**

Policy 1040 -- Correspondence to the Board: Member Harmon called the Committee's attention to a draft document she had sent to the members and asked that everybody review it for future Discussion. (Attachment B.)

**1. PUBLIC COMMENT**

Crosby Schwartz: Noted some problems in the attachment to Policy 4150 that was earlier forwarded to the Board & adopted. Chairman Howell will work with Mr. Swartz to fix the problems.

**2. CONSENT AGENDA**

**A. Consideration to Approve the December 28, 2020 Regular Meeting Minutes**

Committee member Harmon moved to approve the consent agenda.

Committee member Heinrichs seconded the motion.

Motion passed – Ayes – 5; Nays – 0.

**3. REGULAR BUSINESS**

A. Discussion of Reconstituting the Committee for the New 2-year Term Commencing on February 25, 2021

As all four members present expressed a desire to continue for a second term the Board secretary agreed to forward an application form and FPC Form 700 to each of them.

B. Discussion and Consideration of a Policy Regarding Purchase of Used Equipment

The Committee reached consensus that the Chair would summarize the discussion so far and, following a conversation with the General Manager, bring back a proposed policy (or a list of concerns) on a future agenda for the Committee's further Discussion and Consideration

C. Discussion and Consideration of Use of Surveillance Cameras on District Properties

The Committee reached consensus that the Chair would summarize the discussion so far and, following a conversation with the General Manager, bring back a proposed policy (or a list of concerns) on a future agenda for the Committee's further Discussion and Consideration

D. Discussion & Consideration of Conservation and Ethics Policies

Member Heinrichs presented a document (attachment C.) detailing some areas of concern and relevant documents related to this item.

Following wide-ranging discussion and the Chair suggested that this should be brought back as a future agenda item.

To prepare for further discussion the Committee members agreed to each select and research a topic of interest as follows:

- Member Richards: What Other Green Districts are Doing
- Member Harmon: Lighting and Composting Toilets
- Member Heinrichs: Wetlands (esp. for processing wastewater)
- Member Key: Brine Disposal Alternatives

#### **4. FUTURE AGENDA ITEMS**

Chairman Howell asked for any future agenda items. Member Harmon reminded the Chair to bring back Policy 1040 – Correspondence to the Board .

#### **ADJOURN**

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

POLICY COMMITTEE MINUTES 1/28/21. ATTACHMENT A.

Policy Committee Chairman's Report to the  
CCSD Regular Board Meeting 2/11/21

## Policies Forwarded to the Board

Adoption/Amendment of Policies	8/15/19	BOD adopts
Association Memberships	8/15/19	BOD adopts
Basis of Authority	8/15/19	BOD adopts
Board/Staff Communications	12/12/19	BOD adopts
Claims Against the District	12/12/19	BOD adopts
Conflict of Interest	12/12/19	BOD adopts
Use of Electronic Devices During Board Meetings	2/20/20	accepted by BOD with amendments
Reserve Policy	8/15/19	BOD adopts
Develop District policy regarding people experiencing homelessness	12/28/20	forwarded to BOD
Filling Vacancies on BOD	1/21/21	adopted by BOD
Committee Bylaws & Mission Statement	9/24/20	forwarded to BOD
Reimbursement of Standing Committee Travel Expenses		BOD adopts
Policy on Applying for Grants	12/28/20	forwarded to BOD
Policy regarding Outdoor and Street Lighting	10/29/20	recommendation advanced to BOD

## Policies under consideration

Conservation & Code of Ethics	2/25/21	agendized for further discussion & consideration
Correspondence to the Board	2/25/21	agendized for further discussion & consideration
Modification to Municipal Code 8.04 re TDC & required street frontage	10/29/20	returned from BOD - needs more research
Purchasing Policy - Purchase of Used Equipment	2/25/21	agendized for further discussion & consideration
Use of Surveillance Cameras on District Property		

2/25/21

agendized for further discussion & consideration

## Postponed

Email Management and Record Retention Policies

10/29/20 postponed

Compare BOD bylaws 2013 with BOD bylaws 2020

10/29/20 postponed till March 2021

Inventory existing District Policies

10/29/20 postponed till March 2021

## Postponed indefinitely

Overview of District Clerk's Role

10/29/20 postponed indefinitely

Legal Counsel and Auditor

10/29/20 postponed indefinitely

Overview of the General Manager's Role

10/29/20 postponed indefinitely

Legislative Advocacy

10/29/20 postponed indefinitely

Unlawful Harassment

10/29/20 postponed indefinitely

Whistleblowing Policy

10/29/20 postponed indefinitely

Process for flow of new policies

10/29/20 postponed indefinitely

Ethical/Environmental concerns - Policy on Policies (District Policy B-1)

10/29/20 postponed indefinitely

Vets' Hall Fees

9/24/20 postponed indefinitely

Disaster Preparedness

9/24/20 postponed indefinitely

Maintenance & Upkeep of Cambria

10/29/20 postponed indefinitely

Use of 20 Gal. Trash Cans

10/29/20 postponed indefinitely

Policy for issuing ITS Letters

10/29/20 postponed indefinitely

## POLICY COMMITTEE MINUTES 1/28/21 ATTACHMENT B.

### **1040.XX Policy written communication to the Board**

The Cambria Community Services District (CCSD) values the input and insights of its rate payers and other interested parties and believes that effective communication strengthens the role of the Board of Directors (the Board) as an active, informed, transparent, an engaged body and in a timely manner. To facilitate communication, this Policy outlines the procedures for communicating with the Board.

Letters mailed to the CCSD administrative office shall be forwarded to the District Clerk. The Clerk notifies the sender that their comment/concerns have been received and the how the mail will be handled and by whom.

All general Board letters and emails that are sent to the District Clerk or received via [boardcomment@cambricsd.org](mailto:boardcomment@cambricsd.org) are read aloud during Public Comment when content pertains to a Board agenda item. Non-agenda letters may be read during Public Comment at the discretion of the Board.

The letters are to be scanned and emailed to the board and General Manger. Letters will be included in the following meeting agenda package.

Reply's may not be addressed to more than two board members to avoid a quorum

Mail addressed to an individual board member remains sealed and is delivered to that board member via board mail boxes.

Mail sent to individual board members home addresses are not acted upon by the District.

All mail shall be responded to within two days. Action upon an inquiry may take longer.

One Board member may respond to general mail based on expertise in a subject area and cc'd to the District Clerk or General Manager or take turns answering emails on a rotating basis. Determination of this process to be considered.

Emails may not be answered by "reply all", constituting a violation of the Brown Act.

CSD staff does not receive general board mail unless the staff member is referred to in the mail or a request has been made to have the letter read into the record at a board meeting.

Mail will be recorded and maintained in a log. Date of response shall be reported to the District Clerk.

A Whistleblower Policy may be considered for the receipt, retention and treatment of complaints received by the District.

A flow chart should be considered and maintained.

The General Counsel or District Clerk will maintain a log and copies of all communications, which any director may review upon request. The General Counsel/DC will review the log periodically, but not less than annually during the annual audit.

Ted's comment:

The problematic area is what the board members actions are. The individual board members can choose to respond or not and that the response time could vary widely depending on their perception of the nature of the issue. We encourage the Directors to discuss this matter and establish an agreed process to avoid no response scenarios.

It is important to respond in a timely manner to ratepayers and given the volume of letters received it should not be a terribly difficult task to come to some agreement, we stand ready to assist.

Comment by Leslie:

...[We] were going to have to establish categories of letters. Not all letters may require response. PRR is a simple example and 30 days may be too long for pressing issues.

Claudia:

With an average of 12 letters per year, this policy is easily attainable.

POLICY COMMITTEE MINUTES 1/28/21 ATTACHMENT C.

1030.6 Cambria has the legacy to follow the codes and guide lines of the Environmentally Sensitive Habitat Area including the Coastal Commission and

6A. Title 23 purpose: 23.01.010 - 022

- a. To implement the San Luis Obispo County General Plan and the San Luis Obispo County Local Coastal Program, and to guide and manage the future growth of the county in accordance with those plans; and
- b. To regulate land use in a manner that will encourage and support the orderly development and beneficial use of lands within the county; and
- c. To minimize adverse effects on the public resulting from the inappropriate creation, location, use or design of building sites, buildings, land uses, parking areas, or other forms of land development by providing appropriate standards for development; and
- d. To protect and enhance the significant natural, historic, archeological and scenic resources within the county as identified by the county general plan.
- e. To assist the public in identifying and understanding regulations affecting the development and use of land.

6B. Local Coastal Program (LCP) policies, such as NCAP Planning Area Standard 4, Coastal Watersheds Policies 1 and 2, and ESHA Policies 2, 7, and 20. NCAP Planning Area Standard 4A requires that development “assure no adverse impacts to Santa Rosa and San Simeon Creeks.” Coastal Watersheds Policy 1 provides that the “long-term integrity of groundwater basins within the coastal zone shall be protected.” In addition, Coastal Watershed Policy 2 states that “[g]round water levels and surface flows shall be maintained to ensure the quality of coastal waters, wetlands and streams is sufficient to provide for optimum populations of marine organism, and for the protection of human health.” ESHA Policy 7 adds: “Coastal wetlands are recognized as environmentally sensitive habitat areas. The natural ecological functioning and productivity of wetlands and estuaries shall be protected, preserved and where feasible, restored.” Finally, ESHA Policy 20 provides: “Coastal streams and adjoining riparian vegetation are environmentally sensitive habitat areas and the natural hydrological system and ecological function of coastal streams shall be protected and preserved.” CZLUO Section 23.04.430, in conjunction with these LCP coastal resource policies, demonstrates the strong emphasis that the LCP places on ensuring that instream flows are adequate to protect groundwater aquifers, wetlands, and sensitive riparian habitats – including, importantly, the Santa Rosa and San Simeon Creeks.

6C. CCSD Buildout Reduction Program Item 3- State Fire Code. Not less than 20 feet of unobstructed width of public rights of way (Fire Code, Section 902.2.2.1). Since this requirement is for unobstructed access, the requirement is even greater in width to the extent a particular road allows for parking of vehicles on that street. Areas within the CCSD are constrained by development by this access requirement.

6D. The awareness of the Special Monterey Pine Tree Forest protection through management by a forest manager working with the State Parks, Fish and Wildlife, CAL Fire, Local Fire Chief and following organizations of the Forest Committee, Green Space, Fire Safe, Friends of Fasilaniti Ranch etc.

6E. Coastal protection working with NOAA, NMS, Coastal Monuments, National Marine Fishery Service, The Marine Mammal Center, Coastal Commission, Grand Jury, BLM, County Commissioners and planners etc.