

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 Board Secretary at boardcomment@cambriacsd.org.



POLICY COMMITTEE

REGULAR MEETING
Friday, November 20, 2020 - 2:30 PM

AGENDA

Join Zoom Meeting

<https://zoom.us/j/92197298799?pwd=U29Ldi9BVXI5QWZlXbERCUytodThvQT09>

Meeting ID: 921 9729 8799

Passcode: 535909

One tap mobile

+16699006833,,92197298799# US (San Jose) 13462487799,,92197298799# US+(Houston)

Dial by your location

- +1 669 900 6833 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 253 215 8782 US (Tacoma)
- +1 301 715 8592 US (Germantown)
- +1 312 626 6799 US (Chicago)
- +1 929 205 6099 US (New York)

Meeting ID: 921 9729 8799

Find your local number: <https://zoom.us/u/aceszRHUH1>

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. ESTABLISH QUORUM
- B. CALL TO ORDER
- C. CHAIRMAN'S REPORT
- D. AD HOC SUBCOMMITTEE REPORTS

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 October 29, 2020 Regular Meeting Minutes

3. REGULAR BUSINESS

- A. Discussion and Consideration of the District's Purchasing Policy Regarding Purchase of Used Equipment
- B. Discussion and Consideration of District Policies Regarding People Experiencing Homelessness
- C. Discussion and Consideration of Policy 1040.2 Regarding Answering Correspondence to the Board

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

POLICY COMMITTEE**REGULAR MEETING**

Thursday, October 29, 2020 - 2:30 PM

MINUTES**A. ESTABLISH QUORUM:**

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

B. CALL TO ORDER:

A quorum was established.

Committee Members present via Zoom: Donn Howell, Gordon Heinrichs, John Nixon, Ted Key, Claudia Worthen.

Committee Member absent: Leslie Richards.

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

C. CHAIRMAN'S REPORT:

Chairman Howell reported that the Board of Directors adopted bylaws for the Standing Committees (Attachment B). Howell also reported on Committee projects tasks that are now postponed to future meeting for consideration (Attachment A). Howell is reviewing existing policies in relationship to CSDA Model Policy Guide, Building on work pursued earlier by the Committee, and he is reviewing the proposed change to CCSD Code on transfer of water positions for implications affecting other codes and practices.

D. AD HOC COMMITTEE REPORTS:

Member Key reported on the status of possible policy/procedure affecting responses From Board members to correspondence received by them, Key will present a report to the Committee in November.

1. PUBLIC COMMENT

Public Comment:
None.

2. CONSENT AGENDA**A. Consideration to Approve the September 24, 2020 Regular Meeting Minutes**

Committee member Key moved to approve the minutes.

Committee member Worthen seconded the motion.

The motion was approved - 4-Ayes (Heinrichs, Nixon, Key, Worthen) (Absent: Richards)

B. Consideration to Approve the Draft Policy on Grants

Committee member Key moved to approve the draft policy on grants.

Committee member Worthen seconded the motion.

The motion was approved - 4-Ayes (Heinrichs, Nixon, Key, Worthen) (Absent: Richards)

3. REGULAR BUSINESS

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

Motion to approve and recommend Policy and Procedure for Filling a Vacancy on the Board of Directors, as revised (See Attachment D.) made by Worthen; seconded by Nixon; approved – 4-Ayes (Heinrichs, Nixon, Key, Worthen) (Absent: Richards)

Discussion and Consideration Regarding Outdoor and Street Lighting. Member Worthen presented a draft proposal for a policy. Motion to approve the proposal as revised (See Attachment C.) and as a recommendation to the Board as a subject for a possible policy made by Chair Howell; seconded by Nixon; approved – 4-Ayes (Heinrichs, Nixon, Key, Worthen) (Absent: Richards)

B. Discussion of District Policy or Policies Regarding Cambria's Homeless Population. No action. Issue will come back to Committee in November.

4. FUTURE AGENDA ITEMS

Chairman Howell will distribute a future agendas list to the Committee.

5. ADJOURN

Chairman Howell adjourned the meeting at 4:40 p.m.

October 29, 2020 Policy Committee Meeting – Minutes, Attachment A

Policy Committee Projects (tasks related to policies) Postponed for later consideration

Project # Project Title

- 1015 Overview of District Clerk's Role
- 1045 Legal Counsel and Auditor
- 1050 Overview of the General Manager's Role
- 1055 Legislative Advocacy
- 3140 Unlawful Harassment
- 3142 Whistleblowing Policy
- I-01 Process for flow of new policies
- I-02 Ethical/Environmental concerns - Policy on Policies (District Policy B-1)
- I-05 Vets' Hall Fees
- I-06 Disaster Preparedness
- I-09 Maintenance & Upkeep of Cambria
- I-11 Use of 20 Gal. Trash Cans
- I-12 Policy for issuing ITS Letters
- I-21 Use of Surveillance Cameras on District Property

CAMBRIA COMMUNITY SERVICE DISTRICT STANDING COMMITTEE BYLAWS

1.0 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 District related issues approved and assigned to it by the Board of Directors.
- 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 review 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 Finance Committee:

- (a) Provide review for transparent budget processes and financial management that promote fiscal stability and instill public trust. The committee shall support and work directly with the CCSD General Manager and Finance Manager in enhancing financial integrity and monetary discipline.
- (b) Discuss and receive public input during committee meetings and advise the Board of Directors on financial matters;
- (c) 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.
- (d) Support other Standing Committees' fiscal review needs.

1.7.2 Resources and Infrastructure Committee:

- (a) Assess existing resources and gather information regarding infrastructure and resource needs of the community. (CIP?)
- (b) The committee shall 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 infrastructure needs.

(d) Support other Standing Committees' resource and infrastructure review needs.

1.7.3 Policy Committee:

(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. Provide to the Board, through the committee chair, for definition of content, consideration of timing needs and approval to proceed in policy development.

(c) The committee supports 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.

(b) Volunteer committee members shall be appointed by a majority vote of CCSD Board of Directors to two- year terms

(c) To fill an opening on the Committee resulting from the expiration of a regular term of office with no request for reappointment, such vacancy 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.

(d) At the end of a term of office, and with the request of the member and approval by the Committee, the CCSD Board of Directors may reappoint that member for additional two-year terms, in increments.

2.4. Vacancies

(a) Vacancies of unexpired terms of office of regular Committee members shall be filled following the procedures defined under 2.3 (c), above. Such vacancy shall be by appointment by the CCSD Board of Directors.

3. COMMITTEE OFFICERS

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

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

3.3 No member of the committee shall hold more than one office.3.4 Chairperson Duties:

(a) vote only in the event of a tie vote;

(b) preside over meetings;

(c) establish committee meeting agendas, consistent with direction from a majority of the Board of Directors;

(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;
- (h) develop a meeting calendar, including joint Committee meetings, to be approved by the CCSD board;
- (i) appoint Committee members to act as liaison to another Committee.

3.5 Vice Chairperson duties:

- (a) perform the duties of the Chairperson in their absence.

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 presented and description of any action taken
 - 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 Cod 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 action, individual Committee members should not create barriers to the implementation of any 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. All Committee meetings shall be conducted by laws governing open meetings and public participation.
- 6.6. 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, Newly Revised, the current edition of Roberts Rules of Order where Rosenberg's 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 majority of a quorum of the CCSD Board of Directors.
9. COMMITTEES
- 9.1. *Soliciting input from a given committee's chair, the President shall make appointments to all committees, subject to Board approval.*
- 9.2. *All committees shall meet within the jurisdictional boundaries of CCSD, except as may be permitted by the Brown Act.*
- 9.3. *The Board may appoint such ad hoc committees as may be deemed necessary or advisable. The duties of the ad hoc committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made. Ad hoc committees shall meet on an as needed basis.*

9.4. Standing Committees:

- (a) Standing Committees may be created at the Board's discretion.*
- (b) Standing Committees may consider CCSD related issues assigned to it on a continuing basis by the Board of Directors.*
- (c) All Standing Committee meetings shall be conducted as public meetings in accordance with the Brown Act. Action minutes for each meeting of a Standing Committee shall be forwarded to the Board of Directors as a public record and an audio recording shall be made and retained, as required by law.*

October 29, 2020 Policy Committee Meeting Minutes – Attachment C

Recommendation to the CCSD Board of Directors regarding an Outdoor Lighting Policy:

The Cambria Community Services District (CCSD) is responsible for outdoor lighting in two applications:

1. District property, facilities and infrastructure
2. The installation, maintenance and operation of community street lighting

Why is such a policy needed?

- To provide illumination for nighttime safety, utility and security.
- To employ lighting best practices in conformance with current applicable codes and ordinances (including CZLUO 23.04.320).
- To reduce district expense through the use of energy efficient lighting.
- To minimize light pollution, including sky glow, light trespass, glare and nuisance lighting to protect the health, safety and welfare of residents and visitors.
- To mitigate adverse impacts on the nocturnal environment while preserving Cambria's rural village character.