

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, July 30, 2020 - 2:30 PM

AGENDA

Join Zoom Meeting

<https://zoom.us/j/93211233029?pwd=OERhK2g5Ykd3RXlaMmlEUzAzOXNZQT09>

Meeting ID: 932 1123 3029

Passcode: 599604

One tap mobile

+16699006833,,93211233029#US(SanJose) 13462487799,,93211233029# US+(Houston)

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Meeting ID: 932 1123 3029

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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. Committee on District Policies Regarding People Experiencing Homelessness
- ii. Committee on Disaster Preparedness
- iii. Committee on Conservation and Ethics

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 June 19, 2020 Special Meeting Minutes

3. REGULAR BUSINESS

- A. Discussion and Consideration Regarding the CCSD Records Retention and E-mail Management Policies
- B. Discussion and Consideration of a CCSD Policy and Procedure for Filling a Vacancy on the Board of Directors
- C. Discussion Regarding Policy 1040.2 Regarding Correspondence Addressed to the Board of Directors
- 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

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

CAMBRIA COMMUNITY SERVICES DISTRICT
POLICY COMMITTEE SPECIAL MEETING MINUTES
Friday, June 19, 2020 1:30 PM

1. OPENING

A. CALL TO ORDER

Chairman Donn Howell called the meeting to order at 1:30 p.m.

B. ESTABLISH A QUORUM

A quorum was established.

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

Committee Member absent: Claudia Worthen

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

C. CHAIRMAN'S REPORT

Chairman Howell summarized Zoom meeting protocols; he noted that he would take Committee recommendations on modification to Municipal Code 8.04 (TDC and required street frontage) and policy recommendations on expense reimbursement for CCSD Standing Committee and Commission members to the Board soon; Chair also announced the he would begin planning Committee agendas well in advance of meetings, including identification of agenda items for meetings two or three months out. The August meeting should include discussion and action on recommendation for policy on purchasing, and the July agenda will include agenda items on review of CCSD Bylaws and review of an inventory of existing CCSD policies. Finally, for the continued work on revision of CCSD policy for purchasing, Chairman Howell suggested that an additional Committee member should join the Ad Hoc Committee.

D. AD HOC COMMITTEE REPORTS

Disaster Preparedness (Heinrichs reporting) – the CCSD Fire Chief is still working on a draft policy.

Vets Hall Fees (Key reporting) – no progress and question about appropriateness of the topic for the Policy Committee.

Whistle Blowing and Harassment – Will be on future agenda.

Homelessness (Heinrichs reporting) – Ad Hoc Committee members communicated with PROS Commission, and the Commission did not express interest in taking-on the issue.

Members Heinrich, Worthen, and Richards are preparing a report with recommendations on three topics – efficacy of the Santa Clara County program and policies, SLO County social services, and other NGO entities on possible grant funding. The topic may be on the July agenda.

2. PUBLIC COMMENT

Public Comment:

Tina Dickason

3. CONSENT AGENDA

A. Consideration to Approve the May 29, 2020 Special Meeting Minutes

Committee member Nixon moved to approve the minutes, following clarification of entry for Agenda Item 4.C.

Committee member Key seconded the motion.

The motion was approved 4-Ayes (Heinrichs, Nixon, Key, Richards), 0-Nays, 1-absent (Worthen)

4. REGULAR BUSINESS

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

Committee discussed draft submitted by Ad Hoc Committee (Key and Worthen), asking for clarification of the difference between the draft submitted to the Chair and existing CCSD Policy 1040. The Ad Hoc Committee will continue work on the draft and clarify the difference between the draft and Policy 1040.

B. Discussion of Policy Committee Mission Statement and Goals

Discussion postponed to July meeting.

C. Discussion and Consideration Regarding the CCSD Records Retention Policy

Ad Hoc Committee (Nixon and Key) updated the Committee on their work, noting that the current direction for drafting policy, with input from CCSD staff, is to rely on CSDA model policies, which would be contextualized to CCSD. The Ad Hoc Committee plans to present a draft at the July Committee meeting.

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

Discussion of the draft submitted by the Ad Hoc Committee resulted in a motion giving direction for further refinement of the policy draft.

Motion: The draft policy should include appointment using results from the last general election as the method of appointment (“shall”), as long as the other criteria expressed in the draft are met; the draft policy will not define a threshold of votes to determine whether or not to use the results of the last election for appointment; The alternative method for appointment (should use of results of the last election not be applicable) will be a ranked choice voting scheme; and, if after 60 days from the time of accepting a Director’s resignation, the Board has not selected a replacement, the Board will cede the decision to the County Board of supervisors, or call for a special election, per Government Code.

Moved by Nixon

Seconded by Richards

The motion was approved 4-Ayes (Heinrichs, Nixon, Key, Richards), 0-Nays, 1-absent (Worthen)

5. FUTURE AGENDA ITEMS

Suggestions for future agenda items included discussion on possible policy on whistle blowing and harassment and surveillance.

6. ADJOURN

Chairman Howell adjourned the meeting at 3:30 p.m.

DRAFT



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Draft #1

**CCSD Policy Committee
Ad Hoc Committee Recommendation for Policy on Records Retention**

POLICY TITLE: Records Retention
POLICY NUMBER: XXXX (2145 in CSDA Sample Policy Handbook)

2145.1 The purpose of this policy is to provide guidelines to staff regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and, ensure compliance with legal and regulatory requirements.

2145.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

2145.3 The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below, after consultation with the General Counsel.

2145.4 Pursuant to the provisions of Government Code §§ 60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the District.

2145.4.1 Duplicate records, papers and documents may be destroyed at any time without Board authorization, advice of the General Counsel, or copying to photographic or electronic media.

2145.4.2 Originals of records, papers and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media except for permanent records of the District as defined in this policy.

2145.4.3 In no instances are records, papers or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

2145.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:



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2145.4.4.1 The record, paper or document is photographed, micro-photographed, reproduced on film of a type approved for permanent photographic records by the National Bureau of Standard, or copied to an approved electronic media;

2145.4.4.2 The device used to reproduce such record, paper or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,



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- 2145.4.4.3 The photographs, micro-photographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.
- 2145.4.5 Any accounting record except the journals and ledgers which are more than five years old and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:
- 2145.4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;
 - 2145.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;
 - 2145.4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code section 26909 and other State or Federal audit requirements, and that;
 - 2145.4.5.4 Said audit or audits contain the expression of an unqualified opinion.
- 2145.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event has in all respects terminated. Any source document detailed in a register, journal, ledger or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time without Board authorization or consultation with the General Counsel:
- 2145.4.6.1 Duplicated (original-subject to aforementioned requirements).
 - 2145.4.6.2 Rough drafts, notes or working papers (except audit).
 - 2145.4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.
- 2145.4.7 All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years' retention, provided said records have been microfilmed and qualify for destruction section 2145.4, above. Payroll and personnel records include the following:
- 2145.4.7.1 Accident reports, injury claims and settlements.
 - 2145.4.7.2 Medical histories.
 - 2145.4.7.3 Injury frequency charts.



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2145.4.7.4 Applications, changes and terminations of employees.

2145.4.7.5 Insurance records of employees.

2145.4.7.6 Time cards.

2145.4.7.7 Classification specifications (job descriptions).

2145.4.7.8 Performance evaluation forms.

2145.4.7.9 Earning records and summaries.

2145.4.7.10 Retirements.

2145.4.8 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 2145.4.4, above. Terms and conditions of bonds warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than 10 years if microfilmed as provided for in section 2145.4.4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for 10 years.

2145.5 Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may, upon the General Manager's authorization, be destroyed if they are microfilmed as provided for in section 2145.4.4, above. Recording tapes (or other media) of Board meetings will be kept for a period of one year from the date of the recorded meeting, after which they will be destroyed.

2145.5.1 Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

2145.5.2 Contracts should be retained for its life plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

2145.5.3 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.



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Appendix A
Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Directors.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
 - a. SOURCE DOCUMENTS
 - (1) Invoices
 - (2) Warrants
 - (3) Requisitions/Purchase Orders (attached to invoices)
 - (4) Cash Receipts
 - (5) Claims (attached to warrants in place of invoices)
 - (6) Bank Statements
 - (7) Bank Deposits
 - (8) Checks
 - (9) Bills
 - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
 - b. JOURNALS
 - (1) Cash Receipts
 - (2) Accounts Receivable or Payable Register
 - (3) Check or Warrant (payables)
 - (4) General Journal
 - (5) Payroll Journal
 - c. LEDGERS
 - (1) Expenditure
 - (2) Revenue
 - (3) Accounts Payable or Receivable Ledger
 - (4) Construction
 - (5) General Ledger
 - (6) Assets/Depreciation
 - d. TRIAL BALANCE
 - e. STATEMENTS (Interim or Certified - Individual or All Fund)
 - (1) Balance Sheet
 - (2) Analysis of Changes in Available Fund Balance



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- (3) Cash Receipts and Disbursements
- (4) Inventory of Fixed Assets (Purchasing)

f. JOURNAL ENTRIES

g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:

- (1) Accident reports, injury claims and settlements
- (2) Applications, changes or terminations of employees
- (3) Earnings records and summaries
- (4) Fidelity Bonds
- (5) Garnishments
- (6) Insurance records of employees
- (7) Job Descriptions
- (8) Medical Histories
- (9) Retirements
- (10) Time Cards

h. OTHER

- (1) Inventory Records (Purchasing)
- (2) Capital Asset Records (Purchasing)
- (3) Depreciation Schedule
- (4) Cost Accounting Records

3. LIFE. The inclusive or operational or valid dates of a document.
4. RECORD. Any paper, bound book or booklet, card, photograph, drawing, chart, blueprint, map, tape, microfilm, or other document, issued by or received in a department, and maintained and used as information in the conduct of its operations.
5. RECORD COPY. The District copy of a document or file.
6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
7. RECORDS CENTER. The site selected for storage of inactive records.
8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.



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10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.

11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

- a. The resumption and/or continuation of operations;
- b. The recreation of legal and financial status of the District, in case of a disaster;
- c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following [detail the records structure of the District, stating the retention time for each class of records. Those times can be drawn from the recommendations fo the Secretary of State (<http://archives.cdn.sos.ca.gov/local-gov-program/pdf/records-management-8.pdf>) or developed with the advice of legal counsel, as there are many laws governing records retentio]:

(1)	Agreements	(13)	Employee accident reports, injury claims & settlements
(2)	Annexations and detachments	(14)	Employee earning records
(3)	As-built drawings	(15)	Employee fidelity bonds
(4)	Audits	(16)	Employee insurance records
(5)	Contract drawings	(17)	Encroachment permits (by others)
(6)	Customer statements	(18)	Encroachment permits (by OWID)
(7)	Deeds	(19)	Facility improvement plans
(8)	Depreciation schedule	(20)	Improvement districts
(9)	Disposal of surplus & excess property	(21)	Individual water rights
(10)	Disposal of scrap materials	(22)	Individual claims/settlements
(11)	District insurance records	(22)	Inventory
(12)	District water rights	(24)	Journal vouchers
		(25)	Ledgers



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- (26)
Licenses & permits (to operate)
- (27)
Loans & grants
- (28)
Maps
- (29)
Minutes of Board meetings
- (30)
Payroll register
- (31)
Policies, Rules & Regulations
- (32)
Purchase orders & requisitions
- (33)
Restricted materials permits
- (34)
Rights of ways & easements
- (35)
Spray permits
- (36)
Statements of Economic Interest
- (37)
- (38)
- (39)
- (40)
- (41)



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Appendix B
Records Retention & Storage Summary

Group No.	Title or Description	Original	Duplicate	Retention Periods		
				Office	Record Center	Retain or Destroy
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		2 yrs.	OP	ES
3	Minutes, ordinances & resolutions of Board.	X		2 yrs.	OP	ES
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than 15 years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to 15 years.		X	2 yrs.	13 yrs.	15 yrs.
9		X		2 yrs.	1 yr.	3 yrs.



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	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.					
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.
11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	X		2 yrs.	3 yrs.	5 yrs.
15	Policy files and reference sets of publications.		X	1		1



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16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	I		I
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OP = Original or photographic copy.

ES = May be destroyed if stored in electronic media.

I = Indefinitely



REGULAR BUSINESS ITEM 3A

Draft #1

CCSD Policy Committee

Ad Hoc Committee Recommendation for Policy on Electronic Document Retention

POLICY TITLE: Electronic Document Retention Policy

POLICY NUMBER: XXXX (2430 in CSDA Sample Policy Handbook)

The Electronic Document Retention Policy of the CCSD governs the retention of text messages, voicemail messages, social media posts, and email messages sent or received in the conduct of District business

2430.1 Definitions

- a) **Email Message:** An electronic communication sent and received via web mail or email client.
- b) **Social Media:** Information posted to websites and applications that enable users to create and share content or to participate in social networking, including Facebook, Twitter, Instagram, Snapchat, and LinkedIn.
- c) **Text Message:** An electronic, written communication sent and received via telephone or Internet connection.
- d) **Voicemail Message:** An electronic, aural communication sent or received via telephone or Internet connection.

2430.2 Text Messages, Voicemail Messages, and Social Media

Text messages, voicemail messages, and social media posts not saved to an archive or a more permanent medium are intended to be ephemeral documents, not preserved in the ordinary course of business. Accordingly, they do not constitute disclosable public records, as that term is defined by Government Code section 6252, subdivision (e). Directors and District staff are not required to retain these electronic documents. Business done on behalf of the District that requires the creation and preservation of records should be conducted in other media.

2430.3 Email Messages

- a) Email messages sent or received by the District's computer systems from the date this policy is adopted will be preserved for two years and made available for public inspection on the same terms as other District records.
- b) Except as provided in point 3 below, Directors and District staff are required to use (or copy to an address on) the District's computer systems for all email messages regarding District business. Such email messages fall within point 1 above, i.e., they will be preserved for two years and made available for public inspection on the same terms as other District records.
- c) The District will continue to comply with Government Code § 54957.5 which deems to be a public record any document communicated to a majority of the Directors, whether at the same time or seriatim, with respect to an item of District business regardless of the means of that communication, including via non-



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District email accounts. Directors are encouraged to forward such email messages not received by the District's computer systems nor copied to its staff or to an email address designated for that purpose so they can be preserved in the District's email retention system, relieving individual Directors of any duty to preserve such email messages or make them available for public inspection.

- d) This policy applies only to the conduct of District business that is subject to the Public Records Act. It has no application to communications to or from Directors in their other public and private capacities or communications to or from District staff that are personal, private or otherwise not District business.

Draft #5 – June 25, 2020

CCSD Policy and Procedures for Filling Vacancies on Board of Directors by Appointment**Policy XXXX:**

The CCSD shall notify the San Luis Obispo County Registrar of Voters' office of the vacancy no later than **15 days** following either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.

Government Code § 1780(b)

The remaining CCSD Board members have **60 days** immediately subsequent to either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later, to either fill the vacancy by appointment or by calling a special election. **Government Code § 1780(c)(d)(1)**

Appointment to Fill Vacancies:

If the Board decides to appoint someone to fill the vacancy, the Board first must post a notice of the vacancy in **three or more** conspicuous places in the District at least **15 days** before the appointment is made. **Government Code § 1780(d)(1)**

The Board must notify the San Luis Obispo County Registrar of Voters' office of the appointment no later than **15 days** after the appointment is made. **Government Code § 1780(d)(1)**

If the vacancy occurs in the first half of a term of office and at least **130 days** prior to the next general District election, the person appointed to fill the vacancy shall hold office until the next general District election that is scheduled **130 or more days** after the date the District Board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

Government Code § 1780(d)(2)

If the vacancy occurs in the first half of a term of office, but less than **130 days** prior to the next general district election, or if the vacancy occurs in the second half of the term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office. **Government Code § 1780(d)(3)**

Notwithstanding any other provision of this section, if the number of remaining members of the District Board falls below a quorum, then, at the request of the District Board President or a remaining member of the District Board, the San Luis Obispo County Board of Supervisors shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy. **Government Code § 1780(h)(1)**

The Board of Supervisors shall only fill enough vacancies by appointment or by election to provide the District Board with a quorum. **Government Code § 1780(h)(2)**

Procedures (to supplement Policy XXXX):

Notwithstanding any provisions of CCSD Policy XXXX, the following procedures shall direct the process of filling vacancies on the Board of Directors by appointment.

Procedure to appoint using voting results from last scheduled election:

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. 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 or is no longer available, the following procedures shall apply.

Procedures to apply for appointment:

CCSD shall adopt a uniform application form that presents minimum requirements for serving on the Board of Directors and the process the Board will use to make an appointment. Applications will be available to residents at the time a vacancy is announced publicly, and applicants shall return completed applications to the CCSD Office no later than 30 days following the public announcement of a vacancy.

Procedures for Board interviews of eligible applicants:

All applicants who meet minimum requirements, as determined by CCSD staff review of submitted applications, shall be eligible for consideration of appointment and for interviews by the Board of Directors at a special meeting of the Board. In advance of the special meeting, the Board shall prepare and agree upon a single set of questions that shall be asked of each applicant. Applicants waiting for interview shall be sequestered. Board members may ask only follow-up questions of applicants for clarification of responses to the uniform set of questions. Members of the public in attendance at the special meeting may address the Board only during the public comment section of the agenda.

Procedures for Board selection of appointee(s):

Following interviews of the applicants, the Board shall select the applicant for appointment using a ranked choice method of selection, followed by motion and action by the Board to confirm the appointment. For the ranked choice process of selection, each Board member shall designate by secret ballot their ranked order choices (1,2,3, and so forth). An applicant wins outright if ranked first by more than half of the voting Directors. Otherwise, the applicant in last place, the one with the fewest first choices, is eliminated, and the voting Directors who ranked that applicant as their "number 1" will have their votes count for their next ranked choice. This process continues until an applicant wins with more than half of the votes. Following the

Regular Business Item 3B Attachment

ranked choice order selection of an applicant for appointment, The Board, through motion and action, shall vote to confirm the appointment.

If, however, the ranked choice method of selection yields a stalemate (no majority for a first place choice applicant), the Board shall declare a stalemate and refer action and decision for filling the vacancy to the San Luis Obispo County Board of Supervisors, who may either appoint to fill the vacancy or call for a special election, per Government Code 1780 (F) (G) (H).

Regular Business Item 3D Attachment

POLICY COMMITTEE, SUGGESTED MISSION STATEMENTS.

From John:

The Policy Committee serves as an advisory resource to the CCSD Board of Directors to instill public trust and transparency on matters of operational and governance policy.

From Gordon:

Develop policy statements to guide the CCSD Board on making decisions to carry out the district's responsibility.

From Claudia:

The mission of the Policy Committee of the Cambria Community Service District is to develop a set of clear, legal and ethical policies that establish the rules of conduct within the CCSD. These policies are intended to protect the interests of CCSD employees, Cambria rate- and taxpayers, the general public, protect the environment, and ensure adherence to all applicable statutes, rules and regulations.

From Ted:

Commissioned by the Cambria Community Services District Board of Directors the Policies Standing Committee serves to introduce, refine, catalog and research the district policies that will be considered for adoption. Policies presented to the board should be congruent with other small districts, the county and state regulation. At its discretion the board may approve, dismiss, table or return submissions back to the committee.

From Donn:

The Policy Committee's mission is to advise and assist the CCSD Board of Directors in formulating and evaluating the District policies and those related procedures that are within the Board's purview. On request from the District General Manager the committee may assist in documenting the District's operational procedures.

From the current Committee Bylaws:

The Policy Committee serves as an advisory resource to the CCSD Board of Directors on matters of operational and governance policy. The purpose of the Committee is to review existing operational and governance policies, focusing on the CCSD Board Policy Handbook, and to recommend new policies and changes to existing policies to the Board of Directors. At its discretion, the Board may assign other policy work to the Committee.

From the Board of Directors, adopted 1/3/19:

1. Advance the District's Strategic Planning Efforts
2. Review the District Code and Consider Whether Direction Should be Provided to Draft Amendments