

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Board of Directors 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@cambriacsd.org](mailto:boardcomment@cambriacsd.org).



## CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, August 13, 2020 - 2:00 PM

### AGENDA

#### REGULAR MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

**Please click the link below to join the webinar:**

<https://zoom.us/j/91065860899?pwd=SndxOWVBTXNLL0JMSGNuMlhPS9VZz09>

**Password: 315380**

**Or iPhone one-tap:**

US: +16699006833, 91065860899# or +13462487799, 91065860899#

**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 +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

**Webinar ID: 910 6586 0899**

International numbers available: <https://zoom.us/u/ayoQzIMiA>

#### 1. OPENING

- A. Call to Order
- B. Pledge of Allegiance
- C. Establishment of Quorum
- D. Agenda Review: Additions/Deletions

#### 2. ACKNOWLEDGEMENTS

#### 3. REPORTS

- A. PROS Chairman's Report
- B. General Manager Update

#### 4. PUBLIC COMMENT

Members of the public may now address the Board on any item of interest within the jurisdiction of the

Board but not on its agenda today. Future agenda items can be suggested at this time. In compliance with the Brown Act, the Board cannot discuss or act on items not on the agenda. Each speaker has up to three minutes.

## **5. CONSENT AGENDA**

All matters on the consent calendar are to be approved by one motion. If Directors wish to discuss a consent item other than simple clarifying questions, a request for removal may be made. Such items are pulled for separate discussion and action after the consent calendar as a whole is acted upon.

- A. CONSIDERATION OF ADOPTION OF RESOLUTION 40-2020 AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO THE HEALTH REIMBURSEMENT ARRANGEMENT EMPLOYEE BENEFIT PLAN IMPLEMENTING PROVISIONS OF THE CARE ACT**

## **6. HEARINGS AND APPEALS**

- A. PUBLIC HEARING TO CONSIDER ADOPTION OF RESOLUTION 38-2020 ORDERING ABATEMENT OF PUBLIC NUISANCE FOR THE FIRE HAZARD FUEL REDUCTION PROGRAM (FHFRP)**

## **7. REGULAR BUSINESS**

- A. DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 39-2020 DECLARING A CONTINUED LOCAL EMERGENCY IN THE CAMBRIA COMMUNITY SERVICES DISTRICT DUE TO THE CORONAVIRUS PANDEMIC**
- B. DISCUSSION AND CONSIDERATION TO ADOPT DRAFT POLICY 4350**
- C. DISCUSSION AND CONSIDERATION TO APPROVE REVISIONS TO THE POLICY ON APPLYING FOR GRANTS**
- D. DISCUSSION REGARDING RECREATIONAL OPPORTUNITIES FOR CAMBRIA**

## **8. FUTURE AGENDA ITEM(S)**

Requests from Board members to receive feedback, direct staff to prepare information, and/or request a formal agenda report be prepared and the item placed on a future agenda. No formal action can be taken except to direct staff to place a matter of business on a future agenda by majority vote.

## **9. ADJOURN TO CLOSED SESSION**

- A. Public Comment**
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Pursuant to Government Code Section 54956.9(d)(1)  
Number of cases: One (1)  
Name of case: CCSD v. CDM Smith**

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A.**FROM: John F. Weigold IV, General Manager  
Pamela Duffield, Finance Manager-----  
Meeting Date: August 13, 2020Subject: CONSIDERATION OF ADOPTION OF  
RESOLUTION 40-2020  
AUTHORIZING THE GENERAL  
MANAGER TO EXECUTE AN  
AMENDMENT TO THE HEALTH  
REIMBURSEMENT ARRANGEMENT  
EMPLOYEE BENEFIT PLAN  
IMPLEMENTING PROVISIONS OF  
THE CARES ACT**RECOMMENDATIONS:**

Staff recommends that the Board of Directors adopt Resolution 40-2020, amending the Health Reimbursement Arrangement Employee Benefit Plan and authorizing the General Manager to execute the Plan Amendment.

**FISCAL IMPACT:**

The cost for the Amending the Health Reimbursement Arrangement (HRA) Plan is \$195.00.

**DISCUSSION:**

The District offers its employees an HRA Plan as an employee benefit, which is administered by My Cafeteria Plan. This benefit is called out in the District's negotiated MOUs with the employee bargaining units. In March 2020, congress passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). This new legislation allows for over the counter medications and menstrual products to be included in the list of eligible expenses. This amendment allows employees to utilize their HRA benefit for these types of out of pocket medical expenses incurred after December 31, 2019.

Staff recommends that the Board adopt Resolution 40-2020, to amend the Health Reimbursement Arrangement Employee Benefit Plan and to authorize the General Manager to execute the Plan Amendment.

Attachments: Resolution 40-2020  
Exhibit "A" to Resolution 40-2020

RESOLUTION NO. 40-2020  
August 13, 2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMBRIA  
COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL  
MANAGER TO EXECUTE AN AMENDMENT TO THE HEALTH  
REIMBURSEMENT ARRANGEMENT EMPLOYEE BENEFIT PLAN  
IMPLEMENTING PROVISIONS OF THE CARES ACT

WHEREAS, the Cambria Community Services District offers its employees a Health Reimbursement Arrangement Plan as an employee benefit (the "HRA Plan"); and

WHEREAS, in March 2020 Congress passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act); and

WHEREAS, in order to allow for over the counter medications and menstrual products be included in the list of eligible expenses and be included in the Employee Benefit Plan, for such expenses after December 31, 2019, it is necessary to adopt an Amendment to the HRA Plan;

BE IT RESOLVED that the Board of Directors of the Cambria Community Services District does hereby authorize the General Manager to execute the Amendment to the Health Reimbursement Arrangement Employee Benefit Plan, a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference.

PASSED AND ADOPTED this 13th day of August, 2020.

\_\_\_\_\_  
Harry Farmer, President  
Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Haley Dodson, Deputy District Clerk

\_\_\_\_\_  
Timothy J. Carmel, District Counsel

## AMENDMENT FOR CARES ACT

### ARTICLE 1 PREAMBLE; DEFINITIONS

- 1.1 **Adoption of Amendment.** The Employer adopts this Amendment to implement provisions of the Act which affect the Plan.
- 1.2 **Superseding of inconsistent provisions.** This Amendment supersedes the provisions of the Plan to the extent those provisions are inconsistent with the provisions of this Amendment.
- 1.3 **Construction.** Except as otherwise provided in this Amendment, any “Section” reference in this Amendment refers only to this Amendment and is not a reference to the Plan. The Article and Section numbering in this Amendment is solely for purposes of this Amendment and does not relate to the Plan article, section, or other numbering designations.
- 1.4 **Effect of restatement of Plan.** If the Employer restates the Plan then this Amendment shall remain in effect after such restatement unless the provisions in this Amendment are restated or otherwise become obsolete (e.g., if the Plan is restated onto a plan document which incorporates these provisions).
- 1.5 **Definitions.** Except as otherwise provided in this Amendment, terms defined in the Plan will have the same meaning in this Amendment. The following definitions apply specifically to this Amendment:
- A. The “Act” is the Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act. This Amendment shall be interpreted and applied to comply with the Act.

### ARTICLE 2 IDENTIFYING INFORMATION; EMPLOYER ELECTIONS

- 2.1 **Identifying information.**
- A. Name of Employer: Cambria Community Services District
- B. Name of Plan: Cambria Community Services District HRA Plan
- 2.2 **Medical Expenses.** Will the Plan reimburse any or all of the following for Participants:
- (a)  **Over the Counter Medications.**
- (b)  **Menstrual products.**
- 2.2 **Effective Date.** This Amendment is effective as of March 27, 2020. Expenses must be incurred after *December 31, 2019*.

### ARTICLE 3 MEDICAL EXPENSES REIMBURSED

- 3.1 **Application.** The Plan’s definition of “Medical Expenses” under the Plan is amended by the addition of the following provisions as selected at Section 2.2.
- 3.2 **Over the Counter Medications.** Notwithstanding anything in the Plan to the contrary, a Participant may be reimbursed for the cost of any medicine or drug for medical care, within the meaning of the term “medical care” as defined in Code Section 213(d) and the rulings and Treasury regulations thereunder, including those medicines or drugs that are not prescribed as also defined. Insulin remains a covered expense.
- 3.3 **Menstrual Products.** A Participant may be reimbursed for the purchase of menstrual care products as defined in Code Section 223(d)(2)(D) and as authorized in Code Section 106(f).

\* \* \* \* \*

This Amendment has been executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name of Plan: Cambria Community Services District HRA Plan

Name of Employer: Cambria Community Services District

By: \_\_\_\_\_  
EMPLOYER

**CERTIFICATE OF ADOPTING RESOLUTION**

The undersigned authorized representative of Cambria Community Services District (the Employer) hereby certifies that the following resolution was duly adopted by Employer on \_\_\_\_\_, and that such resolution has not been modified or rescinded as of the date hereof;

RESOLVED, the Amendment to the Cambria Community Services District HRA Plan for the CARES Act (the Amendment) is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Plan Administrator the Amendment and to take any and all actions as it may deem necessary to effectuate this resolution.

The undersigned further certifies that attached hereto is a copy of the Amendment approved and adopted in the foregoing resolution.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_  
[print name/title]

**SUMMARY OF MATERIAL MODIFICATIONS  
for the**

Cambria Community Services District HRA Plan  
(Name of Plan)

**I  
INTRODUCTION**

This is a Summary of Material Modifications regarding the Cambria Community Services District HRA Plan (“Plan”). This is merely a summary of the most important changes to the Plan and information contained in the Summary Plan Description (“SPD”) previously provided to you. It supplements and amends that SPD so you should retain a copy of this document with your copy of the SPD. If you have any questions, contact the Administrator. If there is any discrepancy between the terms of the Plan, as modified, and this Summary of Material Modifications, the provisions of the Plan will control.

**II  
SUMMARY OF CHANGES**

This amendment is effective March 27, 2020 for expenses incurred after December 31, 2019.

You may request reimbursement for the purchase of "over the counter" drugs without a prescription.

You may request reimbursement of the purchase of menstrual care products, including tampons, pads, and other products.



## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **6.A.**

FROM: William Hollingsworth, Fire Chief

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Meeting Date: August 13, 2020Subject: PUBLIC HEARING TO CONSIDER  
ADOPTION OF RESOLUTION 38-2020  
ORDERING ABATEMENT OF  
PUBLIC NUISANCE FOR THE  
FIRE HAZARD FUEL REDUCTION  
PROGRAM (FHFRP)

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**RECOMMENDATIONS:**

1. Receive staff report.
2. Open Public Hearing, consider any protests or objections.
3. Close Public Hearing and make any modifications to the parcels listed in Exhibit "A" to Resolution 38-2020.
4. Adopt Resolution 38-2020 authorizing the Fire Chief to abate the nuisance by having the weeds and debris removed from the parcels listed in Exhibit "A."

**FISCAL IMPACT:**

The fiscal impact to the CCSD is limited to paying the District's Contractor abatement charges and personnel time in processing inspections and billing. These costs are then recovered from the property owners by billing for reimbursement, plus administrative fees. Property owners that have parcels on the contract abatement list will be billed for services rendered by the District's Contractor, plus a \$100 administrative fee. Funds not recovered through this billing process will be placed on the County Tax Roll for calendar year 2020, with an increased administrative fee of \$200.

**DISCUSSION:**

In accordance with the requirements of the Health and Safety Code, a Notice to Destroy Weeds and remove debris was sent to the owners of 1,882 parcels, which were identified and noticed for weed abatement this year. Many of these parcels were abated by parcel owners and/or their personal contractors prior to the inspection deadline. Of these 1,882 parcels, 105 did not pass inspection and have been placed on the contract abatement list (Exhibit "A").

August 13, 2020 was established as the date to hold a public hearing to consider any objections or protests to the abatement of the weeds. Under the provisions of the Health and Safety Code, the Board is to consider any protest and allow or overrule any or all objections. Thereafter, the Board acquires jurisdiction to have the abatement work accomplished by the District. The Board's decision is final.

By adoption of the attached Resolution, the Board will be ordering the abatement of the offending weeds and debris (Health and Safety Code Section 14900) and directing the Fire Chief to abate them. Health and Safety Code Section 14900.5 also provides that the Board may declare the weed nuisance to be “seasonal and recurrent” and thereafter weeds and debris on parcels that have been designated as having seasonal and recurrent nuisances can be abated in future years without additional hearings. For such parcels, Health and Safety Code Section 14900.6 sets forth noticing requirements in the form of a postcard notice with certain required information. The attached Resolution includes language declaring the weeds and debris on the subject parcels to be seasonal and recurrent.

Attachments: Resolution 38-2020  
Exhibit A to Resolution 38-2020

RESOLUTION NO. 38-2020  
August 13, 2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CAMBRIA COMMUNITY SERVICES DISTRICT  
ORDERING ABATEMENT OF PUBLIC NUISANCE FOR  
2020 FIRE HAZARD FUEL REDUCTION PROGRAM

WHEREAS, on April 16, 2020, Resolution No. 12-2020 declaring the vegetation and hazardous wildland fire fuels located on certain private property a public nuisance within the Cambria Community Services District ("District"), pursuant to Health and Safety Code Section 14880 was duly adopted by the Board of Directors ("Board"); and

WHEREAS, all affected property owners received a "Notice to Destroy Weeds" in conformance with Health and Safety Code Section 14890 et seq. and Section 14893 et seq.; and

WHEREAS, a public hearing to consider all objections or protests, if any, to the proposed removal of weeds pursuant to Section 14898 of the Health and Safety Code was held by the Board on August 13, 2020; and

WHEREAS, said public nuisance consists of noxious or dangerous vegetation and hazardous wildland fire fuels growing upon the parcels of real property described on Exhibit "A," which is attached hereto and incorporated herein by reference as though here fully set forth, all of which parcels are located within said District; and

WHEREAS, it is in the public interest that said public nuisance be abated and that the District authorities be directed to remove and abate said vegetation and hazardous wildland fire fuels; and

WHEREAS, Health and Safety Code Section 14900.5 further provides that in the event the public nuisance is declared to be seasonal and recurrent by the Board, thereafter such seasonal and recurring weeds may be abated every year without the necessity of any further hearing, subject to notice to property owners in accordance with Health and Safety Code Section 14900.6.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Cambria Community Services District as follows:

Section 1. That the recitals set forth herein above are true, correct, valid and incorporated herein.

Section 2. That pursuant to Section 14900 of the Health and Safety Code, the District Fire Chief is hereby directed to abate said nuisance or to cause said nuisance to be abated by having the dangerous vegetation and hazardous wildland fire fuels removed from the parcels of real property described in said Exhibit "A."

Section 3. That the Board hereby declares said public nuisance of dangerous vegetation and hazardous wildland fire fuels to be seasonal and recurrent and, in future years, may be abated pursuant to the provisions of Health and Safety Code Section 14900.6.

On the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, Resolution No. 38-2020 is adopted at the Regular Meeting of the Cambria Community Services District this 13<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
Harry Farmer, President  
Board of Directors

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Haley Dodson, Deputy District Clerk

\_\_\_\_\_  
Timothy J. Carmel, District Counsel

## Exhibit A to Resolution 38-2020

## 2020 FRHFRP

## Contract Abatement List

<u>022.084.046</u>	A	<u>023.192.004</u>	A	<u>023.432.011</u>	A
<u>022.093.012</u>	A	<u>023.202.019</u>	A	<u>023.451.031</u>	B
<u>022.093.023</u>	A	<u>023.213.027</u>	A	<u>023.451.032</u>	B
<u>022.093.025</u>	A	<u>023.213.038</u>	A	<u>023.471.018</u>	A
<u>022.093.051</u>	A	<u>023.214.022</u>	A	<u>024.011.044</u>	A
<u>022.151.027</u>	A	<u>023.223.013</u>	A	<u>024.034.013</u>	A
<u>022.151.058</u>	A	<u>023.223.024</u>	A	<u>024.041.022</u>	A
<u>022.212.015</u>	B	<u>023.233.029</u>	A	<u>024.071.029</u>	A
<u>022.212.016</u>	B	<u>023.233.068</u>	A	<u>024.081.005</u>	A
<u>022.212.038</u>	A	<u>023.243.013</u>	A	<u>024.081.049</u>	A
<u>022.212.042</u>	A	<u>023.271.006</u>	A	<u>024.092.003</u>	A
<u>022.212.043</u>	A	<u>023.271.047</u>	A	<u>024.122.001</u>	A
<u>022.223.005</u>	A	<u>023.281.013</u>	A	<u>024.131.010</u>	A
<u>022.231.008</u>	A	<u>023.313.020</u>	A	<u>024.181.001</u>	A
<u>022.271.004</u>	A	<u>023.331.037</u>	A	<u>024.182.035</u>	A
<u>022.271.023</u>	A	<u>023.333.002</u>	A	<u>024.182.041</u>	A
<u>022.271.041</u>	A	<u>023.333.029</u>	A	<u>024.191.062</u>	A
<u>022.271.042</u>	A	<u>023.333.038</u>	A	<u>024.191.063</u>	A
<u>022.271.043</u>	A	<u>023.333.042</u>	A	<u>024.201.005</u>	A
<u>022.271.044</u>	A	<u>023.341.065</u>	A	<u>024.211.024</u>	A
<u>022.271.046</u>	A	<u>023.341.078</u>	A	<u>024.212.017</u>	A
<u>022.271.047</u>	A	<u>023.352.034</u>	A	<u>024.212.019</u>	A
<u>022.341.011</u>	A	<u>023.353.003</u>	A	<u>024.241.019</u>	A
<u>022.342.028</u>	A	<u>023.353.004</u>	A	<u>024.253.006</u>	A
<u>023.025.019</u>	A	<u>023.353.013</u>	A	<u>024.273.017</u>	A
<u>023.066.011</u>	A	<u>023.353.014</u>	A	<u>024.273.019</u>	A
<u>023.075.018</u>	A	<u>023.353.018</u>	A	<u>024.282.020</u>	A
<u>023.091.039</u>	A	<u>023.353.023</u>	A	<u>024.291.010</u>	A
<u>023.107.004</u>	A	<u>023.353.025</u>	A	<u>024.311.029</u>	A
<u>023.113.031</u>	A	<u>023.353.045</u>	A	<u>024.312.029</u>	A
<u>023.115.012</u>	A	<u>023.391.018</u>	A	<u>024.322.020</u>	B
<u>023.116.003</u>	A	<u>023.391.049</u>	A	<u>024.342.017</u>	A
<u>023.116.016</u>	A	<u>023.403.024</u>	A	<u>024.353.014</u>	A
<u>023.116.022</u>	A	<u>023.423.001</u>	A	<u>024.353.031</u>	A
<u>023.151.045</u>	A	<u>023.423.006</u>	A	<b>Total Parcels</b>	<b>105</b>
		<u>023.423.009</u>	A		

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.A.**FROM: John F. Weigold, IV, General Manager  
Timothy Carmel, District Counsel

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Meeting Date: August 13, 2020	Subject: DISCUSSION AND CONSIDERATION OF ADOPTION OF RESOLUTION 39-2020 DECLARING A CONTINUED LOCAL EMERGENCY IN THE CAMBRIA COMMUNITY SERVICES DISTRICT DUE TO THE CORONAVIRUS PANDEMIC
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**RECOMMENDATIONS:**

Staff recommends that the Board of Directors discuss and consider adoption of Resolution 39-2020 declaring a continued local emergency in the Cambria Community Services District due to the Coronavirus Pandemic (COVID-19).

**FISCAL IMPACT:**

The District continues to work with customers challenged with paying for their water and wastewater utility services, due to the impact of the COVID-19. Listed below is a recap of the billing cycle, the number & dollar amount of late customers and the number & dollar amount of customers on a payment plan, as of July 28, 2020:

Billing Cycle	Late #	\$	Pmt Pln	\$
Nov-Dec 2019	6	748.97	0	-
Jan-Feb 2020	11	1,437.99	0	-
Mar-Apr 2020	46	13,368.85	19	10,473.27
May-Jun 2020			5	2,641.49
	63	15,555.81	24	13,114.76

The number and dollar amount of late customers for the May-June 2020 billing cycle was not available at the time of writing this report. The overall fiscal impacts and any potential FEMA grant reimbursement associated with the COVID-19 are unknown at this time.

**DISCUSSION:**

The State and the County of San Luis Obispo have adopted several executive orders declaring a public health emergency and imposing restrictions on the general population to help control the spread of the COVID-19 virus. The Board of Directors adopted Resolution 09-2020 on March 23, 2020, which declared a local State of Emergency and provided the General Manager with authority to allow for a more expeditious and effective response to various situations related to the COVID-19 as they occur. Resolution 09-2020 requires the Board to determine whether a local State of Emergency continues to exist at each regular and special meeting. As the COVID-19 virus continues to impact the State and country, it is recommended that the Board adopt

Resolution 39-2020 declaring a continued State of Emergency in the Cambria Community Services District.

Attachment: Resolution 39-2020

RESOLUTION 39-2020  
AUGUST 13, 2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE CAMBRIA COMMUNITY SERVICES DISTRICT DECLARING A  
CONTINUED LOCAL EMERGENCY DUE TO THE CORONAVIRUS (COVID-19)

WHEREAS, on March 23, 2020, the Board of Directors adopted Resolution 09-2020 declaring the existence of a State of Emergency in the Cambria Community Services District as a result of the Coronavirus Pandemic; and

WHEREAS, Resolution 09-2020 requires the Board of Directors to determine whether the local State of Emergency continues to exist at each regular or special Board meeting; and

WHEREAS, the Board finds that this emergency, which involves the outbreak of an extremely infectious disease (COVID-19), is a highly fluid and evolving situation, and in the interest of public health, safety and welfare, such a State of Emergency continues to exist in the Cambria Community Services District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cambria Community Services District that a State of Emergency continues to exist in the Cambria Community Services District as a result of the Coronavirus Pandemic.

PASSED AND ADOPTED this 13<sup>th</sup> day of August, 2020.

\_\_\_\_\_  
Harry Farmer, President  
Board of Directors

APPROVED AS TO FORM:

\_\_\_\_\_  
Timothy J. Carmel  
District Counsel

ATTEST:

\_\_\_\_\_  
Haley Dodson  
Deputy District Clerk



CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.B.**

FROM: John F. Weigold IV, General Manager

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Meeting Date: August 13, 2020

Subject: DISCUSSION AND CONSIDERATION  
TO ADOPT DRAFT POLICY 4350

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**RECOMMENDATIONS:**

The Policy Committee recommends the Board of Directors review draft policy 4350 and consider adoption of the same.

**FISCAL IMPACT:**

There are no fiscal impacts identified with the associated action.

**DISCUSSION:**

The Policy Committee met on May 29, 2020 to review and discuss approval of draft policy 4350: Reimbursement of Standing Committee Members' Expenses. The Committee approved forwarding the draft policy to the Board of Directors for consideration. Modifications proposed by District Counsel are shown in the attached redline.

The Committee will continue to develop policies to recommend to the Board for adoption.

Attachment: Policy 4350: Reimbursement of Standing Committee Members' Expenses

Section 4300 Standing Committees [proposed new section]

Policy 4350 Reimbursement of Standing Committee Members' Expenses.

4351

| There shall be no reimbursement ~~whatsoever~~ for any expenses incurred by standing committee members without prior authorization by a majority of the full CCSD Board of Directors in a properly noticed meeting.

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.C.**

FROM: John F. Weigold IV, General Manager

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Meeting Date: August 13, 2020Subject: DISCUSSION AND CONSIDERATION  
TO APPROVE REVISIONS TO THE  
POLICY ON APPLYING FOR GRANTS**RECOMMENDATIONS:**

Staff recommends that the Board of Directors discuss, consider and approve the recommended changes to the attached Policy on Applying for Grants.

**FISCAL IMPACT:**

No immediate fiscal impacts have been identified related to adopting a policy clarifying the process of applying for grants. The proposed policy is designed to ensure that grants that are applied for are financially feasible for the District and do not create financial or other burdens by virtue of funding match or other requirements.

**DISCUSSION:**

As the Board of Directors is aware, grants are a valuable resource to subsidize and/or fund District projects and programs to achieve District goals. At the same time, they often have match funding and reporting requirements or can otherwise impact CCSD staff and resources. Accordingly, it is important to clarify responsibilities when it comes to applying for outside funding.

Over the next few years, the District will be evaluating and pursuing various funding sources for the PG&E identified projects for our water and wastewater facilities, fire-related operations and equipment, parks and recreation and open space maintenance projects, as well as many others. Thus, staff is interested in a more efficient process for grant fund applications, particularly those with time-sensitive application deadlines.

Our current internal grant application process requires Board action up to three times for each grant. First, prior to grant application requiring match funding; second, to accept a grant requiring match funding and to approve any required resolution(s); and third, to approve a budget adjustment (as we do not budget for grant matches until the grant is awarded). Staff recommends condensing this process together to one Board touchpoint – for budget adjustment approval and to approve any required resolution(s) following a grant offer.

The attached revised Policy on Applying for Grants provides that it shall be the policy of the Cambria Community Services District to identify and apply for grants that provide additional financial resources to the District in carrying out its projects and programs. The policy clarifies responsibility and authority for applying for grants and is designed to assure that grants are researched and are financially feasible for the District and do not create a financial burden by

virtue of funding match requirements. Moreover, it provides that grants are sought in a way that is consistent with the goals of the District, and to make sure that the nature of the grant is such that it can be administered in the most efficient way possible.

Under the proposed policy, the General Manager has sole responsibility and authority for applying for external funding for projects and programs. Prior to applying, all grant applications are to be reviewed by the appropriate department head, who is to provide a report and recommendation regarding the following:

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

The Policy also provides that the General Manager is to consult the Finance Manager regarding any concerns relating to budget impacts, ability to meet any grant financial reporting requirements, and related matters.



# CAMBRIA COMMUNITY SERVICES DISTRICT

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

TO: Interested Parties

DATE: ~~August~~~~November~~ 1913, 202015

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

### PURPOSE:

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

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

### POLICY:

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

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

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

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

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

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

## CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **7.D.**

FROM: John F. Weigold IV, General Manager

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Meeting Date: August 13, 2020Subject: DISCUSSION REGARDING  
RECREATIONAL OPPORTUNITIES  
FOR CAMBRIA

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**RECOMMENDATIONS:**

Staff recommends that the Board discuss parks and recreation policy and provide policy guidance and parameters to the Parks, Recreation and Open Space (PROS) Commission so that it may consider future projects in support of the Cambria community.

**FISCAL IMPACT:**

No fiscal impact as this is policy development only at this time.

**DISCUSSION:**

District staff and the PROS Commission have been receiving various suggestions for future recreational facilities in the Cambria community. Additionally, staff has recently been notified that the District will be authorized a grant by the California Department of Parks and Recreation's Office of Grants and Local Services (OGALS) for up to \$177,000 over the next four years. The grant can be used for parks and recreation purposes and will require a match of approximately \$20,000.

In order for District staff and the PROS Commission to proceed with project planning, it is requested that the Board discuss and provide more clarity on parks and recreation policy. This includes, but is not limited to, guidance as to the needs and requirements of the community, age groups served, activities and events to provide, budget allocations, staffing requirements, parameters for facilities, future maintenance costs of such facilities, etc.