

Pursuant to Government Code Section 54953(e), 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](mailto:boardcomment@cambriacsd.org).



## POLICY COMMITTEE

REGULAR MEETING  
Thursday, April 28, 2022 - 3:00 PM

### AGENDA

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

<https://us06web.zoom.us/j/86529291419?pwd=d0NTWXh4MnFFbXBwRWRvMmtTTjd6Zz09>

**Passcode: 342965**

**Or One tap mobile:**

US: +16699006833,,86529291419# or +13462487799,,86529291419#

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

**Webinar ID: 865 2929 1419**

International numbers available: <https://us06web.zoom.us/j/86529291419>

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](http://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. AD HOC SUBCOMMITTEE REPORT
- D. CHAIRMAN'S REPORT
- E. COMMITTEE MEMBER COMMUNICATIONS

Any Committee Member may make an announcement, report briefly on his or her activities, or ask a question for clarification.

**1. PUBLIC COMMENT**

Members of the public may now address the Committee on any item of interest within the jurisdiction of the Committee but not on its agenda today. Future agenda items can be suggested at this time. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda. Each speaker has up to three minutes.

**2. CONSENT AGENDA**

- A. Consideration to Approve the March 24, 2022 Regular Meeting Minutes

**3. REGULAR BUSINESS**

- A. Discuss the Need for a District Policy Regarding the Duties of the Cambria CSD Board Secretary
- B. Discuss the Need for a Cambria District Policy Regarding Outside Employment by District Staff
- C. Direct Chairperson Farmer to Request the Board Authorize the Policy Committee to Provide a Draft Climate Change Policy to the Board for Consideration

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

**POLICY COMMITTEE**  
**REGULAR MEETING**  
 Thursday, March 24, 2022 - 3:00 PM  
**MINUTES**

A. ESTABLISH QUORUM

A quorum was established.

Committee members present – Harry Farmer, Gordon Heinrichs, Claudia Harmon Worthen, Debra Scott, and James Townsend. Committee member Ted Key did not attend the meeting.

District staff present – General Manager John Weigold and Board Secretary Ossana Terterian.

B. CALL TO ORDER

Chairperson Farmer called the meeting to order at 3:05 p.m.

C. AD HOC SUBCOMMITTEE REPORT

There was no Ad Hoc Subcommittee report.

D. CHAIRMAN'S REPORT

Chairperson Farmer gave a short report in preparation for the meeting relating some of the comments made regarding the Policy Committee during the CCSD's most recent Board Meeting.

E. COMMITTEE MEMBER COMMUNICATIONS

Chairperson Farmer asked if there were any member communications. He stated that Committee Member, Ted Key will not be present for the April Committee meeting.

**1. PUBLIC COMMENT**

None.

**2. CONSENT AGENDA**

A. Consideration to Approve the January 27, 2022 Regular Meeting Minutes and March 3, 2022 Special Meeting Minutes

Member Heinrichs moved to approve the January 27, 2022 regular meeting minutes.

Member Scott seconded the motion.

Motion passed – Ayes – 3 Nays – 0 Abstain – 1.

Member Townsend moved to approve the March 3, 2022 Special Meeting Minutes.

Member Heinrichs seconded the motion.

Motion passed – Ayes - 4 Nays – 0 Abstain –0.

### 3. REGULAR BUSINESS

#### A. Review Role of Standing Committees as Stated in the Board Bylaws

Chairperson Farmer referred the Committee Members to the By-laws in the Committee packet. He also referred the Committee Members to a written statement by Committee Member Key that had been previously emailed to the members which he read aloud for the benefit of the public. Various Committee Members commented on the contents of the designated By-laws, underscoring the role of the Policy Standing Committee. It was mentioned that it would be helpful for the Board to clarify the committee's role based on the By-laws. Member Scott and Member Townsend agreed that the By-laws were clear in that the Committee needs to be directed by the Board to formulate policies on specific issues. The Committee does have the authority to suggest issues to the Board that may need to be put into Board policy, but must then have direction by the Board to go forward with writing a policy to be submitted to the Board for consideration.

Public comment was made by Michael Calderwood who stated that he agreed with this process as outlined by Members Scott and Townsend.

No motion was made.

#### B. Discuss and Recommend to the Board of Directors that the Policy Committee be directed to draw up a Code of Ethics Policy for the Cambria CSD

Chairperson Farmer presented this item. Discussion ensued.

Member Townsend moved that the Policy Committee request that Chairperson Farmer seek authorization from the Board for the Policy Committee to formulate a draft CCSD Code of Ethics Policy based on the CSDA policy number 1030 as a guide.

Member Worthen seconded the motion.

Motion passed – Ayes - 4 Nays – 0 Abstain –0.

#### C. Discuss CSDA Policy Number 2300 Emergency Preparedness

Member Heinrichs presented this agenda item. He stated that the CCSD does not currently have an Emergency Preparedness Policy. In addition, he stated that the Policy Committee has, at a previous meeting, approved the wording of the proposed Emergency Preparedness Policy which is based on the CSDA Policy #2300 with two edits.

In Section 2300.3, the words “including an annual Emergency Evacuation Drill,” was added to the first sentence. In Section 2300.9, in the first sentence, the word “annual” was changed to “monthly” in directing the General Manager to provide monthly reports to the Board on the progress of the Emergency Preparedness Program.

Public Comment was made suggesting that this policy may overreach the CCSD Board’s authority. Clarification was made that the policy states that the Board only “authorizes the establishment of an Emergency Preparedness Program”. It is a partner with other agencies to activate and test the plan.

Member Scott moved that the Emergency Preparedness Policy be approved as amended and request that Chairperson Farmer forward the policy to the Board for consideration.

Member Townsend seconded the motion.

Motion passed – Ayes - 4 Nays – 0 Abstain –0.

- D. Discuss and Consider restating "Regular Business" as "Old Business" and "New Business" in Policy Committee Agendas

Chairperson Farmer asked Member Scott to present the rationale to the Committee Members for consideration of this change in future agendas for the Policy Committee. The intent of the change is to provide more clarity to the public regarding the work of the Committee.

Member Scott moved to change the current “Regular Business” agenda item to “Old Business” and “New Business” on future Policy Committee agendas.

Member Worthen seconded the motion.

Motion passed – Ayes - 4 Nays – 0 Abstain –0.

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

Chairperson Farmer asked for future agenda items.

Member Worthen suggested a future agenda item to direct Chairperson Farmer to request the Board authorize the Policy Committee to provide a draft Climate Change Policy to the Board for consideration.

#### **5. ADJOURN**

It was moved and seconded to adjourn the Committee meeting.

Chairperson Farmer adjourned the meeting at 4:51 p.m.



**POLICY TITLE: Board Secretary**  
**POLICY NUMBER: 1015**

1015.1 Certain special districts may be required to have a Secretary of the Board of Directors pursuant to state law or district policy. The Board of Directors should consult its District counsel to determine whether a Secretary is required, and if not, whether it would like to have a Secretary. The Secretary performs duties including recording of minutes and actions of the Board of Directors and certifying all actions and resolutions of the Board.

1015.2 If for any reason the President and Vice-President resign or are absent or disabled, the Secretary shall perform the President's duties until the position of President is filled.

1015.3 If for any reason the President and Vice-President disqualify themselves from participating in an agenda item or become partisan in the debate on any such item, the Secretary shall perform the duties of the presiding officer.

**1015.4 Duties of the Secretary**

The Secretary of the Governing Board shall have the following duties:

- a) Certify or attest to actions taken by the Board when required;
- b) Sign the minutes of the Board meeting following their approval;
- c) Sign the documents as directed by the Board on behalf of the Authority, and sign all other items which require the signature of the Secretary;
- d) Perform any other duties assigned by the Board and the General Manager; and
- e) Perform any other duties required under law.

**1015.5 Responsibilities of the Secretary**

The duties of the Secretary, with assistance of the General Manager, are:

- a) Respond to routine correspondence;
- b) Prepare for Board meetings, including preparing the agenda with the advice of the General Manager and providing public notice of Board meetings in accordance with state law;
- c) Attend all Board meetings and ensure minutes of the Board of Directors meetings are recorded. These recordings are for use by the Secretary only for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board. Upon adoption of these minutes the recording media will be reused;
- d) Ensure accurate Minutes of each Board meeting are prepared and maintained;
- e) Maintain Board records and other documents and reports as required by law; and
- f) Disseminate correspondence to Board officers addressed to them.



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**POLICY TITLE: Outside Employment**  
**POLICY NUMBER: 3210**

3210.1 No District employee shall be permitted to accept employment in addition to or outside of District service if:

- The additional or outside employment leads to a conflict, or potential conflict of interest for said employee; or,
- The nature of the additional or outside employment is such that it will reflect unfavorably on the District; or,
- The duties to be performed in the additional or outside employment are in conflict with the duties involved in District service.

3210.2 An employee who does have additional or outside employment shall not be permitted to use District records, materials, equipment, facilities, or other District resources in connection with said employment.