

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@camabriacsd.org](mailto:boardcomment@camabriacsd.org).



## POLICY COMMITTEE

REGULAR MEETING  
Thursday, July 29, 2021 - 2:30 PM

### AGENDA

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

<https://us06web.zoom.us/j/82864538652?pwd=SmhLYjNXVGfkc3RRMUZWdSt2VXQ3Zz09>

**Passcode: 892662**

**Or One tap mobile:**

US: +16699006833,,82864538652# or +12532158782,,82864538652#

**Or Telephone:**

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

**Webinar ID: 828 6453 8652**

International numbers available: <https://us06web.zoom.us/j/82864538652>

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.camabriacsd.org](http://www.camabriacsd.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 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 June 24, 2021 Regular Meeting Minutes

**3. REGULAR BUSINESS**

- A. Discussion and Consideration of Policy 2425 California Public Records Act Response Procedures
- B. Discussion and Consideration of a Social Media Policy 2415
- C. Discussion and Consideration of Policy 1040.2 Answering Correspondence to the Board

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

**POLICY COMMITTEE**  
REGULAR MEETING  
Thursday, June 24, 2021 - 2:30 PM

**MINUTES**

A. ESTABLISH QUORUM

A quorum was established.

Committee Members present: Donn Howell, Gordon Heinrichs by telephone, Claudia Harmon Worthen and Stephen Boyett.

Committee Members Ted Key and Leslie Richards were not present due to excused absences.

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

B. CALL TO ORDER

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

C. CHAIRMAN'S REPORT

Chairman Howell noted that the proposed policy regarding encampments on district property will be an agenda item at the Board's next meeting; and

Chairman Howell noted that a proposal to return to in-person committee and Board meetings is up for discussion.

Chairman Howell noted that the policy regarding responses to public records requests, drafted by GM Weigold, will come before the Board at its 2<sup>nd</sup> July meeting (July 15).

D. COMMITTEE MEMBER COMMUNICATIONS

There were no committee member communications.

E. AD HOC SUBCOMMITTEE REPORTS

There were no ad hoc 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.

There were no public comments provided.

## **2. CONSENT AGENDA**

### **A. Consideration to Approve the May 27, 2021, Regular Meeting Minutes**

Member Harmon Worthen moved to accept the May 27, 2021, Regular Meeting Minutes as written.

Member Boyett seconded the motion.

Member Harmon Worthen voted aye.  
Member Boyett voted aye.  
Member Heinrichs voted aye.

Ayes – 3; Nays – 0. The motion passed.

## **3. REGULAR BUSINESS**

### **A. Discussion and Consideration of a Policy Regarding Surveillance Cameras on District Properties**

This agenda item was postponed to a future meeting.

### **B. Discussion and Consideration of Policy Regarding Purchase of Used Equipment**

This agenda item was postponed to a future meeting.

### **C. Discussion and Consideration of Policy 2425 California Public Records Act Response Procedures**

GM Weigold presented a written policy for responses to public requests for records and noted that the draft has not been reviewed or commented upon by the District's outside counsel, and thus remains subject to revision.

The district does not currently have a policy in place for records requests. The current draft was drawn from a prior policy and was marked up for consideration. A binding policy is a pre-condition to applying for the Special District

Leadership Foundation's District Transparency Certificate of Excellence, which application is due in November 2021.

Member Harmon Worthen raised concerns regarding the imposition of fees and the manner of their calculation for copies of records. GM Weigold and Secretary Terterian explained the redline markup to clarify the amounts charged for differing types of records.

A member of the public commented that the imposition of fees for copies of documents may be illegal or otherwise not permitted. GM Weigold stated that the listed fees are Board approved but reiterated that the appropriateness of charging such fees remained subject to review by District counsel.

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

Agenda Items 3(A) and 3(B) will appear on a future agenda.

No other items were proposed for inclusion on a future agenda.

#### **5. ADJOURN**

Chairman Howell adjourned the meeting at 3:00 pm due to a lack of consistent internet connections and Zoom connectivity and therefore the failure of quorum.



**POLICY TITLE: California Public Records Act Response Procedures**  
**POLICY NUMBER: 2425**

The California Public Records Act (Government Code, section 6250 et seq.) grants California residents important rights to obtain access to records held by public agencies. ~~[Special District]~~ Cambria Community Services District adopts this policy to clarify how it will respond to requests for records under the Public Records Act.

~~2425.1 All requests for public records shall be in writing on a form approved by the Board of Directors General Manager, unless the request is to review an agenda, agenda reports, or minutes of the Board or ordinances or resolutions of the Board or any of its committees, which are available in the District Administrative office.~~

~~2425.2~~ Staff will respond to all requests as soon as possible after they are received, but not later than the 10-day period, or extensions thereof, provided by Government Code section 6253.

- a) Staff shall review each request and determine whether it seeks identifiable records and, if not, staff shall help the requestor identify records responsive to the request.
- b) Staff shall request all Directors who may have the records requested to search their files and report whether they have the records and, if so, when the records can be made available to the requestor.
- c) Staff shall respond to the requestor, advising him or her in writing of the availability of the ~~documents~~ records, a description of the medium (paper, electronic format, etc.) and location of the records, and whether any are exempt from disclosure under the Public Records Act. As the Public Records Act requires, to the extent feasible, staff will provide suggestions to overcome any practical basis for denying access to the records sought.
- d) If a request is made for copies of records, staff shall also advise the requestor of the estimated copying cost.
- e) The person requesting the copies shall pay the direct cost of duplication, or a statutory fee, if applicable. the charges for the requested copies established by the Board. At present those are: photocopying is \$.20 per page for black and white copies plus any additional pass through costs if applicable; Drawings & Maps are actual costs with a minimum of \$2 per page; Audio, CD or DVD are actual cost (including any vendor costs, materials, staff time, 10% admin overhead, mailing costs and any other related costs); and, Custom Report/Data Queries are \$.20 per page for black and white copies plus actual costs (including staff time and 10% administrative overhead). [\$1.00 for the first page, \$.05 each additional page, \$.10 per page for Political Reform Act materials, CD's \$5.00, DVD's \$10.00]. Staff shall not make the requested copies until a deposit of the estimated copying cost is received and shall not release the copies until the actual copying cost is paid.



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2425.3 In accordance with the Public Records Act, the administrative staff will provide specific, identifiable records but will not research records for particular types of information or analyze information which may be contained in public records.

2425.4 Administrative staff will respond to requests for public records in accordance with the Public Records Act as the Act now exists or may hereafter be amended, and nothing in this Policy is intended nor shall it be construed to conflict with the terms of the Public Records Act.





[District]  
REQUEST FOR PUBLIC RECORDS

\_\_\_\_\_ Date requested: \_\_\_\_\_ Date required:

Please list each document, file, or record separately

- I wish to
- Review
  - Obtain copies of the following public records:

I/We, the undersigned, request documents as indicated and agree to pay the [District] for copies at the rate of \$1.00 for the first page and \$0.05 for each additional page (\$0.10 per page for documents requested pursuant to the Political Reform Act) when I receive or my representative receives them.

Name/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Signature: \_\_\_\_\_

FAX Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

FOR INTERNAL USE ONLY

~~Approved~~  ~~Denied~~

Signature: \_\_\_\_\_

Reason, if denied:

Disposition of Request: Documents/response provided on (date)

By:  Mail  Pick up  FAX  Email  Delivered  Verbal  Phone

Comments:





Date Completed:	Staff Member(s):	Staff Time:
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**CAMBRIA COMMUNITY SERVICES DISTRICT  
PUBLIC RECORDS REQUEST FORM**

The California Public Records Act (Government Code 6250. et seq.) was enacted to ensure public access to public records. This form will enable us to accurately and efficiently fill your request. You will be charged the direct cost of duplication, as set forth in the CCSD Fee Schedule. Documents will not be copied until payment has been received.

To expedite your request for District records, please identify specifically the type of records you are requesting. Requests should reasonably describe identifiable records prepared, owned, used or retained by the District. The District is not required by law to create a new record or list from an existing record.

NAME: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_

PHONE: \_\_\_\_\_ Email Address: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Full description of document(s). Please be as specific as possible and include date(s), if known. (if necessary, add additional pages)

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**YOUR REQUEST WILL BE PROCESSED IN COMPLIANCE WITH THE PUBLIC RECORDS ACT.** Within 10 days from receipt of the request, the District will determine whether the request, in whole or in part, seeks copies of disclosable public records and will promptly notify the person making the request of the determination and the reasons therefore. As permitted by law, in unusual circumstances, the time limit to respond may be extended. "Unusual circumstances" means: 1) The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request. 2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request. 3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination

Signature of Requestor: \_\_\_\_\_

## EXHIBIT "A"

## Cambria Community Services District Fee Schedule

Type of Fee	Fee
<b>CUSTOMER SERVICE CHARGES</b>	
Account Start	\$38.50
Security Deposit for non-owner customers / or after disconnect	\$100
Returned Check	\$25 first time \$35 per each additional time
Late Fee – after 30 days <i>Fee can be waived once each calendar year at District's discretion.</i>	10% of delinquent amount with a \$10 minimum charge plus 0.5% of delinquent amount each additional month bill remains delinquent
48-Hour Notice fee	\$29.50
Service Disconnect / Reconnect Fee	\$140
Service Disconnect only	\$70
Service Reconnect only	\$70
Off Hours Reconnect	\$155
Meter Tampering	\$50 + actual cost
Payment Plan	Fee waived for first payment plan. Late Fee applies to second payment plan. <i>Maximum of 2 payment plans allowed per calendar year.</i>
Remodel Application Review Fee with Water Fixtures	Actual cost (including 10% admin overhead), \$250 deposit required
Remodel Application Review Fee without Water Fixtures	Actual cost (including 10% admin overhead), \$100 deposit required
Special Agreement Fee	Actual cost (including 10% admin overhead), \$1,000 deposit required
Application Fee to Place Banners or Decorations on Main Street Light Lamp Posts	\$50 Non-Refundable Fee
Other/Miscellaneous Services	The District reserves the authority to levy fees for other services not specified herein at a level not exceeding the District's costs for providing each service. Such fees will be based on District estimates for staff time and materials, including overhead and administration.
Application Fee for Events Using Fiscalini Ranch	\$100
<b>GENERAL ADMINSTRATIVE CHARGES</b>	
Photo-copying	\$0.20 per page for black & white copies plus any additional pass-through costs if applicable
Drawings & Maps	Actual costs with a minimum of \$2 per page
Audio, CD, or DVD	Actual cost (including any vendor costs, materials, staff time, 10% admin overhead, mailing costs, and any other related costs)
Custom Report / Data Queries	\$0.20 per page for black & white copies plus actual costs (including staff time and 10% administrative overhead)
Agenda Subscription (by Email)	\$36 annual
Agenda Subscription (by Postal Mail)	\$54 annual (including postage)

Type of Fee	Fee
<b>WATER METER ALLOCATIONS</b>	
Wait List Administration Fee	\$88 (includes 10% admin overhead)
Intent to Serve Letter (Good for 18 months)	Actual cost (including 10 % admin overhead), <i>\$900 deposit required</i>
Extension of Intent to Serve Letter	Actual cost (including 10 % admin overhead) with deposit required
Single Permit	<i>\$200 deposit required</i>
Permits for more than 3 EDUs	<i>\$400 deposit required</i>
Transfer of Meter/Position Location	Replaced with 2 separate fees (listed below)
Meter/Position Relocation: For parcels without an existing connection	Actual cost (including 10% admin overhead), <i>\$750 deposit required</i>
Active Service Transfer	Actual cost (including 10% admin overhead), <i>\$750 deposit required</i>
Special Project Agreement	Actual cost (including 10% admin overhead), <i>\$1,000 deposit required</i>
Fireflow Evaluation of Infrastructure	Actual cost (including 10% admin overhead), <i>\$200 deposit required</i>
Assignment of Position (Change of Owner)	Actual cost (including 10% admin overhead), <i>\$500 deposit required</i>
Assignment requiring Board Approval	Actual cost (including 10% admin overhead), <i>\$1,000 deposit required</i>
<b>UTILITY SERVICE &amp; WATER CONSERVATION</b>	
Construction Damage	Actual cost (including 10% admin overhead)
Customer Service Call for Water Loss (formerly callout to private property leak)	No charge first call ; actual cost thereafter; After hours minimum 2 hours fully burdened overtime rate <i>No charge if meter is malfunctioning</i>
Water Capacity Fee	Actual cost + \$12,688 per EDU
Sewer Capacity Fee for properties in Cambria Assessment District No. 2 (formerly Sewer Connection Fee)	Actual cost + \$7,161 per EDU
Sewer Capacity Fee for properties outside Cambria Assessment District No. 2 (formerly Sewer Connection Fee)	Actual cost + \$9,330 per EDU
Engineering Plan Check	\$206 + actual costs over 2 hours (including 10% admin overhead)
New Construction Application Fee	\$55
New Construction Plan Review	\$110 + actual costs over 2 hours (including 10% admin overhead)
Remodel Application Fee	\$55
Remodel Plan Review	\$110 + actual costs over 2 hours (including 10% admin overhead)
Water & Sewer Impact Fee – New fixtures added to Existing Service	
Each Add'l Sink/Lavatory, Toilet, Urinal, or Clothes Washer	\$400
Each Add'l Shower or Bathtub	\$800
Each Add'l Bar or Laundry Sink	\$200
Meter Test <i>Fee waived if meter found defective</i>	Actual costs (including 10% admin overhead), <i>\$125 deposit required</i>
Meter Relocation	Actual costs (including 10% admin overhead), <i>\$100 deposit required</i>

Type of Fee	Fee
Water Conservation Fixture(s) Inspection(s): Applies to: New Construction, Retrofits, Resale Pre-Inspection, Remodels of greater than 20% of existing square footage, and Remodels of less than 20% of existing square footage	\$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs
Sewer Wye Inspection	\$99.50 initial inspection, plus \$49.75 per reinspection if needed, plus additional actual costs
Sewer Lateral Agreement	Eliminate
Response to Private Sewer Spill	Eliminate
Pre-Treatment Inspection Related to SSMP	\$105 plus actual costs over 1 hour
<b>EQUIPMENT RENTAL COSTS (EXCLUDES STAFF TIME)</b>	
Backhoe	\$90 / hour
Portable Trailer Mounted Compressor	\$30 / hour
Service Truck	\$50 / hour
Dump Truck	\$70 / hour
Vactor Truck	\$100 / hour
Labor (each worker)	\$45 / hour
Other Equipment	Actual cost
<b>FIRE DEPARTMENT</b>	
Fireworks/Pyrotechnics Show Permit and Inspection	\$250 + actual costs over 2 hours
Tent Fire Permit and Inspection	\$150 + actual costs over 1 hour
Movie Set Fire Permit and Inspection	\$250 + actual costs over 2 hours
Plan Check w/Inspection and Fire Letter Residential New Construction Residential Remodel Commercial New Construction Commercial Remodel	\$350 + actual costs over 3 hours \$350 + actual costs over 3 hours \$450 + actual costs over 4 hours \$350 + actual costs over 3 hours
Fire Alarm Plan Check & Inspection	\$350 + actual costs over 3 hours
On-site Hydrant(s) Inspections(s)	\$300 + actual cost over 2.5 hours
Sprinkler System	\$250 standard + actual costs over 2 hours + if required, \$100 for bucket flow test + if required, \$100 for underground inspection + if required, \$100 for line test
Hydrant / Fire Flow Calculations	\$175 + actual cost over 1.5 hours
Administration of Fire Hazard Fuel Reduction Order	\$200 + contractor cost pass through
Incident Report	\$0.20 per page for black & white copies
Fire Investigation Report	\$0.20 per page for black & white copies
<b>Fire Service Vehicle Reimbursement Rates for Mutual Aid Calls</b>	
Fire Engine Type I (1,500 gpm)	\$90 per hour
Fire Engine Type II	\$56 per hour
Rescue Vehicle	\$56 per hour
Command Vehicle	\$56 per hour
Utility Vehicle	\$56 per hour
Water Tender CAF (Compressed Air Foam) (500 gpm)	\$70 per day
Vehicle Mileage	Per IRS allowance
Personnel Costs	Actual cost

**EXHIBIT "A"****VETERAN'S MEMORIAL HALL RENTALS**

		<b>Community Groups &amp; Civic Organizations</b>		<b>For Profit Entities &amp; Private Events</b>	
<b>SECURITY/CLEANING DEPOSIT</b>					
Partial Facility Use:					
Class I & II		\$50		\$100	
Class III		\$50		\$400	
Full Facility Use:					
Class I & II		\$250		\$250	
Class III		\$250		\$1,000	
Events with alcohol		\$500			
Class IV Events		n/a		\$1,500	
<b>CLASS I - III FEES</b>					
<b>Main Hall &amp; Full Facility</b>		<u>Main Hall</u>	<u>Full Facility</u>	<u>Main Hall</u>	<u>Full Facility</u>
Class I	Per hour	\$20	n/a	\$50	\$80
	Half Day (4 Hours)	n/a	n/a	\$150	\$250
	Full Day (8 Hours)	n/a	n/a	\$300	\$500
Class II	Per hour	\$25	n/a	\$70	\$100
	Half Day (4 Hours)	n/a	n/a	\$200	\$300
	Full Day (8 Hours)	n/a	n/a	\$400	\$600
Class III	Half Day (4 Hours)	\$30	n/a	\$300	\$600
	Full Day (8 Hours)	n/a	n/a	\$500	\$1,000
	Each Add'l Hour	n/a	n/a	\$60	\$120
Overnight Add-On Fee		n/a		\$50	
<b>Dining Room with Deck</b>					
	Per hour	\$12		\$35	
	Half Day (4 Hours)	n/a		\$90	
	Full Day (8 Hours)	n/a		\$180	
<b>Kitchen (Add-On Fee)</b>					
<i>Only rented as an add-on to rental of Main Hall or Dining Room</i>					
	1 hour	\$6		\$30	
	Each Add'l Hour	\$6		\$15	
<b>BBQ Pit</b>					
	Per hour	\$6			
	Half Day (4 Hours)	n/a		\$60	
	3/4 Day (6 Hours)	n/a		\$80	
	Full Day (8 Hours)	n/a		\$100	
<b>Parking Lot Only (Includes Restrooms)</b>					
	Per hour	\$9		n/a	
	Half Day (4 Hours)	n/a		\$200	
	Each Add'l Hour	n/a		\$50	
<b>CLASS IV FEES</b>		<u>Parking Lot Only</u>	<u>Full Facility</u>	<u>Parking Lot Only</u>	<u>Full Facility</u>
	Half Day	n/a	n/a	\$800	\$1,200
	All Day	n/a	n/a	\$1,500	\$2,000
<b>STAFFING</b>	n/a for community and civic groups		\$40 per hour per staff member, 2 hour minimum		
<i>Onsite District staff may be required for profit and private events, at the discretion of the General Manager or his/her designee.</i>					
Class I—Low or Minimum Impact (Events up to 35 people, includes passive uses, such as group meetings or exercise classes.)					
Class II—Medium Impact (Events with more than 35 people but less than 100, or where equipment or materials, supplies, or displays are brought in, such as woodcarving or art instruction, educational seminars, health fairs, craft shows, holiday benefits, and events with similar impact.)					
Class III—Moderate to Higher Impact (Events from 100 up to 500 people, events where alcohol liability is required, dances, large exhibits, and other events with similar impact.)					
Class IV—High Impact (Events with attendance by over 500 people)					
<i>Community groups and civic organizations and Veterans Organizations may receive a fee reduction as determined by the General Manager.</i>					

## **Cambria Community Services District Social Media Policy**

### 2415.1 Purpose:

The policy outlines the protocol and procedures for use of social media to publicize Cambria Community Services District (“District”) services, news, announcements and events. In addition, this policy addresses the responsibilities of District employees and District officials, as well as consultants and contractors performing work on behalf of the District, with regard to social media and the use of District resources (time/equipment), as well as responsibilities related to the public records and open meeting laws.

### 2415.2 Definitions:

- a) Social Media: Various forms of discussions and information-sharing, including social networks, blogs, video sharing, podcasts, wikis, message boards, and online forums. Technologies include: picture-sharing, wall-postings, fan pages, email, instant messaging and music-sharing. Examples of social media applications include but are not limited to Google and Yahoo Groups, (reference, social networking), Wikipedia (reference), NextDoor (social networking), Facebook (social networking), YouTube (social networking and video sharing), Flickr, (photo sharing), Twitter (social networking and microblogging), LinkedIn (business networking), and news media comment sharing/blogging.
- b) Social Networking: The practice of expanding business and/or social contacts by making connections through web-based applications. This policy focuses on social networking as it relates to the Internet to promote such connections for District business and for employees, elected and appointed officials who are using this medium in the conduct of official District business.
- c) “Posts” or “postings” means information, articles, pictures, videos, or any other form of communication posted on a District social media site.

### Policy:

2415.3 No District social media site may be created without the prior written approval of the General Manager or his or her designee. All District social media sites created on behalf of the District, by its employees on District time, or using other District resources are the property of the District and shall be administered and regularly monitored by the General Manager or his/her designee. These social media sites shall be used to help inform the public about District business, services, news and events. Individual departments may have their own pages/sites, subject to General Manager approval. Individual departments wishing to add content to District social media sites may submit a request to the General Manager. The District’s web site, [www.cambriacsd.org](http://www.cambriacsd.org), will remain the location for content regarding District business, services and events. Whenever possible, links within social media formats should direct users to the District web site for more information, forms, documents, or online services necessary to conduct business with the District. District social media sites shall clearly state that such sites are maintained by the District and that the sites comply with this Social Media Policy.



2415.4 District employees and appointed and elected officials shall not disclose information about confidential District business on the District's social media sites, personal social media sites, or otherwise.

In addition, all use of social media sites by elected and appointed officials shall be in *compliance with California's Brown Act*, which prohibits serial meetings of a majority of the Board or another legislative body of the District via email or other electronic means. In this regard, reference is made to Government Code section 54952.2, which has been amended and clarifies that a member of a legislative body may communicate on social media platforms to answer questions, provide information to the public or to solicit information from the public regarding a matter within the legislative body's subject matter jurisdiction. But those communications are only allowed if members of the same legislative body do not use a social media platform to discuss official business among themselves. "Discuss among themselves" means making posts, commenting, and even using digital icons that express reactions to communications (i.e., emojis) made by other members of the legislative body.

Government Code Section 54952.2(b)(3) also prohibits a member of a legislative body from responding "directly to any communication on an Internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of the legislative body." Therefore, if one Board or Committee or Commission Member posted a comment in response to another Member's social media post about a District issue, it would be a Brown Act violation.

Employees and elected or appointed officials' posts to non-District social media sites are a reflection of their own views and not necessarily those of the District and should not suggest otherwise.

2415.5 Posting/Commenting Guidelines:

- a) Postings made by the District to social media sites should contain information and content that has already been published or broadcast by the District. The District will not comment on other social media member's sites. All official social media postings by the District will be done solely on the District's social media sites or in response to postings made on the District's social media sites. Officers, employees and agents of the District representing it on District social media sites shall conduct themselves professionally and in accordance with all District policies. All District social media sites shall use authorized District contact information for account set-up, monitoring and access. Personal email accounts or phone numbers may not be used to set up, monitoring, or post to a District social media platform.
- b) The District reserves the right to remove from its social media sites content that it finds to violate this policy or applicable law. Any participants on the District's social media sites who are in continual violation of the postings/commenting guidelines may be barred from further use of the District's site. The District will only post photos for which it has copyright or the owner's permission.
- c) District social media platforms are subject to the California Public Records Act. Any content maintained on a District social media site that is related to District business, including a list of

subscribers, posted communication, and communication submitted for posting, may be considered a public record and subject to public disclosure. All postings on District social media sites shall be sent to a District email account and maintained consistently with the Public Records Act, provided, however, that any material removed from a District social media site consistently with this policy shall be considered a preliminary draft, note or memorandum not retained by the District in the ordinary course of business and shall not constitute a public record of the District required to be retained consistently with the District's records retention schedules.

- d) Chat functions in any social media sites should not be used.
- e) Links to all social media networks to which the District belongs will be listed on the District's website. Interested parties wishing to interact with these sites will be directed to visit the District's web site for more information on how to participate.
- f) The District reserves the right to terminate any District social media site without notice or to temporarily or permanently suspend access to District social media as to some or all persons at any time. The District reserves the right to implement or remove any functionality of its social media platforms, in the discretion of the General Manager or his or her designee. This includes, but is not limited to, information, articles, pictures, videos, or any other form of communication that can be posted on a District social media platform
- g) District social media sites may contain content, including but not limited to, advertisements or hyperlinks over which the District has no control. The District does not endorse any hyperlink or advertisement placed on District social media sites by the social media site's owners, vendors, or partners.
- h) Any person authorized to post items on any of the District's social media platforms shall review, be familiar with, and comply with this Policy and each social media platform's terms and conditions of use.
- i) Any person authorized to post items on behalf of the District to any of the District's social media platforms shall not express personal views or concerns through such postings. Instead, postings on any of the District's social media platforms on behalf of the District shall only reflect the views of the District.
- j) Posts must contain information that is freely available to the public and not be confidential as defined by any District policy or county, state or federal law.
- k) Posts may NOT contain any personal information, except for the names of persons being available for contact by the public as representatives of the District. Posts to District social media sites shall NOT contain any of the following:
  - 1) Comments that are not topically related to the information commented upon;
  - 2) Comments in support of, or opposition to, political campaigns, candidates or ballot measures;
  - 3) Profane language or content;
  - 4) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, or status with regard to public assistance, national origin, physical or mental disability or sexual orientation, or any other category protected by federal, State, or local law;
  - 5) Sexual content or links to sexual content;
  - 6) Solicitations of commerce;

- 7) Conduct or encouragement of illegal activity;
- 8) Information that may tend to compromise the safety or security of the public or public systems;
- 9) Content that violates a legal ownership interest of any other party;
- 10) Comments that are abusive, hateful, or intended to defame anyone or any organization;
- 11) Comments with violent or threatening content; or
- 12) Content advocating for alteration of hours, wages, and terms and conditions of employment (applies to District employees only).

Procedures:

2415.6 The General Manager or his designee will be responsible for responding to comments and messages as appropriate. The District will direct users to the District's web site for more information, forms, documents or online services necessary to conduct business with the District.

2415.7 The District may invite others to participate in its social media sites. Such invitations will be based upon the best interests of the District as determined by the General Manager or his or her designee.

Responsibilities:

2415.8 It is the responsibility of employees and appointed and elected officials to understand the procedures as outlined in this policy.

2415.9 Employees who are not designated by the General Manager to access social media sites for District business are prohibited from accessing social media sites utilizing the District computer equipment and/ or the District's web access. While at work, employees who are not granted access via District systems and computing equipment may use personal computing devices and personal web accounts to access social media sites only during non-working hours such as lunch periods and breaks. State law provides that more than occasional or incidental personal use of District resources is a crime.

2415.10 The General Manager will determine if a requested use of District social media sites or other District resources is appropriate and complies with this policy.

2415.11 All content on District social media sites must comply with District web standards, the rules and regulation of the social media site provider, including privacy policies, and applicable law. Employee or District confidentiality shall be maintained in accordance with all applicable laws and District policies. If a question arises regarding the use or posting of confidential information on a social media site, the matter shall be referred to the General Manager. The information in question shall not be posted, or if already posted, shall be removed until an opinion is rendered by General Manager or, at his or her request, Legal Counsel. Notwithstanding the opinion of the District counsel, the General Manager reserves the right to restrict or remove District information from a District social media site if the General Manager concludes the information does not serve the best interest of the District.

2415.12 All social media-based services to be developed, designed, managed by or purchased from any third-party source for District use requires appropriate budget authority and approval from the Board of Directors, in accordance with the District's Purchasing Policy.

2415.13 The District reserves the right to change, modify, or amend all or part of this policy at any time.