Pursuant to Governor Newsom's Executive Order N-29-20, members of the Policy Standing Committee and staff will participate in this meeting via a teleconference. Members of the public can submit written comments to the Board Secretary at boardcomment@cambriacsd.org.



POLICY COMMITTEE

REGULAR MEETING Monday, December 28, 2020 - 2:30 PM

AGENDA

Join Zoom Meeting

https://zoom.us/j/98922843035?pwd=aWRObWxqUzNLSGs0d2ZnYXdOQ0E0Zz09

Meeting ID: 989 2284 3035

Passcode: 842613 One tap mobile

+16699006833,,98922843035# US (San Jose) 13462487799,,98922843035# US+(Houston)

Dial by your location

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

Meeting ID: 989 2284 3035

Find your local number: https://zoom.us/u/abxeaP3Rly

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the Office of the Board Secretary, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at www.cambriacsd.org. Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The Committee Chairperson will answer any questions regarding the agenda.

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

1. PUBLIC COMMENT

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

2. CONSENT AGENDA

 Consideration to Approve the November 20, 2020 Regular Meeting Minutes

3. REGULAR BUSINESS

- A. Discussion and Consideration of Policy 2170 on Grants
- B. Discussion and Consideration of Policy 4150 on Filling CCSD Board Vacancies
- C. Discussion and Consideration of a District Policy Regarding People Experiencing Homelessness
- D. Discussion and Consideration of 2021 Policy Committee Meeting Dates
- E. Discussion of Standing Committee Rules Regarding Length of Terms, Term Limits, and Methods of Appointment

4. FUTURE AGENDA ITEMS

5. ADJOURN

POLICY COMMITTEE

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

MINUTES

A. ESTABLISH QUORUM

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

B. CALL TO ORDER

A quorum was established.

Committee Members present: Donn Howell, Gordon Heinrichs, Ted Key, Claudia Worthen and Leslie Richards.

Committee Member absent: John Nixon

Staff present: General Manager John Weigold and Board Secretary.

C. CHAIRMAN'S REPORT

Chairman Howell made the following points:

- 1. In preparing the policy for filling vacancies on the Board he found problems. He will make some changes and bring the policy back to the Committee for approval before sending it on to the Board.
- 2. He presented the policy on applying for grants to Board at its November 20 adjourned meeting. The ensuing discussion revealed some areas that need clarification. The policy will come back to our Committee for further refinement at our December or January meeting.
- 3. The Committee's report and recommendation on a policy regarding street lighting, with some minor changes to format and grammar, will placed on one of the Board's upcoming agendas hopefully the second meeting in December or one of the Board's January meetings.
- 4. The matter of correspondence between CCSD directors and the public was discussed during Howell's committee liaison report at the Board's November 20 adjourned meeting. The substance of that discussion will inform the ad hoc subcommittee's work. See 3.B. below.

D. AD HOC SUBCOMMITTEE REPORTS

There were no ad hoc subcommittee reports.

1. PUBLIC COMMENT

There was no general public comment.

2. CONSENT AGENDA

A. Consideration to Approve the October 29, 2020 Regular Meeting Minutes

Committee Member Harmon moved to approve the consent agenda.

Committee Member Richards seconded the motion.

Motion Passed - Ayes - 4; Nays - 0. Ayes: Heinrichs, Richards, Key, Worthen. Nixon absent. Chairman not voting.

3. REGULAR BUSINESS

With unanimous concurrence regular business items were taken in the following order: B, C, A.

A. Discussion and Consideration of the District's Purchasing Policy Regarding Purchase of Used Equipment

This item was discussed but no action was taken. It will be brought forward for discussion and consideration at the Committee's December 29 meeting.

Committee members voiced their concerns on this matter and received input from General Manager Weigold. Chairman Howell will produce a summary of today's discussion and include it in the agenda packet for the December committee meeting.

Member Richards volunteered to research how other comparable CSD's deal with time-sensitive purchasing issues. Chairman Howell accepted her offer and appointed her an ad hoc subcommittee of one. She will bring her findings forward at the Committee's December meeting.

B. Discussion and Consideration of District Policies Regarding People Experiencing Homelessness

Public Comment on this Item: Elizabeth Bettenhausen

A draft policy was presented by members Worthen and Richards.

Member Harmon moved that:

Chairman Howell strike the last paragraph of the draft, reformat the draft, correct the spelling as needed, and bring it back to the Committee for final approval at its December meeting.

Motion seconded by Richards

Motion passed - Ayes - 4; Nays - 0. Ayes: Heinrichs, Richards, Key, Worthen. Nixon absent. Chairman not voting.

Discussion and Consideration of Policy 1040.2 Regarding Answering Correspondence to the Board

Public Comment on this Item: Elizabeth Bettenhausen

Member Key presented a draft report for submission to the Board.

After discussion the Committee reached consensus that:

Member Key will send his draft to all Policy Committee members. Members will respond – only to member Key -- with their comments. Additionally, chairman Howell will send Key a summary of Directors' comments from the Board meeting of Nov. 20. Member Key will then assemble all the comments and, working with member Worthen, come up with a draft policy statement and/or recommendation to the CCSD Board. CCSD Board.

FUTURE AGENDA ITEMS 4.

Applying for Grants – final version Filling Vacancies on Board of Directors - final version Regarding People Experiencing Homelessness - final version

5. **ADJOURN**

Chairman Howell adjourned the meeting at 4:30 p.m.

6 3 A Att 01

Draft Policy on Grants - CCSD

The following draft policy reflects revisions to existing policy intended to achieve a balance between the General Manager and staff requests to reduce approval/authorization steps in the process of applying for grants with the Board of Directors interests in asserting authority over approval/authorization steps in the process of applying for grants. The policy approved by the Board on August 13 ("CCSD Policy on Applying for Grants for the SST Projects Included in the SST Program") is the base document for this draft policy. However, this draft policy would apply to grants affecting all CCSD projects, programs, and services.

POLICY 2170 – GRANTS

2170.1 Purpose

2170.1.1 Grants are defined as contracts or agreements whereby the Cambria Community Services District ("CCSD") receives funding from an outside agency or organization to support a District project, program, or service, and for which the District has fiduciary oversight responsibility.

2170.1.2 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, programs, and services. This policy has been adopted by the CCSD Board of Directors to clarify responsibility and authority for applying for grants and to assure that all grants awarded to the CCSD have been thoroughly researched, are financially feasible for the District, and do not create unforeseen financial or other burdens.

2170.2 Applying for grants

2170.2.1 The General Manager has sole responsibility, acting within the limits of the General Manager's fiscal approval authority, including required matching funds, to authorize and approve applications for grant funding to support budgeted projects, programs, and services, subject to the provisions of this policy.

2170.2.2 The General Manager shall inform the Board of Directors of all grant applications as soon as possible following submission. Applications for grant funding that require matching funds above the General Manager's fiscal approval authority shall require Board approval prior to submission. The Board of Directors shall have final approval of all grants awarded to the District, including any required resolutions and budget adjustments. The General Manager shall establish procedures to assure that the processing of grant applications is timely and effective, that the prospective grants directly support the purposes of the District, and that the terms of the grant can be implemented and managed in an efficient and effective manner.

7 3 A Att 02

Draft Policy on Grants (second iteration) – CCSD

The following draft policy reflects revisions to existing policy intended to achieve a balance between the General Manager and staff requests to reduce approval/authorization steps in the process of applying for grants with the Board of Directors interests in asserting authority over approval/authorization steps in the process of applying for grants. The policy approved by the Board on August 13 ("CCSD Policy on Applying for Grants for the SST Projects Included in the SST Program") is the base document for this draft policy. However, this draft policy would apply to grants affecting all CCSD projects, programs, and services.

POLICY 2170 – GRANTS

2170.1 Purpose

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- 2170.1.2 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, programs, and services. This policy has been adopted by the CCSD Board of Directors to clarify responsibility and authority for applying for grants and to assure that all grants awarded to the CCSD have been thoroughly researched, are financially feasible for the District, and do not create unforeseen financial or other burdens.

2170.2 Applying for grants

Subject to the provisions of this policy, the General Manager has sole responsibility to authorize and approve applications for grant funding to support any of the following:

- a) budgeted projects, programs, and services; or
- b) board approved projects and initiatives; or
- c) ?
- 2170.2.1 The General Manager shall inform the Board of Directors of all grant applications as soon as possible following submission.
- 2170.2.2 Applications for the following types of grants shall require board approval prior to submission:
 - a) grants that require matching funds above the General Manager's fiscal approval authority; and
 - b) grants that commit the District to expend resources beyond what the Board has previously discussed and approved.

8 3 A Att 02

2170.2.3 The General Manager shall establish procedures to assure that the processing of grant applications is timely and effective, that the prospective grants directly support the purposes of the District, and that the terms of the grant can be implemented and managed in an efficient and effective manner.

2170.3 Accepting Grants

The Board of Directors shall have final approval of all grants awarded to the District, including any required resolutions and budget adjustments.

9 3 B Att 01

Policy 4150 CCSD Policy and Procedures for Filling Vacancies on Board of Directors by Appointment

4150.1 WHEN A VACANCY OCCURS ON THE BOARD OF DIRECTORS:

4150.1.1 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)**

4150.1.2 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)**

4150.2 BOARD APPOINTMENT TO FILL A VACANCY -- REQUIREMENTS

- 4150.2.1.1 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)**
- 4150.2.1.2 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)**
- 4150.2.2,1 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)
- 4150.2.2.2 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)
- 4150.2.3.1 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 Secretary or a remaining member of the District Board, the San Luis Obispo

10 3 B Att 01

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)**

4150.2.3.2 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) After a quorum has been achieved, the CCSD Board of Directors shall follow the procedures specified in this policy 4150 to fill the remaining vacancy or vacancies.

4150.3. PROCEDURES TO FILL A BOARD VACANCY BY APPOINTMENT

The following procedures shall direct the process of filling vacancies on the Board of Directors by appointment.

4150.3.1 Procedure to appoint using voting results from last scheduled election (Note: pursuant to adoption of Policy 4150 by the Board of Directors, Section 4150.3.1 shall become effective 12 months following adoption of Policy 4150.)

Should a vacancy occur no later than 8 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, provided that candidate received at least 10% of total votes cast. If this method is not available because a vacancy occurs after 8 months since the last scheduled election, or if the candidate is unwilling to serve or no longer meets minimum qualifications, including vote minimum, or is no longer available, the following procedures shall apply.

4150.3.2 Procedure to appoint from a pool of volunteers

4150.3.2.1 Applications

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.

4150.3.2.2 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

4150 Filling BOD Vacancies

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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 after all applicants have been interviewed.

4150.3.2.3 Board selection of appointee(s)

- A. 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 open 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
 - 2. If the balloting results in a tie for most first-place choices, the applicant with the most first and second place choices wins. If the balloting still results in a tie, the process continues until all choices are counted. If two or more applicants remain tied following the counting of all choices, the Board will yield the decision of appointment to the San Luis Obispo County Board of Supervisors, pursuant to Section C, below.
 - See addendum #1 to this policy for an example of the ranked choice and tie-breaking processes.
- B. Following the ranked choice order selection of an applicant for appointment, The Board, through motion and action, shall vote to confirm the appointment.
- C. If the ranked choice method of selection yields a stalemate, pursuant to Section A, above, 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).

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With 4 directors voting the possible outcomes will be 4 - 0, 3 - 1, 2 - 1 - 1, 2 - 2 and 1 - 1 - 1 - 1

- **4 0** and **3 1** are outright majorities on the 1st round.
- **2 1 1** requires a 2nd, ranked choice round.
- 2-2 and 1-1-1 are ties on the 1st round and require 1 or more tie-breaking rounds,

2 - 1 - 1 EXAMPLES

		nked (ECTC		ce rou	nd 1	Ranked Choice round 2 DIRECTOR				
	Α	В	С	D	talley	Α	В	С	D	talley
APPLICANT Joe	1	1	4	2	XX	1	1	4	2	XXX
Mary	4	5	2	4		4	5	2	4	X
Bob	2	3	1	5	X	2	3	1	5	
Susan	3	2	3	3		3	2	3	3	
Mike	5	4	5	1	X	5	4	2	1	
					need 3					Joe wins
		Ran	ked (Choice	round 1	Ranked Choice round 2				
		ECTC					RECT			
APPLICANT	Α	В	С	D	talley	Α	В	С	D	talley
Joe	1	1	3	2	XX	1	1	3	2	XXX
Mary	3	4	1	4	Χ	3	4	1	4	
Bob	2	3	2	1	Х	2	3	2	1	X
Mike	4	2	4	3	need 3	4	2	4	3	Joe wins

		Ran	ked	Choic	e round 1	R	round 2	Ranked Choice round 3							
	DIR	ECTO	OR			DIR	ECT	OR			DIRECTOR				
APPLICANT	Α	В	С	D	talley	Α	В	С	D	talley	Α	В	С	D	talley
Susan	1	8	7	6	Χ	1	8	7	6		1	8	7	6	
Bob	2	3	8	7		2	3	8	7	X	2	3	8	7	
Mary	3	1	1	8	XX	3	1	1	8	XX	3	1	1	8	XXX
Theo	4	2	2	1	X	4	2	2	1		4	2	2	1	
Jane	5	4	3	2		5	4	3	2	X	5	4	3	2	
Homer	6	5	4	3		6	5	4	3		6	5	4	3	X
Betty	7	6	5	4		7	6	5	4		7	6	5	4	
Charles	8	7	6	5		8	7	6	5		8	7	6	5	
					need 3					need 3					Mary wins

THIS **2 - 1 - 1** EXAMPLE REQUIRES AN ADDITIONAL TIE-BREAKER ROUND.

		Ran	ked (Choice	round 1	R	lanke	ed Cl	noice	round 2	
	DIR	ECTC)R			DIF	RECT	OR			
ADDUCANT	Α	В	С	D	talley	Α	В	С	D	talley	
APPLICANT											
Joe	1	1	4	3	XX	1	1	4	3	XX	Tie breaker round:
											Which of the tied applicants has the m
Mary	3	3	2	2		3	3	2	2	XX	Mary has two 3's and Joe has one.
,											Mary wins.
Bob	2	5	1	5	Х	2	5	1	5		mary miss
БОО	2	5	-	J	^	2	J	1	5		
_	_			_		_	_	_	_		
Susan	4	2	3	4		4	2	3	4		
Mike	5	4	5	1	Χ	5	4	2	1		
					need 3					Tie>	

2 - 2 EXAMPLE

		Rar	ıked	Choic	e round 1	
	DIF	RECTO	OR			
	Α	В	С	D	talley	
APPLICANT						Tie breaker round 1
Joe	1	1	3	2	XX	Which of the tied applicants has the most 2's?
						Joe, Mary and Bob each has one 2.
Mary	3	4	1	1	XX	Joe, Mary & Bob are tied.
Bob	2	2	4	3		Tie breaker round 2
						Among Joe, Mary and Bob, who has the most 3's?
Mike	4	3	2	4		Bob has two 3's and Mary has one.
						Bob wins.
					Tie>	

1 - 1 - 1 - 1 EXAMPLES

	DIR	Ran		Choice	e round 1	
	A			D	talley	
APPLICANT	^	D	C	U	taney	
JOE	1	5	4	3	Χ	Tie breaker round 1
						Which of the tied applicants has the most 2's?
MARY	4	1	2	4	Χ	Mary and Bob each has one 2.
						A two-way tie between Mary & Bob.
BOB	2	3	1	5	Χ	
						Tie breaker round 2
SUSAN	3	2	5	2		Between Mary and Bob, who has the most 3's?
						Bob has one '3' and Mary has none.
MIKE	5	4	3	1	Χ	Bob wins.
					Tie>	

		Rar	ıked	Choice	e round 1	
	DIF	RECTO	OR			
	Α	В	С	D	talley	
APPLICANT						
JOE	1	5	4	2	Χ	Tie breaker round 1
						Which of the tied applicants has the most 2's?
MARY	3	1	2	4	Χ	Joe, Mary and Bob each has one 2.
						Joe, Mary & Bob are tied.
ВОВ	2	3	1	3	Χ	·
						Tie breaker round 2
SUSAN	4	2	5	5		Among Joe, Mary and Bob, who has the most 3's?
						Bob has two 3's and Mary has one.
MIKE	5	4	3	1	Χ	Bob wins.
					Tie>	
		_		Choice	e round 1	
		RECTO				
	Α	В	С	D	talley	
APPLICANT						
Susan	1	3	7	2	X	Tie breaker round 1
Bob	2	1	8	7	Χ	Which of the tied applicants has the most 2's?
Mary	3	4	6	6		Susan and Bob each has one 2.
Theo	4	2	2	5		Susan & Bob are tied.
Jane	5	6	1	4	Χ	
Homer	6	5	3	3		Tie breaker round 2
Betty	7	8	5	8		Between Susan and Bob, who has the most 3's?
Charles	8	7	4	1	Χ	Susan has one 3 and Bob has none.
						Susan wins.
					Tie>	

Ranked	Choice	round	1
--------	--------	-------	---

	DIR	ECTO	OR			
	Α	В	С	D	talley	
APPLICANT						
Susan	1	3	7	8	Χ	Tie breaker round 1
Bob	4	1	8	7	Χ	Which of the tied applicants has the most 2's?
Mary	2	4	6	6		No one has a 2.
Theo	3	2	2	5		Susan, Bob, Jane and Charles are still tied.
Jane	5	6	1	4	Χ	
Homer	6	5	3	3		Tie breaker round 2
Betty	7	8	5	2		Between Susan, Bob, Jane and Charles, who has the most 3's?
Charles	8	7	4	1	Χ	Susan has one 3 and Bob, Jane and Charles have none.
						Susan wins.

Tie ---->

17 3 C

POLICY 2225 -- Camping on District Property

2225.1 Purpose

This policy is being created in an effort to protect the overall public health and safety of the Cambria Community at large, as well as restricting activities that could negatively impact environmentally sensitive habitat.

2225.2 Background

The CCSD owns property including the Fiscalini Ranch Preserve and parcels accepted from the Land Conservancy of SLO, dedicated to open space and subject to conservation easements that specifically prohibit illegal camping activities.

2225.3 Policy

2225.3.1 Illegal, non-sanctioned homeless encampments on District property pose significant hazards to public health and safety, foster criminal activities, and create nuisance conditions affecting the surrounding neighborhoods. Thus, all illegal homeless encampments shall be removed from District property promptly upon discovery. And, cleaned sites shall be restored to their original intent and condition. Continued monitoring and enforcement actions will be necessary to guarantee that the heavily entrenched local homeless population does not create re-encampments on these corrected sites, a matter of particular concern for the District.

2225.3.2 Since the CCSD provides limited defined services to the Cambria Community and lacks many of the resources necessary to adequately address the core problems surrounding homelessness in general that are fostering the creation of these illegal encampments, the district shall coordinate collaborative efforts and enforcement partnerships with the appropriate county agencies as well conservation stakeholders and independent local non-profits.



CAMBRIA COMMUNITY SERVICES DISTRICT POLICY COMMITTEE 2021 REGULAR MEETING SCHEDULE

January, 2021 at
February, 2021 at
March, 2021 at
April, 2021 at
May, 2021 at
June, 2021 at
July, 2021 at
August, 2021 at
September, 2021 at
October, 2021 at
November, 2021 at
December, 2021 at

Regular meetings are held Via Zoom until further notice