

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.



POLICY COMMITTEE

REGULAR MEETING
Thursday, May 26, 2022 - 3:00 PM

AGENDA

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/83543116071?pwd=K0N5ZDV1Y05Jb2hUcUllGU1RuTHVhQT09>

Passcode: 914470

Or One tap mobile:

US: +16699006833,,83543116071# or +13462487799,,83543116071#

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

Webinar ID: 835 4311 6071

International numbers available: <https://us06web.zoom.us/j/83543116071>

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. 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 April 28, 2022 Regular Meeting Minutes

3. REGULAR BUSINESS

- A. Discuss the Recent Changes Voted on by the Board of Directors at the April 21st Board Meeting Regarding the Standing Committee Bylaws
- B. Revisit and Discuss the Need for a District Climate Change Policy and Recommend that Chairperson Farmer Forward this Recommendation to the Board of Directors for Consideration
- C. Discuss the Need for a District Code of Ethics Policy and Direct Chairperson Farmer to Recommend to the Board of Directors the Creation of a District Code of Ethics Policy
- D. Discuss Establishing a New Meeting Time for the Monthly Policy Committee Meetings

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

POLICY COMMITTEE

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

MINUTES

A. ESTABLISH A QUORUM

A quorum was established.

Committee members present – Harry Farmer, Gordon Heinrichs, Claudia Harmon, Ted Key, Jim Townsend, and Debra Scott.

District staff present – General Manager John Weigold, Administrative Analyst – HR & IT Haley Dodson and Board Secretary Leah Reedall.

B. CALL TO ORDER

Chairperson Farmer called the meeting to order at 3:03 p.m.

C. AD HOC SUBCOMMITTEE REPORT

There was no Ad Hoc Subcommittee Report.

D. CHAIRMAN'S REPORT

Chairperson Farmer gave an update to the committee related to the change in the agenda items from Regular Business to Old Business and New Business. He addressed the change in the Bylaws during the last Board meeting to add an Ad Hoc Committee to the process of promulgating new policies. Members Key, Heinrichs, and Scott commented on the change.

E. COMMITTEE MEMBER COMMUNICATIONS

No committee member communications were discussed.

1. PUBLIC COMMENT

There were no public members attending the committee meeting.

2. CONSENT AGENDA

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

Member Townsend moved to approve the meeting minutes.

Member Heinrichs seconded the motion.

Motion passed – Ayes – Nays – 0 Abstain - 1

3. REGULAR BUSINESS

- A. Discuss the Need for a District Policy Regarding the Duties of the Cambria CSD Board Secretary

Discussion ensued regarding this agenda item. It was not clear if this policy referred to an actual Board Secretary that was part of the Board or if this referred to the board secretary who is an employee who is supervised by General Manager Weigold. After a long discussion, a motion was made by Member Townsend who then withdrew the motion. No further action was taken.

- B. Discuss the Need for a Cambria District Policy Regarding Outside Employment by District Staff

Chairperson Farmer presented this agenda item. The committee members agreed that this policy should be addressed by the Board related to its employees and should not be addressed by the Policy Committee.

- C. Direct Chairperson Farmer to Request the Board Authorize the Policy Committee to Provide a Draft Climate Change Policy to the Board for Consideration

Member Scott moved to direct Chairperson Farmer to request the Board authorize the Policy Committee to provide a draft Climate Change Policy to the Board for consideration.

Member Harmon seconded the motion.

Motion passed – Ayes - 5 Nays - 0 Abstain - 0

4. FUTURE AGENDA ITEMS

Chairperson Farmer asked for suggestions for any future agenda items.

Member Harmon requested that the previous policy work spread sheet be added to the committee's next agenda.

Member Key requested that Chairperson Farmer give the committee an update as to the process for previous policies that had been forwarded to the Board, e.g. Ethics Policy, Conflict of Interest Policy, and Board Correspondence Policy.

Member Scott requested that an update to the Board's Bylaws changes related to the Policy Committee be on the next Committee agenda.

5. ADJOURN

Chairperson Farmer adjourned the meeting at 4:28 p.m.

Attachment for Changes to the Policy Committee Bylaws

The previous Policy Committee Bylaws:

1.7.3 The Policy Committee shall:

- (a) Review existing operational and governance policies that the Board has identified as requiring assessment, update, or organization for consistency with other existing policies;
- (b) Identify potential areas of policy needs not currently addressed in the Policy Handbook, develop needs assessment regarding impact due to lack of policy and immediacy of need, and provide to the Board, through the committee chair, for definition of content, consideration of timing needs and approval to proceed in policy development;
- (c) Support other Standing Committees' policy review needs.

The New Policy Committee Bylaw 1.7.3(b) as voted by the Board of Directors at the April 21st Regular Board Meeting:

1.7.3 The Policy Committee shall:

- (a) Review existing operational and governance policies that the Board has identified as requiring assessment, update, or organization for consistency with other existing policies;
- (b) Identify potential areas of policy needs not currently addressed in the CCSD Policy Handbook, and develop needs assessment regarding impact due to lack of policy and immediacy of need. The Committee Chair shall provide the needs assessment to the Board members for consideration. If determined that a policy is required, the Board will assign a board member ad hoc committee to define the policy needs and parameters. The result in policy parameters will be brought to the Board members for consideration and as needed, directed to the appropriate resources for policy development.
- (c) Support other Standing Committees' policy review needs.

Climate Change Policy

As of May 2021, the scientific community is in agreement that we are now in a climate emergency. The latest reports on sea rise from the California Coastal Commission explain the alarming encroaching tide line that will challenge all coastal communities. The CCSD recognizes that this and other threatening conditions for the planet and our local environment are part of the climate emergency. The CCSD recognizes the potential impact of sea level rise on the fresh water storage capacity of the San Simeon and Santa Rosa Creek aquifers and on the associated water supply and waste treatment infrastructure.

The District understands its responsibility for environmental stewardship while providing water and sewer service to meet the needs of the community's residents, businesses and guests.

The District is committed to meeting water needs with production, storage, and efficient equipment for energy reduction practices throughout the system, which may result in lowering costs.

The District has already environmentally responsible in the following actions:

Paper products – now conforming to the latest California regulations on recycled use

Waste recycling – all office waste is separated out for proper recycle disposal

Electrical demands – electrical upgrades to the waste treatment plant are underway

The District will adopt the following policies to continue reducing electrical consumption, carbon emissions, waste generation and disposal.

1. Office buildings, water treatment plants, equipment and tertiary systems. The District will give priority to renewable power for these locations/applications.

2. Motor pool and transportation vehicles:

Electric and hybrid vehicle purchase and leasing will be implemented as equipment is replaced.

This will include truck and other specialty vehicular needs as new products become available.

For 24/7 on-call employees who live outside of Cambria, district electric vehicles should be used for home transportation.

3. Efficient Water use

In addition to diminishing water shortages, efficient use of water reduces production energy consumption.

- All public restrooms will have water-saving fixtures and systems installed.
- All District offices will have water saving fixtures updated
- The District will hold inspections and maintain records for required water-saving fixtures on new homes, remodels, commercial motels, hotels, bed and breakfast, vacation rental- by-owner properties

- The District will continue encouraging personal water saving systems for existing homes/remodels and other business applications.

4. Waste product reduction Containers will be placed in all workspaces for office waste recycling. All products used for upkeep and servicing of vehicles and other equipment will be disposed of per state regulations.

5 Purchasing An environmental impact statement will be included on all purchase requisitions. For example “paper cups for the coffee station instead of Styrofoam”, or “meeting snacks to include beverages in cans/bottles rather than plastic.”

6 Forest Management Maintaining and increasing forest carbon sequestration requires regular assessment of the health and safety of district forestlands. The District will manage its forest properties to maintain or increase the overall health, size and count of existing tree species while selectively reducing dead, flammable vegetation. Where possible, the District will work with appropriate agencies to improve compliance with existing ordinances for defensible space around structures, ember-proofing and hardening structures for fire resistance.

7 Lighting The District will support the Dark Skies Initiative guidelines for all lighting fixtures under its control to reduce energy consumption while continuing to provide adequate illumination coverage for safety.

Considerations (not be included in the policy per se): The District, similar to the county efforts, should look into not only solar passive, but also new vertical tulip-style wind generators that produce power for periods beyond daylight alone.

Currently, electric vehicles present higher up-front costs. However, when fuel costs and servicing savings are figured in, the cost-per-mile is very close to internal combustion vehicles. Electric vehicles will become far less expensive in the future when battery tech scales up. Electric vehicles have far fewer moving parts, often have 110 outlets and have more towing capacity.

The district will evaluate what type of uses can be handled by electric/hybrid vehicles vs. large fuel consuming trucks. For on-call employees who live out of town, district electric /hybrid vehicles should be used for home transportation. If required, trucks can be picked up in the District yard, reducing fuel cost and vehicle upkeep.

Public restrooms should become waterless as soon as possible.

I’m sure Dark Skies Initiative supporters will be glad to provide additional environmental rationale beyond CO2 reduction for lighting consideration.



POLICY TITLE: Code of Ethics
POLICY NUMBER: 1030

1030.1 Background information:

[District name] designed its Code of Ethics & Values (the “Code”) to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the District. The Code is developed to reflect the issues and concerns of today’s complex and diverse society.

1030.2 Goals of the code of ethics & values:

- a) To make [District name] a better District built on mutual respect and trust.
- b) To promote and maintain the highest standards of personal and professional conduct among all involved in District government, District staff, volunteers and members of the District’s Board. All elected and appointed officials, officers, employees, members of advisory committees, and volunteers of the District, herein called “Officials” for the purposes of this policy.
- c) The Code is a touchstone for members of District Board and staff in fulfilling their roles and responsibilities.

1030.3 Preamble:

- a) The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The [District name] has adopted this Code to promote and maintain the highest standards of personal and professional conduct in the District’s government.
- b) All Officials, and others, who participate in the District’s government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public confidence in the District’s services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

1030.4 Applicability:

This Code shall apply to all District Officials as defined in 1030.2 b.

1030.5 Core Value:

As participatory Officials in the District’s government, we subscribe to the following Core Values:

1030.6 As a representative of [District name], I will be ethical.

In practice, this value looks like:



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- a) I am trustworthy, acting with the utmost integrity and moral courage. I am truthful. I do what I say I will do. I am dependable.
- b) I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
- c) I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- d) I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions or any improper or unauthorized representations on behalf of the District.
- e) I show respect for persons, confidences, and information designated as "confidential."
- f) I use my title(s) only when conducting official District business for information purposes or as an indication of background and expertise carefully considering whether I am exceeding or appearing to exceed my authority.
- g) I will avoid actions that might cause the public or others to question my independent judgment.
- h) I maintain a constructive, creative, and practical attitude toward the District's affairs and a deep sense of social responsibility as a trusted public servant.

1030.7 As a representative of [District name], I will be professional.

In practice, this value looks like:

- a) I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent and productive manner.
- b) I approach my job and work-related relationships with a positive, collaborative attitude.
- c) I keep my professional education, knowledge, and skills current and growing.

1030.8 As a Representative of [District name], I will be service-oriented.

In practice, this value looks like:

- a) I provide friendly, receptive, courteous service to everyone.
- b) I attune to and care about the needs and issues of citizens, public Officials and District workers.
- c) In my interactions with constituents, I am interested, engaged and responsive.

1030.9 As a representative of [District name], I will be fiscally responsible.

In practice, this value looks like:

- a) I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the District, especially its financial stability.
- b) I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
- c) I make good financial decisions that seek to preserve programs and services for District residents.
- d) I have knowledge of and adhere to the District's Purchasing and Contracting and Allocation of Funds Policies.



1030.10 As a representative of [District name], I will be organized.

In practice, this value looks like:

- a) I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
- b) I follow through in a responsible way, keeping others informed and responding in a timely fashion.
- c) I am respectful of established District processes and guidelines.

1030.11 As a representative of [District name], I will be communicative.

In practice, this value looks like:

- a) I positively convey the District's care for and commitment to its citizens.
- b) I communicate in various ways, that I am approachable, open-minded, and willing to participate in dialog.
- c) I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.

1030.12 As a representative of [District name], I will be collaborative.

In practice, this value looks like:

- a) I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- b) I work towards consensus building and gain value from diverse opinions.
- c) I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
- d) I consider the broader regional and state-wide implications of the District's decisions and issues.

1030.13 As a representative of [District name], I will be progressive.

In practice, this value looks like:

- a) I exhibit a proactive, innovative approach to setting goals and conducting the District's business.
- b) I display a style that maintains consistent standards; but is also sensitive to the need for compromise, "thinking outside the box" and improving existing paradigms when necessary.
- c) I promote intelligent and thoughtful innovation in order to forward the District's policy agenda and District services.

1030.14 Enforcement:

Any Official found to be in violation of this Code may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee, appropriate action shall be taken by the General Manager or by an authorized designee.



CAMBRIA COMMUNITY SERVICES DISTRICT
POLICY COMMITTEE
2022 REGULAR MEETING SCHEDULE

January 27, 2022 at 3:00 p.m.

February 24, 2022 at 3:00 p.m.

March 24, 2022 at 3:00 p.m.

April 28, 2022 at 3:00 p.m.

May 26, 2022 at 3:00 p.m.

June 23, 2022 at 3:00 p.m.

July 28, 2022 at 3:00 p.m.

August 25, 2022 at 3:00 p.m.

September 22, 2022 at 3:00 p.m.

October 27, 2022 at 3:00 p.m.

December 1, 2022 at 3:00 p.m.

December 29, 2022 at 3:00 p.m.

Regular meetings are held via Zoom until further notice.