

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



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, March 11, 2021 - 2:00 PM

AGENDA

REGULAR MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

Please click the link below to join the webinar:

<https://zoom.us/j/95058854842?pwd=UmRVZzFISV FYREM4NUdBKzg3R3J5QT09>

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Or iPhone one-tap:

US: +16699006833,,95058854842# or +12532158782,,95058854842#

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Webinar ID: 950 5885 4842

International numbers available: <https://zoom.us/u/acTrzGfwP7>

1. OPENING

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

2. COMMISSION REPORT

- A. PROS Chairman's Report

3. PUBLIC COMMENT

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

4. REGULAR BUSINESS

- A.** Discussion and Consideration of Establishing a Board Ad Hoc Committee for Forest Management Alternatives
- B.** Discussion of the Policy Committee's Work Plan and Consideration of Establishing a Board Ad Hoc Committee to Inventory Existing District Policies and Make Recommendations to the Board
- C.** Discussion and Consideration Regarding Renaming the Facility Presently Known as the Sustainable Water Facility (SWF)
- D.** Discussion and Consideration for the Current ITS Board Ad Hoc Committee to Investigate Potential Action to Suspend All Active Intent to Serve Letters

5. FUTURE AGENDA ITEM(S)

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

6. ADJOURN TO CLOSED SESSION

- A.** Public Comment
- B.** CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)
One Potential Case

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.A.**

FROM: John F. Weigold IV, General Manager

Meeting Date: March 11, 2021

Subject: Discussion and Consideration of
Establishing a Board Ad Hoc Committee
for Forest Management Alternatives**RECOMMENDATIONS:**

Staff recommends that the Board discuss and consider establishing a Board Ad Hoc Committee for Forest Management Alternatives to identify and define viable options to manage and promote the health, regeneration, and vitality of our native tree stands on Cambria Community Services District (CCSD) properties, so they may thrive and prosper for future generations.

FISCAL IMPACT:

The fiscal impact of creating a Forest Management Alternatives Ad Hoc Committee would result in an undetermined amount of staff time.

DISCUSSION:

CCSD owns and manages properties populated by Monterey Pine trees, which are at risk due to natural and non-natural impacts. Disease and drought have ravaged these magnificent rare trees over the last decade. To better understand the issues and potential options for the Board to consider in maintaining the Monterey Pine stands on District property, the Board should discuss and consider appointing an ad hoc committee to identify and evaluate options and alternatives. Some questions the Board may direct the ad hoc committee to address may include:

1. What is a clear definition of the problem?
2. How should the Board consider the alternatives, given that much of the forest does not belong to CCSD?
3. What expertise is required to help guide the District in forest management?
4. Where might resources come from for any ongoing District forest management efforts?

As an alternative that holds potential for Cambria, the Board may consider reviewing a model utilized in Santa Cruz, where landowners formed a network to agree on overall management objectives, remain current on forest science, and pursue joint projects. One benefit of such a group is increasing the likelihood of fundraising for forest health projects when an area-wide coalition applies. The Santa Cruz Mountains Stewardship Network website can be found at: <http://scmsn.net/>.

Staff recommends the Board consider establishing a Board Ad Hoc Committee for Forest Management Alternatives.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.B.**

FROM: John F. Weigold IV, General Manager

Meeting Date: March 11, 2021	Subject: Discussion of the Policy Committee’s Work Plan and Consideration of Establishing a Board Ad Hoc Committee to Inventory Existing District Policies and Make Recommendations to the Board
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RECOMMENDATIONS:

Staff recommends that the Board of Directors discuss the Policy Committee’s work plan and consider establishing a Board ad hoc committee to inventory existing District policies and make recommendations to the full Board.

FISCAL IMPACT:

The fiscal impact of creating an ad hoc committee would result in an undetermined amount of staff time.

DISCUSSION:

There has been some confusion regarding the process used to determine which policies the Policy Committee should consider. If established, staff recommends that the ad hoc committee review the Policy Committee’s progress to date, review the CSDA Policy Handbook in comparison with current CCSD policies, and make recommendations to the full Board regarding policies to consider for development or review, and a process to determine which policies should be developed or reviewed in the future. The CCSD Policy Index is attached.

Attachment: Cambria Community Services District Policy Handbook Index
Policy Committee Chairman’s Report to the CCSD Regular Board Meeting on
2/11/21



Cambria Community Services District Policy Handbook Index

SECTION 1000

GENERAL

- Policy 1000 Adoption/Amendment of Policies – Board approved on 8/15/2019
- Policy 1005 Association Memberships – Board approved on 8/15/2019
- Policy 1010 Basis of Authority – Board approved on 8/15/2019
- Policy 1015 Board Secretary – Board agreed to not utilize this policy on 12/12/2019
- Policy 1020 Board/Staff Communication - Board approved on 12/12/2019
- Policy 1025 Claims Against the District - Board approved on 12/12/2019
- Policy 1030 Code of ethics - Board agreed to not utilize this policy on 1/16/2020
- Policy 1035 Conflict of Interest - Board approved on 12/12/2019
- Policy 1040 Correspondence to the Board & Staff – Board approved on 2/20/2020
- Policy 1040.2 Correspondence Addressed to the Board of Directors (draft title) – Policy Committee assigned to Sub Committee (Key and Worthen) on 4/30/2020
- Policy 1042 Use of Electronic Devices by Board Members During Public Meetings - Board approved on 2/20/2020
- Policy 1045 Legal Counsel and Auditor – Policy Committee assigned to Sub Committee (Harmon, Nixon, Rohrbaugh) on 10/31/2019
- Policy 1050 Overview of the General Manager’s Role – Policy Committee assigned to Sub Committee (Heinrichs, Key, Rohrbaugh) on 10/31/2019
- Policy 1055 Legislative Advocacy – Policy Committee assigned to Sub Committee (Heinrichs, Key, Rohrbaugh) on 10/31/2019

SECTION 2000

ADMINISTRATION

- Section 2100 Financial Management**
- Policy 2100 Accounts Receivable Policy
- Policy 2105 Asset Protection and Fraud in the Workplace
- Policy 2110 Budget Preparation
- Policy 2115 Credit Card Use
- Policy 2120 Employment of Outside Contractors and Consultants
- Policy 2125 Expense Authorization
- Policy 2130 Investment of District Funds
- Policy 2135 Purchasing
- Policy 2140 Receiving/Depositing Remittances
- Policy 2145 Records Retention
- Policy 2150 Reserve Policy – Board approved on 8/15/2019
- Policy 2155 Debt Management
- Policy 2160 Internal Controls
- Section 2200 Inventory & Property Management**
- Policy 2200 Disposal Surplus Property or Equipment
- Policy 2205 District Electronic Resources Policy and Procedures
- Policy 2210 Use/rental of District Facility
- Policy 2215 Naming of District Parks and Facilities



Cambria Community Services District Policy Handbook Index

Policy 2220 Flag Display Policy

Section 2300 Risk Management

Policy 2300 Emergency Preparedness
 Policy 2305 Emergency Response Guideline for Hostile or Violent Incidents
 Policy 2310 Workers' Compensation

Section 2400 Communications & Technology

Policy 2400 Customer Relations
 Policy 2405 Press Relations
 Policy 2410 Public Complaints
 Policy 2415 Social Media Use
 Policy 2420 Webpage
 Policy 2425 California Public Records Act Response Procedures
 Policy 2430 Electronic Document Retention Policy

SECTION 3000 PERSONNEL

Section 3100 Employment Practices

Policy 3100 Accommodations for Disability
 Policy 3102 Demotion – Nondisciplinary
 Policy 3104 Disciplinary Action
 Policy 3106 Driver Training and Record Review
 Policy 3108 Drug and Alcohol Testing
 Policy 3110 Employee Information/Emergency Data
 Policy 3112 Employee Promotion
 Policy 3114 Employee Records
 Policy 3116 Employee Status
 Policy 3118 Equal Opportunity
 Policy 3120 Grievance Procedure
 Policy 3122 Hours of Work and Overtime
 Policy 3124 Letters of Recommendation
 Policy 3126 Nepotism
 Policy 3128 Payroll Deductions for Salaried Employees
 Policy 3130 Performance Evaluation
 Policy 3134 Recruitment & Hiring
 Policy 3136 Separation from District Employment
 Policy 3138 Temporary Reclassifications
 Policy 3140 Unlawful Harassment – Policy Committee assigned to Sub Committee
 (Heinrichs, Key, Rohrbaugh) on 10/31/2019
 Policy 3141 Inclusive Workplace Policy
 Policy 3142 Whistleblowing Policy



Cambria Community Services District Policy Handbook Index

Section 3200 Standards of Conduct

- Policy 3200 Dress Code & Personal Standards
- Policy 3205 Housekeeping
- Policy 3210 Outside Employment
- Policy 3215 Receipt of Gifts
- Policy 3220 Uniforms and Protective Clothing

Section 3300 Communications

- Policy 3300 Internet, E-Mail and Electronic Communications

Section 3400 Compensation & Benefits

- Policy 3400 Authorized Leave
- Policy 3405 Bereavement Leave
- Policy 3410 Catastrophic Time Bank
- Policy 3415 Compensation
- Policy 3420 Educational Assistance
- Policy 3425 Family and Medical Leave
- Policy 3430 Holidays
- Policy 3435 Jury Duty
- Policy 3440 Leave for Crime Victims and Family Members
- Policy 3445 Military Leave
- Policy 3450 Pregnancy Disability Leave
- Policy 3455 Rest & Meal Periods
- Policy 3460 Sick Leave
- Policy 3465 Time Keeping/Time Records
- Policy 3470 Time off for Children – School Activities
- Policy 3475 Time off to Vote
- Policy 3480 Unauthorized Voluntary Absence
- Policy 3485 Use of Make up Time
- Policy 3490 Vacations
- Policy 3495 Workers' Compensation Leave

Section 3500 Health, Safety & Security

- Policy 3500 Employee Assistance During Response to Emergency Situations
- Policy 3505 Health and Welfare Benefits
- Policy 3510 Illness and Injury Prevention Program
- Policy 3515 Smoke-free Workplace
- Policy 3520 Substance Abuse
- Policy 3525 Workplace Violence Prevention Policy



Cambria Community Services District Policy Handbook Index

Section 4000 BOARD

Section 4100 Board of Directors

- Policy 4100 Attendance at Meetings
- Policy 4105 Committees of the Board of Directors
- Policy 4110 Duties of Board President
- Policy 4115 Ethics Training
- Policy 4120 Members of the Board of Directors
- Policy 4125 Training, Education and Conferences
- Policy 4150 CCSD Policy and Procedures for Filling Vacancies on Board of Directors by Appointment (draft title) – Policy Committee assigned to Sub Committee (Heinrichs and Nixon) on 4/30/2020

Section 4200 Board Meetings

- Policy 4200 Board Actions and Decisions
- Policy 4205 Board Meeting Agenda
- Policy 4210 Board Meeting Conduct
- Policy 4215 Brown Act Compliance – Open Meeting Requirements
- Policy 4220 Minutes of Board Meetings
- Policy 4225 Review of Administrative Decisions
- Policy 4230 Rules of Order for Conduct of Board and Committee Meetings
- Policy 4235 Types of Board Meetings

Section 4350 Standing Committees

- Policy 4351 Reimbursement of Standing Committee Members' Expenses – Board approved on 8/13/2020

Policies Not Assigned a Policy #:

- CCSD Policy on Applying for Grants for the SST Projects Included in the SST Program – Board approved on 8/13/2020
- Cambria's Homeless Population Policy – Policy Committee assigned to Sub Committee (Heinrichs, Richards, Worthen) on 4/30/2020
- Email Management and Retention Policies – Policy Committee assigned to Sub Committee (Key and Nixon) on 4/30/2020
- Outdoor and Street Lighting Policy
- Disaster Preparedness – Policy Committee assigned to Sub Committee (Heinrichs) on 10/9/2019
- Veterans' Hall Fees – Policy Committee assigned to Sub Committee (Key) on 10/9/2019

ATTACHMENT A.

Policy Committee Chairman's Report to the
CCSD Regular Board Meeting 2/11/21

Policies Forwarded to the Board

Adoption/Amendment of Policies	8/15/19	BOD adopts
Association Memberships	8/15/19	BOD adopts
Basis of Authority	8/15/19	BOD adopts
Board/Staff Communications	12/12/19	BOD adopts
Claims Against the District	12/12/19	BOD adopts
Conflict of Interest	12/12/19	BOD adopts
Use of Electronic Devices During Board Meetings	2/20/20	accepted by BOD with amendments
Reserve Policy	8/15/19	BOD adopts
Develop District policy regarding people experiencing homelessness	12/28/20	forwarded to BOD
Filling Vacancies on BOD	1/21/21	adopted by BOD
Committee Bylaws & Mission Statement	9/24/20	forwarded to BOD
Reimbursement of Standing Committee Travel Expenses		BOD adopts
Policy on Applying for Grants	12/28/20	forwarded to BOD
Policy regarding Outdoor and Street Lighting	10/29/20	recommendation advanced to BOD

Policies under consideration

Conservation & Code of Ethics	2/25/21	agendized for further discussion & consideration
Correspondence to the Board	2/25/21	agendized for further discussion & consideration
Modification to Municipal Code 8.04 re TDC & required street frontage	10/29/20	returned from BOD - needs more research
Purchasing Policy - Purchase of Used Equipment	2/25/21	agendized for further discussion & consideration
Use of Surveillance Cameras on District Property		

2/25/21

agendized for further discussion & consideration

Postponed

Email Management and Record Retention Policies

10/29/20 postponed

Compare BOD bylaws 2013 with BOD bylaws 2020

10/29/20 postponed till March 2021

Inventory existing District Policies

10/29/20 postponed till March 2021

Postponed indefinitely

Overview of District Clerk's Role

10/29/20 postponed indefinitely

Legal Counsel and Auditor

10/29/20 postponed indefinitely

Overview of the General Manager's Role

10/29/20 postponed indefinitely

Legislative Advocacy

10/29/20 postponed indefinitely

Unlawful Harassment

10/29/20 postponed indefinitely

Whistleblowing Policy

10/29/20 postponed indefinitely

Process for flow of new policies

10/29/20 postponed indefinitely

Ethical/Environmental concerns - Policy on Policies (District Policy B-1)

10/29/20 postponed indefinitely

Vets' Hall Fees

9/24/20 postponed indefinitely

Disaster Preparedness

9/24/20 postponed indefinitely

Maintenance & Upkeep of Cambria

10/29/20 postponed indefinitely

Use of 20 Gal. Trash Cans

10/29/20 postponed indefinitely

Policy for issuing ITS Letters

10/29/20 postponed indefinitely

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.C.**

FROM: John F. Weigold IV, General Manager

Meeting Date: March 11, 2021	Subject: Discussion and Consideration Regarding Renaming the Facility Presently Known as the Sustainable Water Facility (SWF)
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RECOMMENDATIONS:

Staff recommends that the Board discuss and consider the name to be used internally by staff and the District for the facility presently known as the Sustainable Water Facility (SWF).

FISCAL IMPACT:

The fiscal impact will depend on the Board's direction to staff with regard to renaming the SWF. Any fiscal impact to staff time is unknown at this time.

DISCUSSION:

During the January 21, 2021 regular Board meeting, after Board discussion on this matter, staff was directed to bring this item to the Board in March for further discussion and consideration of renaming of the SWF.

For background, the facility known presently as the Sustainable Water Facility was issued an emergency Coastal Development Permit (CDP) by the County of San Luis Obispo in May 2014. At that time, the facility was named the Emergency Water Supply (EWS) project. The EWS was constructed in late 2014. Under the Stage 3 drought conditions in effect at that time, the facility operated intermittently during 2015 and 2016.

The District applied for a regular CDP in June 2014, and in compliance with the California Environmental Quality Act (CEQA) and permit conditions, the District prepared a Subsequent Environmental Impact Report (SEIR). Early in the SEIR process, the name change to Sustainable Water Facility was made and was introduced at the December 17, 2015 Board meeting. The Board certified the SEIR in July 2017. The EWS combined with the modifications described in the SEIR, continues to be known as the Sustainable Water Facility today.

Staff is neutral on renaming the SWF but would prefer that a name change not be considered until after the regular CDP is approved. San Luis Obispo County Planning has indicated a name change would not impact permit processing.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.D.**

FROM: John F. Weigold IV, General Manager

Meeting Date: March 11, 2021Subject: Discussion and Consideration for the
Current ITS Board Ad Hoc Committee to
Investigate Potential Action to Suspend All
Active Intent to Serve Letters

RECOMMENDATIONS:

Staff recommends the Board discuss and consider directing the current ITS Board Ad Hoc Committee to investigate potential action to suspend all active Intent to Serve letters.

FISCAL IMPACT:

The ITS Ad Hoc Committee investigating potential action to suspend all active Intent to Serve Letters would result in an undetermined amount of staff time.

DISCUSSION:

The Board of Directors established the ITS Ad Hoc committee at its December 17, 2020 regular Board meeting. The suggested initial tasks included:

1. Evaluate the current policy related to ITS letters. This includes meeting with staff to discuss the current administrative procedures and the active list of ITS letters.
2. Develop recommendations for Board consideration regarding modifications to the current policy and related administrative procedures, if warranted.

Staff recommends that the Board discuss and consider additional direction for the current ITS Board Ad Hoc Committee to investigate potential action to suspend all active Intent to Serve letters. This includes working with staff and District Counsel, among others, to determine all effects of suspending such letters.