

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@cambriacsd.org.



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, January 14, 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/98309127977?pwd=dytzeFlkNmRDbGIZRVNCakNwSFJpQT09>

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Webinar ID: 983 0912 7977

International numbers available: <https://zoom.us/u/awyg3hEXC>

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. CONSENT AGENDA

All matters on the consent calendar are to be approved by one motion. If Directors wish to discuss a consent item other than simple clarifying questions, a request for removal may be made. Such items are pulled for separate discussion and action after the consent calendar as a whole is acted upon.

- A.** Consideration of Adoption of Resolution 01-2021 Reappointing Jim Bahringer and Stanley Cooper to the Parks, Recreation and Open Space Commission as Alternates
- B.** Consideration of Approval of an Amendment to Consultant Services Agreement with Moss, Levy & Hartzheim LLP for Professional Auditing Services in Performance of the District's FY 2019/2020 Audit and Adoption of Resolution 02-2021 Amending the Fiscal Year 2020/21 Budget

5. REGULAR BUSINESS

- A.** Discussion and Consideration to Reconstitute the Ad Hoc Committee Working on the Coastal Development Permit and Expand Its Scope
- B.** Discussion and Consideration of the Board Bylaws Ad Hoc Committee Report of Recommended Annual Updates to Board and Standing Committees Bylaws

6. 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.

7. ADJOURN TO CLOSED SESSION

- A.** Public Comment
- B.** CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Pursuant to Government Code Section 54956.9(d)(1)
Name of Case: CCSD v. CDM Smith
- C.** CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Pursuant to Government Code Section 54956.9(d)(1)
Name of Cases: Windeler v. CCSD, et al.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.A.**

FROM: John F. Weigold IV, General Manager

Meeting Date: January 14, 2021

Subject: Consideration of Adoption of Resolution 01-2021 Reappointing Jim Bahringer and Stanley Cooper to the Parks, Recreation and Open Space Commission as Alternates

RECOMMENDATIONS:

Staff recommends that the Board of Directors adopt Resolution 01-2021 reappointing Jim Bahringer and Stanley Cooper to the Parks, Recreation and Open Space (PROS) Commission, for the term commencing on January 14, 2021, as alternates to the Commission.

FISCAL IMPACT:

No new fiscal impacts are associated with this item.

DISCUSSION:

The Commission held their regular meeting on December 1, 2020, where they took action to recommend that the CCSD Board of Directors reappoint Jim Bahringer and Stanley Cooper as alternates to the Commission. Sections III. A and E of the PROS Bylaws provides as follows:

- A. The Commission shall consist of five members with full voting privileges. Commission shall interview applicants and forward recommendations on appointments for consideration by the Board of Directors. Commissioners shall be appointed by a majority vote of the Board of Directors.
- E. From the PROS recommended list of applicants, the CCSD Board of Directors may appoint up to three Alternate Commissioners who may substitute for absent members at the request of the Chair. Such Alternate Commissioners may participate in any PROS activities, as directed by the Commission Chair, but shall not have a vote on matters of interest to the Commission unless serving in the place of a Regular Commission Member.

The attached Resolution has been prepared for consideration by the Board of Directors to make the recommended alternate appointments.

Attachments: Resolution 01-2021
PROS Appointment Schedule

RESOLUTION NO. 01-2021
January 14, 2021

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
REAPPOINTING JIM BAHRINGER AND STANLEY COOPER TO THE
PARKS, RECREATION AND OPEN SPACE COMMISSION AS ALTERNATES

WHEREAS, Section 7.08.010 of the CCSD Municipal Code provides for a Parks, Recreation and Open Space (PROS) Commission, with commissioners who are appointed by the Board of Directors and who serve four-year terms and until they are replaced; and

WHEREAS, Section III E of the PROS Bylaws also provides for the appointment of Alternate Commissioners; and

WHEREAS, in accordance with the PROS ByLaws, the PROS Commission has recommended that the Board of Directors reappoint Jim Bahringer and Stanley Cooper as Alternates to the Commission.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cambria Community Services District that it hereby appoints Jim Bahringer and Stanley Cooper to the Parks, Recreation and Open Space Commission, as Alternates to the Commission.

PASSED AND ADOPTED THIS 14th day of January, 2021.

Cindy Steidel, President
Board of Directors

APPROVED AS TO FORM:

Timothy J. Carmel
District Counsel

ATTEST:

Ossana Terterian
Board Secretary

CAMBRIA COMMUNITY SERVICES DISTRICT



PARKS, RECREATION AND OPEN SPACE COMMISSION

APPOINTMENT SCHEDULE

Adopted by the Board of Directors on 11/14/2019

Commissioner	Date Appointed	Term Expiration
Steve Kniffen - Chairperson	11/14/2019	11/14/2023
Adolph Atencio - Vice Chairperson	11/14/2019	11/14/2023
Joyce Renshaw - Secretary	11/14/2019	11/14/2023
Kermit Johansson	11/15/2018	11/15/2022
Teri Lord	12/13/2018	12/13/2022
Stanley Cooper - Alternate	10/4/2018	10/4/2020
Jim Bahringer - Alternate	1/17/2019	1/17/2021

Ex Officio Members	Date Appointed
Friends of the Fiscalini Ranch Preserve	2/1/2010
Coast Unified School District	2/1/2010

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.B.**FROM: John F. Weigold, General Manager
Pamela Duffield, Finance Manager

Meeting Date: January 14, 2021 Subject: Consideration of Approval of an Amendment to Consultant Services Agreement with Moss, Levy & Hartzheim LLP for Professional Auditing Services in Performance of the District's FY 2019/2020 Audit and Adoption of Resolution 02-2021 Amending the Fiscal Year 2020/21 Budget

RECOMMENDATIONS:

It is recommended that the Board approve an amendment to the consultant services agreement with Moss, Levy & Hartzheim LLP, from \$18,750 to \$38,150, an increase of \$19,400, for professional financial auditing services for the FY 2019/20 reporting period, adopt Resolution 02-2021 to amend the FY 2020/21 budget, and authorize the General Manager to execute the amendment.

FISCAL IMPACT:

The approved FY 2020/21 CCSD Administrative Department budget includes \$14,678 for professional financial auditing services. The actual costs of the FY 2018/19 audit services are \$18,750 and the addition of the costs of \$19,400 for the FY 2019/20 audit services will create an overage in this budget line item, by \$23,472. A budget adjustment is necessary to amend the FY 2020/21 budget as follows:

Fund	Purpose	Sources	Uses
General Fund - Fire	Administrative Overhead Allocation - Increase Budget	\$ 3,990	\$ -
General Fund - Facilities & Resources	Administrative Overhead Allocation - Increase Budget	\$ 1,408	
General Fund - PROS	Administrative Overhead Allocation - Increase Budget	\$ 282	
Water Fund	Administrative Overhead Allocation - Increase Budget	\$ 11,877	
Wastewater Fund	Administrative Overhead Allocation - Increase Budget	\$ 5,915	
General Fund - Admin	Professional Services Audit - Increase Budget	\$ -	\$ 23,472
	Sub-Total	\$ 23,472	\$ 23,472

The increase to the Administrative Department budget will be offset by the administrative overhead allocation of each respective department and/or fund, per the percentages adopted as part of the FY 2020/21 budget.

DISCUSSION:

On June 30, 2020, an Agreement for Consultant Services was entered into with Moss, Levy & Hartzheim LLP (MLH), for professional financial auditing services of the FY 2018/19 reporting period. In order to continue professional financial auditing services with MLH for the FY 2019/20 reporting period, this amendment will increase the compensation by \$19,400, from \$18,750 to \$38,150, and extend the service period from June 30, 2021 to August 31, 2021.

Staff recommends the Board approve the Amendment to Agreement for Consultant Services with MLH, for professional financial auditing services for FY 2019/20 reporting period and adopt Resolution 02-2021 amending the FY 2020/21 budget.

Attachments: Resolution 02-2021 Amending FY 2020/21 Budget
Amendment to Agreement for Consultant Services
Exhibit A – Moss, Levy & Hartzheim LLP Proposal

RESOLUTION NO. 02-2021
January 14, 2021

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CAMBRIA COMMUNITY SERVICES DISTRICT
AMENDING THE FISCAL YEAR 2020/2021 BUDGET

WHEREAS, on August 20, 2020, the Board of Directors adopted Resolution 42-2020 approving the final budget for Fiscal Year 2020/2021; and

WHEREAS, Government Code Section 61111(a) authorizes the board of directors of a community services district to amend the budget by resolution; and

WHEREAS, the Board of Directors desires to amend the Fiscal Year 2020/2021 Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cambria Community Services District that the Fiscal Year 2020/2021 Budget is hereby amended as shown on Exhibit "A," attached hereto and incorporated herein by this reference.

PASSED AND ADOPTED this 14th day of January, 2021.

Cindy Steidel
Board President

ATTEST:

APPROVED AS TO FORM:

Ossana Terterian
Board Secretary

Timothy J. Carmel
District Counsel

CAMBRIA COMMUNITY SERVICES DISTRICT
 2020-2021 FISCAL YEAR BUDGET
 RECOMMENDED BUDGET ADJUSTMENT

Budget Adjustment Fund	Date	Agenda Item	Purpose	Sources	Uses
General Fund - Fire			Administrative Overhead Allocation - Increase Budget	\$ 3,990	\$ -
General Fund - Facilities & Resources			Administrative Overhead Allocation - Increase Budget	\$ 1,408	
General Fund - PROS			Administrative Overhead Allocation - Increase Budget	\$ 282	
Water Fund			Administrative Overhead Allocation - Increase Budget	\$ 11,877	
Wastewater Fund			Administrative Overhead Allocation - Increase Budget	\$ 5,915	
General Fund - Admin			Professional Services Audit - Increase Budget	\$ -	\$ 23,472
			Sub-Total	\$ 23,472	\$ 23,472
			Difference (unidentified sources of funding)	\$ -	

**AMENDMENT TO
AGREEMENT FOR CONSULTANT SERVICES**

This Amendment to Agreement for Consultant Services ("Amendment") by and between the **CAMBRIA COMMUNITY SERVICES DISTRICT** ("CCSD") and **MOSS, LEVY & HARTZHEIM, LLP** ("Consultant") is made and entered into this ____ day of January, 2021.

WHEREAS, the parties entered into an Agreement for Consultant Services dated June 30, 2020 (the "Agreement") wherein Consultant was to provide audit services to the CCSD; and

WHEREAS, the parties desire to amend the Agreement to expand the scope of services as set forth herein.

NOW THEREFORE, for valuable consideration the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Exhibit "A" of the Agreement ("CONSULTANT'S PROPOSAL") shall be supplemented to include the services described in Consultant's proposal dated December 21, 2020, attached hereto as Exhibit "A" and incorporated herein by this reference.
2. The term of the Agreement shall be extended to August 31, 2021.
3. Except as modified herein, all other terms and conditions set forth in the Agreement shall remain unchanged.

IN WITNESS WHEREOF, CCSD and CONSULTANT have executed this Amendment the day and year first above written.

**CAMBRIA COMMUNITY SERVICES
DISTRICT:**

MOSS, LEVY & HARTZHEIM, LLP:

By: _____
John Weigold, General Manager

By: _____
Ronald A. Levy, CPA

ATTEST:

Ossana Terterian, Board Secretary

APPROVED AS TO FORM:

Timothy J. Carmel, District Counsel



Moss, Levy & Hartzheim LLP
Certified Public Accountants

December 21, 2020

RE: Request for cost proposal

To whom this may concern,

This is a response to the Cambria Community Services District’s request for cost proposal of audit services for the fiscal year ending June 30, 2020.

Our all-inclusive price for the District’s audit services are as follows:

FY 19-20
\$18,400

Our all-inclusive price for the Financial Transaction Report is as follows:

FY 19-20
\$1,000

If you have any questions, please contact us at our office.

Moss, Levy & Hartzheim LLP

Moss, Levy & Hartzheim LLP
Santa Maria, CA

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.A.**

FROM: John F. Weigold IV, General Manager

Meeting Date: January 14, 2021Subject: Discussion and Consideration to
Reconstitute the Ad Hoc Committee
Working on the Coastal Development
Permit and Expand Its Scope

RECOMMENDATION:

It is recommended that the Board discuss and consider reconstituting the Ad Hoc Committee working on the Coastal Development Permit ("CDP") for the Sustainable Water Facility ("SWF") and expand its scope to include monitoring progress on the 2020 Urban Water Management Plan ("UWMP").

FISCAL IMPACT:

The fiscal impact will be minimal and may include some staff time.

DISCUSSION:

As the Board is aware, the CDP application for the SWF is being processed by the County of San Luis Obispo ("County"). On November 12, 2020, the County extended the time for the District to respond to the information hold placed on the application by 180 days. As both previous members of the Ad Hoc Committee for the CDP, David Pierson and Amanda Rice, are no longer on the Board, it is recommended that the Board discuss and consider appointing two (2) new Board Members to this committee. Additionally, it is recommended that the committee's scope be expanded to include monitoring progress on the UWMP, as the technical analyses for the UWMP will include assumptions related to the SWF's contribution to the District's water supply. These assumptions will be reviewed and validated by the District's consulting hydrologist through groundwater modeling and monitoring. The supply protocol analysis of the SWF is a critical portion of the District's effort to obtain the CDP.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **5.B.**

FROM: John F. Weigold IV, General Manager

Meeting Date: January 14, 2021Subject: Discussion and Consideration of the
Board Bylaws Ad Hoc Committee
Report of Recommended Annual
Updates to Board and Standing
Committee Bylaws

RECOMMENDATIONS:

Staff recommends that the Board of Directors receive a report from the Board Bylaws Ad Hoc Committee and review and discuss any recommended changes to the current CCSD Board Bylaws and Standing Committee Bylaws.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

Section 10.1 of the Board of Directors Bylaws provides that the bylaws are to be reviewed annually at the first regular meeting in January. The Board assigned an ad hoc committee to review the current Board Bylaws and Standing Committee Bylaws for potential changes and report back to the full Board in January 2021. The Board Bylaws and Standing Committee Bylaws are attached with the recommended changes shown in redline for consideration.

Attachment: Board of Directors Bylaws (Redline)
Standing Committee Bylaws (Redline)

[draft modifications 1/4/2021]

CAMBRIA COMMUNITY SERVICES DISTRICT BYLAWS

1. OFFICERS OF THE BOARD OF DIRECTORS

- 1.1 The officers of the Board of Directors are the President and Vice President.
- 1.2 The President of the Board of Directors shall serve as presiding officer at all Board meetings. The President shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion.
- 1.3 In the absence of the President, the Vice President of the Board of Directors shall serve as presiding officer over all meetings of the Board. If the President and Vice President are both absent, the remaining members shall select one among themselves to act as presiding officer of the meeting.
- 1.4 The President and Vice President of the Board shall be elected annually at the first regular meeting in December and the term of office shall commence immediately upon election and continue until replaced.
- 1.5 The President or his or her designate shall be the spokesperson for the Board and point person for intergovernmental relations.

2. MEETINGS

- 2.1 Regular meetings of the Board of Directors shall be on the second and third Thursday of each calendar month in the Veterans Memorial Hall, located at 1000 Main Street, Cambria, unless otherwise directed by the Board of Directors. The time for holding Regular meetings of the Board of Directors shall be established by resolution.
- 2.2 Reserved.
- 2.3 For regular meetings, a block of time shall be set aside to receive general public comment. Comments on items on the agenda should

be held until the appropriate item is called. Public comment shall be directed to the President of the Board and limited to three minutes unless extended or shortened at the President's discretion. During general public comment:

(a) Board Members may briefly respond to statements or questions from the public; and

(b) Board Members may, on their initiative or in response to public questions, ask questions for clarification, provide references to staff or other resources for factual information, or request staff to report back at a subsequent meeting; and

The President of the Board or a Board majority in open session may take action to direct staff to place a matter on a future agenda.

2.4 Meeting Length. The business at regular meetings of the Board of Directors, including any scheduled closed sessions, shall be conducted for no more than a three-hour period, unless extended by a four-fifths (4/5th) vote of the Board. In the event there are remaining items on the agenda at the end of the three-hour period, the Board may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Board of Director's business is discussed and to protect against fatigue in discussing and deciding important District issues.

3. AGENDAS

3.1 The General Manager, in cooperation with the Board President and Vice President, shall prepare an agenda for each regular and special meeting of the Board of Directors. An item placed on an agenda in this manner shall only be removed by the General Manager, in cooperation with the President and Vice President. Any Director's request to place an item on the agenda must be approved by the

Board President or a majority of the Board Members acting in open session.

- 3.2 Those items, which are considered to be of a routine and noncontroversial nature, are placed on the Consent Agenda. These items shall be approved, adopted, and accepted by one motion of the Board of Directors.
- (a) Board members may request any item listed under Consent Agenda be removed from the Consent Agenda, and the Board will take action separately on that item.
 - (b) A Board member may ask a minor question, for clarification, on any item on the Consent Agenda. The item may be briefly discussed for clarification and the questions will be addressed along with the rest of the Consent Agenda.
 - (c) When a Board member wishes to pull an item simply to register a dissenting vote, the Board member shall inform the presiding officer they wish to register a dissenting vote without discussion. These items will be handled along with the rest of the Consent Agenda, and the District Clerk will register a “no” vote in the minutes.

4. PREPARATION OF MINUTES

- 4.1 The minutes of the Board shall be kept by the District Clerk.
- 4.2 The District Clerk shall be required to make a record only of such business as was actually passed upon by a vote of the Board and, except as provided in Section 4.3 and 4.6 below, shall not be required to record any remarks of Board members or any other person.
- 4.3 Any Director may request for inclusion into the minutes brief comments pertinent to an agenda item, only at the meeting in which the item is discussed.

- 4.4 Written comments delivered to the Board at the meeting that were not contained in the Board Agenda Packet for review by the Board prior to the meeting shall be maintained as a separate public record.
 - 4.5 The District Clerk shall attempt to record the names and general place of residence of persons addressing the Board and the title of the subject matter to which their remarks related.
 - 4.6 Whenever the Board acts in a quasi-judicial proceeding, the District Clerk shall create a record of a summary of the testimony of the witnesses.
5. MEMBERS OF THE BOARD OF DIRECTORS
- 5.1 Information that is exchanged before meetings shall be distributed through the District Clerk, and all Directors will receive all information being distributed.
 - 5.2 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
 - 5.3 Individual Directors have the right to disagree with ideas or opinions, while being respectful. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.
 - 5.4 At the President's discretion District Counsel shall act as parliamentarian. The rules contained in the current edition of Rosenberg's Rules of Order (and Robert's Rules of Order 11th Edition for matters on which Rosenberg is silent) shall govern the Board of Directors in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Board may adopt and any statutes applicable to the CCSD that do not authorize the provisions of these bylaws to take precedence.

6. AUTHORITY OF DIRECTORS

- 6.1 The Board of Directors is the unit of authority within the CCSD. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the CCSD to any policy, act or expenditure.
- 6.2 All members of the Board of Directors shall exercise their independent judgment on behalf of the interests of the entire district, including the residents, property owners, and the public as a whole. Directors do not represent any fractional segment of the community, but are rather a part of the body which represents and acts for the community as a whole.
- 6.3 The Board of Directors shall adopt policies for the operation of the district, including, but not limited to, administrative policies, fiscal policies, personnel policies, and the purchasing policies.
- 6.4 The primary responsibilities of the Board of Directors are:
 - a) The formulation and evaluation of policy.
 - b) Monitoring the CCSD's progress in attaining its goals and objectives.
 - c) Appointment, oversight and evaluation of a General Manager to handle all matters concerning the operational aspects of the CCSD.
 - d) Appointment, oversight and evaluation of a District Counsel to handle all matters concerning the legal aspects of the CCSD

7. DIRECTOR GUIDELINES

- 7.1 Board Members, by making a request of the General Manager, shall have access to information relative to the operation of the CCSD. If the General Manager cannot provide the requested information in a timely manner the General Manager shall inform the individual Board Member why the information is not or cannot be made available.
- 7.2 Individual Board Members should not involve themselves in the day-to-day operations of the District. Their ~~principle~~primary role is to participate in the process of establishing the District's policies and

goals. The General Manager is responsible for implementing those policies and goals.

- 7.3 Personnel matters and other operational issues that may be of concern to individual Board Members should be addressed through the General Manager. Individual Board Members ~~should~~ shall not involve themselves or interfere in personnel matters, to protect their impartiality when hearing an appeal of discipline, per the District's disciplinary and grievance process.
- 7.4 The General Manager shall take direction and instruction from the Board of Directors, as a body, when it is sitting in a duly convened meeting. Individual Board Members should refrain from giving orders or instruction to the General Manager or any subordinates of the General Manager.
- 7.5 When presented with questions or complaints from citizens or staff related to operational or personnel matters, Board Members should listen to the concerns expressed and either: (1) confer with the General Manager or District Counsel, as appropriate; or (2) refer the individual to the General Manager for resolution of their concerns.

8. DIRECTOR COMPENSATION

- 8.1 Directors may receive compensation of one hundred dollars (\$100.00) for each authorized day of service rendered as a Director.
- 8.2 The following are authorized meetings s for which a Director may be compensated:
- (a) Regular Board meetings.
 - (b) Special Board meetings.
 - (c) ~~Advisory or~~ Standing Committee meetings of which the Director is a Committee member.
 - ~~(d) Training or educational seminars, conferences or webinars.~~
 - ~~(e) Negotiation sessions.~~
 - ~~(f) Depositions.~~

- ~~(g) Meetings with District consultants, engineers, or other professionals for the purpose of conducting District business or potential business.~~
- ~~(d) Any other activity the Board authorizes a member attend, in advance of attendance. Participation in a training program on a topic that is directly related to the District, provided that the Board of Directors has previously approved the member's participation at a Board meeting and that the member delivers a written report to the Board regarding the member's participation at the next Board meeting following the training program.~~
- ~~(e) Representation of the District at a public event, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the public event.~~
- ~~(f) Representation of the District at a public meeting or a public hearing conducted by another public agency, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the public meeting or public hearing.~~
- ~~(g) Representation of the District at a meeting of a public benefit nonprofit corporation on whose board the District has membership, provided that the Board of Directors has previously approved the member's representation at a Board meeting and that the member delivers a written report to the Board regarding the member's representation at the next Board meeting following the corporation's meeting.~~

- 8.3 Director compensation shall not exceed six days of service in any calendar month.
- 8.4 Director's compensation shall not exceed \$100.00 per day or \$600.00 per month.
- 8.5 Each Board Member is entitled to reimbursement for their travel, meals, lodging and other actual and necessary expenses incurred in the performance of the duties required or authorized by the Board pursuant to Government Code Section 53232.2
- 8.6 Board Members shall provide brief reports on meetings attended at the expense of the District at the next regular Board meeting, as provided by Government Code Section 53232.3.

9. STANDING COMMITTEES

- 9.1 Standing committees are those that have continuing subject matter jurisdiction, regularly established meeting schedules and one director as chairperson. The General Manager may be an ex-officio member of all standing committees.
- 9.2 The following shall be the standing committees of the District:
 - a) Finance
 - b) Resources & Infrastructure
 - c) Policy
- 9.3 Committee Rules
Members' terms, method of appointment along with dDetailed rules and procedures for committees are contained in the Committee Bylaws, a Board-approved set of guidelines and expectations for committees.
- 9.4 Meetings
 - a) All committees shall comply with the provisions of the Ralph M. Brown Act concerning the calling of public meetings and the Board and committee bylaws.

~~b)~~ Summary notes for each committee meeting shall be forwarded to the CCSD Board of Directors as a public record. A recording of each meeting will be made available on the district's website.

~~b)~~

~~c) With the exception of the Board Member serving as Committee Chair, Board Members may attend meetings of the District's Standing Committees as observers only and shall not participate in such meetings.~~

~~With the exception of the Board Member serving as Committee Chair, Board Members may attend meetings of the District's Standing Committees as observers only and shall not participate in such meetings.~~

~~Board Members may attend meetings of the District's Standing Committees as observers only and shall not participate in such meetings.~~

~~9.5 — Scope of Responsibility: Standing committees shall be advisory to the Board of Directors. The committee shall gather information, explore alternatives, examine implications, and offer options for the review and deliberation of the Board of Directors.~~

~~a) Each standing committee shall consider District related issues assigned to it by the Board of Directors.~~

~~b) The committee may meet with staff and/or District consultants, but shall not interfere with their duties as determined by the Board.~~

~~c) At the request of a majority of the committee, the committee chairperson may appoint persons to an ad hoc subcommittee consisting of less than a quorum of the members to assist a standing committee in making recommendations to the Board of Directors. The duties of the ad hoc subcommittee shall be outlined at the time of appointment and the subcommittee shall be considered~~

~~dissolved when its final report has been made to the standing committee.~~

~~9.6 Limits on Authority: Committees shall not speak or act on behalf of the Board, shall not commit the District to any policy, act or expenditure, shall not conflict with authority delegated to staff by the Board, and shall not attempt to exercise authority over staff.~~

~~9.7 Membership.~~

- ~~a) Each Director appoints one member, subject to Board approval.~~
- ~~b) The Board retains the discretion to alter Standing Committee membership on a case by case basis.~~
- ~~c) Members of the public who wish to serve on a standing committee must:

 - ~~• Reside in the boundaries of the District~~
 - ~~• Be a registered voter~~~~
- ~~d) Committee members are appointed to serve two year terms.~~
- ~~e) Reserved (stagger terms?)~~
- ~~f) All standing committee members will receive Brown Act training.~~

10. AD HOC COMMITTEES

10.1 The President or a majority of the Board may create ad hoc committees consisting of two Board members in accordance with the provisions of the Brown Act from time to time with specific focus and duration as required. Ad hoc committees shall meet on an as needed basis.

10.2 The duties of the ad hoc committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

11. BOARD BYLAW REVIEW POLICY

11.1 Subject to 3.1 the Board Bylaws shall be reviewed annually at the first regular meeting in January and amendments to the Bylaws shall be considered for adoption by the Board at the first regular meeting in February.

12. COMPLIANCE WITH FEDERAL AND STATE LAW

12.1 If it is determined any of these Bylaws conflict with Federal or State rules or statutes, the Federal or State rules or statutes will apply. 12.2 These Bylaws are for the purpose of providing guidance to the Cambria Community Services District (CCSD) Board of Directors in the performance their duties.

12.3 These Bylaws are not intended to amend any laws governing the behavior of any individual Board Member in a private capacity. Each Director will comply with all Federal and State laws governing their conduct in the performance of their duties as Directors.

Board Approved on 11/12/2020

[draft changes 1/34/21 12:00:51 pm]

CAMBRIA COMMUNITY SERVICE DISTRICT STANDING COMMITTEE BYLAWS

1.0 Scope of Responsibility

1.1. Standing Committees are advisory to the Board of Directors. The committees shall gather information, explore alternatives, examine implications, and offer options for the review and deliberation by the Board of Directors.

1.2 Each Standing Committee shall consider District related issues approved and assigned to it by the Board of Directors.

1.3 Apart from their normal function as part of an advisory resource, committees and their individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.

1.4 The committee and its members shall maintain collaborative working relationships with the public, other Standing Committees and the CCSD Board of Directors.

1.5 Any Standing Committee, or their ad hoc committees, may meet with staff and/or District consultants but shall not interfere with their operational duties, as determined by the General Manager. Any information requests to staff will be specific in nature and relate to the business of the committee.

1.6 Board directed policies developed outside the Policy Committee, shall be referred to that committee for assignment of a policy number and ~~review~~ formatting as appropriate but will not require further content review or consideration by the Policy Committee

1.7 Standing Committee Statements of Purpose and Responsibilities

1.7.1 ~~Finance Committee-~~ The Finance Committee shall:

(a) Provide review for transparent budget processes and financial management that promote fiscal stability and instill public trust;~~;~~

~~(a)(b)~~ The committee shall support and work directly with the CCSD General Manager and Finance Manager in enhancing financial integrity and monetary discipline;~~;~~

~~(b)(c)~~ Discuss and receive public input during committee meetings and advise the Board of Directors on financial matters;

~~(c)(d)~~ Provide financial review, assessment, and recommendation to CCSD Board of Directors regarding staff identified potential funding sources available to the District from private, public, County, State or federal entities;~~;~~

~~(d)(e)~~ Support other Standing Committees' fiscal review needs.

1.7.2 The Resources and Infrastructure Committee shall:

(a) Assess existing resources and gather information regarding infrastructure and resource needs of the community; ~~(CIP?)~~

Board Approved on 11/12/2020

- (b) ~~The committee shall~~ support and work directly with the CCSD General Manager and Utilities Manager in identifying/defining plans to meet the infrastructure needs of the community working within the bounds of current and potential resources and priorities of the District.
- (c) Provide recommendations to the Board of Directors regarding actions to meet the community's infrastructure needs.
- (d) Support other Standing Committees' resource and infrastructure review needs.

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) ~~The committee~~ supports other Standing Committees' policy review needs.

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2. COMMITTEE MEMBERS

- 2.1. The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as chairperson.
- 2.2. Each Committee member must live and be registered to vote within the CCSD boundaries.
- 2.3. Method of appointment
 - (a) The Chairperson shall be appointed by the President of CCSD Board of Directors, subject to Board approval.
 - (b) Volunteer committee members shall be appointed by a majority vote of CCSD Board of Directors to two-year terms. Such terms shall begin in February of odd numbered years.
 - (c) To fill an opening on the Committee resulting from the expiration of a regular term of office with no request for reappointment, such vacancy shall be advertised for a minimum of two weeks in the local newspaper, on the CCSD website and at all Cambria CSD public information bulletin boards. Application forms may be obtained and submitted on the website and Administrative Offices during normal business hours during the application period.
 - (d) At the end of a term of office, and with the request of the member and approval by the Committee Chairperson, the CCSD Board of Directors may reappoint that member for an additional two year terms. Following that additional ,in-increments two-year term, a Committee member wishing to continue will need to fill out an application as specified in 2.3.(c) above and will be considered for appointment along with the other applicants.
- 2.4. Vacancies
 - (a) Vacancies of unexpired terms of office of regular Committee members shall be filled following the procedures defined under 2.3 (c), above. Such vacancy shall be by appointment by the CCSD Board of Directors.

3. COMMITTEE OFFICERS

- 3.1. The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board
- 3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee.

Board Approved on 11/12/2020

3.3. No member of the committee shall hold more than one office.

3.4. Chairperson Duties:

- (a) vote only in the event of a tie vote;
- (b) preside over meetings;
- (c) establish committee meeting agendas, consistent with direction from a majority of the Board of Directors;
- (d) appoint appropriate ad hoc committees;
- (e) sign reports;
- (f) represent the Committee at regular CCSD Board meetings;
- (g) coordinate with CCSD staff input for agenda preparation for the monthly Committee meetings;
- (h) develop a meeting calendar, including joint Committee meetings, to be approved by the CCSD board;

~~(i) appoint Committee members to act as liaison to another Committee.~~

3.5. Vice Chairperson duties:

(a) perform the duties of the Chairperson in their absence.

~~(a),(b) appoint Committee members to act as liaison to another Standing Committee as determined by the Chairperson or a majority of the Committee.~~

3.6. Secretary duties:

- (a) record the minutes of the meetings in action form, ensuring the accuracy of when, how and by whom the Committee's business was conducted.
- (b) Submit the draft written minutes and recording to CCSD staff for the public record.
- (c) Minutes should include at a minimum:
 - the date, time and location of the meeting;
 - a list of the Committee members present and absent;
 - a record of reports presented and by whom;
 - the text of motions presented and description of any action taken;
 - list of items considered for future agenda;
 - time of meeting adjournment.

4. COMMITTEE MEMBER GUIDELINES AND AUTHORITY

- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Code Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to members of the audience present at Committee meetings.
- 4.5. Committee members have the right to disagree with ideas or opinions, while being respectful. Once the Committee takes action, individual Committee members should not create barriers to the implementation of any action voted upon by the Committee.

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Board Approved on 11/12/2020

- 4.6. Apart from their normal function as part of an advisory resource, committees and their individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.
- 4.7. After two consecutive unexcused absences of a Committee member, the Committee, by a vote of a majority of a quorum of the Committee, may recommend action to the CCSD Board.
- 4.8. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.
5. AGENDA PROCEDURE
- 5.1. Members shall provide input on the agenda to the Chairperson.
- 5.2. Chair shall develop the draft agenda in cooperation with the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda and attachments.
- 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to all Committee members and the agenda distribution list.
6. MEETINGS
- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD, except as otherwise permitted by the Brown Act.
- 6.2. Information that is exchanged before meetings shall be distributed through the District Clerk, and Committee members will receive all information being distributed as part of the normal meeting Agenda.
- 6.3. The Committee shall meet monthly on dates set annually by the Committee, unless otherwise publicly noticed 72 hours in advance. The Committee may call publicly noticed special meetings as needed, with required 24-hour notice.
- 6.4. A majority of all Committee members, including the Chair, shall constitute a quorum.
- ~~6.4-6.5.~~ The business at regular meetings of the Committee, shall be conducted for no more than a two-hour period, unless extended by a majority vote of a quorum of the Committee. In the event there are remaining items on the agenda at the end of the two-hour period, the Committee may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Committee's business is discussed and to protect against fatigue in discussing and deciding important issues.
- ~~6.5-6.6.~~ All Committee meetings shall be conducted by laws governing open meetings and public participation.
- ~~6.6-6.7.~~ The CCSD General Manager shall determine a staff liaison to the Committee for the purpose of improving the flow of communication.
7. PARLIAMENTARY AUTHORITY
- 7.1. The rules contained in the current edition of Rosenberg's Rules of Order (and, Newly Revised, and the current edition of Roberts Rules of Order 11th Edition for matters on which where Rosenberg's is silent, shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Committee

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Board Approved on 11/12/2020

may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence.

8. AMENDMENTS TO BYLAWS

- 8.1. The CCSD Board of Directors retains sole authority to amend these bylaws. In addition to reviewing these bylaws in odd numbered years, committee chairpersons may include any urgent suggestions or ideas for changes during their monthly report. The Board of Directors may provide the chairperson direction regarding the suggestion or place the item on a future agenda for consideration. Any amendments must be approved by majority of a quorum of the CCSD Board of Directors.