

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, December 30, 2021 - 2:30 PM

AGENDA

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85807042221?pwd=T0dwUG83YkU3UXR0NTVrZGR5Y2NRZz09>

Passcode: 551732

Or One tap mobile:

US: +16699006833,,85807042221# or +13462487799,,85807042221#

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: 858 0704 2221

International numbers available: <https://us06web.zoom.us/j/85807042221>

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. ESTABLISH QUORUM
- B. CALL TO ORDER
- 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 December 8, 2021 Special Meeting Minutes

3. REGULAR BUSINESS

- A. Election of a Vice-Chair and Secretary
- B. Discussion and Consideration of 2022 Policy Committee Meeting Dates
- C. Discussion and Consideration of Policy 1040.2 - Responding to Correspondence to the Board Prior to Sending it Back to the Board Added
Late
- D. Discussion and Consideration of a Final Version of a Policy Regarding Climate Change Added
Late
- E. Discussion and Consideration of Policy 2300 -- Emergency Preparedness

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

CAMBRIA COMMUNITY SERVICES DISTRICT
POLICY COMMITTEE SPECIAL MEETING
Wednesday, December 8, 2021 – 10:00 AM

1. OPENING

A. CALL TO ORDER

Chairman Howell called the meeting to order at 10:00 a.m.

B. ESTABLISH A QUORUM

A quorum was established.

Committee members present - Donn Howell, Gordon Heinrichs, Claudia Harmon, Ted Key and Debra Scott.

District staff present – General Manager John Weigold and Board Secretary Ossana Terterian

C. CHAIRMAN'S REPORT

Chairman Howell welcomed new committee member, Debra Scott.

The Chair and each committee member introduced themselves and provided some background information.

The Chair announced that at its December 16 meeting the CCSD Board would be discussing and considering the Policy Committee's recommendation regarding a policy on surveillance cameras on District Property.

The Chair announced that the Board was to begin advertising for applications to fill the fifth seat on the Policy Committee and invited committee members to encourage community members to apply.

Chairman Howell reminded the committee member of all the work that they have accomplish in the past two years. He then announced that if he is elected Board president, he will resign as Policy Committee chair in order to give his full focus to the president's job. In that event, the Committee will likely have a new chairman.

D. COMMITTEE MEMBER COMMUNICATIONS

There were none.

E. PUBLIC COMMENT ON AGENDA ITEMS

There was no public comment.

The Chair decided to call for public comment on each agenda item separately.

2. CONSENT AGENDA

A. Consideration to Approve the October 28, 2021 Regular Meeting Minutes

Two corrections were made to the minutes:

- 1) The fourth full paragraph under item 3.A. was deleted.
- 2) In the last paragraph under item 3.A. the typo 'Chari' was changed to 'Chair'.

Member Key moved to approve the consent agenda with the minutes as corrected.
Member Heinrichs seconded the motion.

Motion passed – Ayes – 3 Nays – 0 Abstain - 1; member Scott abstaining, Chair not voting.

3. REGULAR BUSINESS

A. Discussion and Consideration of Policy 1040.2 Regarding Responding to Correspondence to the Board

Chairman Howell introduced this item. He reported that the CCSD Board at its Nov. 28 meeting voted to “Direct this policy back to the Policy Committee for further review and consideration.”

There was extensive discussion.

Member Key moved to “Create an ad hoc subcommittee consisting of Members Key and Scott to review and modify Policy 1040.2 prior to its submission to the Board, taking into account the discussions that have been had so far.”

The motion was seconded by Member Scott.

Motion passed – Ayes – 4 Nays – 0, Chair not voting.

B. Discussion and Consideration of a Request to the Board to Authorize the Policy Committee to Pursue an Annual Evacuation Drill Policy

Member Heinrichs presented this item.

Public comment:

Michael Calderwood
David Pearson (written comment)

Member Harmon moved “to create an ad hoc subcommittee consisting of Members Harmon and Heinrichs to write a policy regarding emergency preparedness and community evacuation drills.”

Motion was seconded by Member Heinrichs.

Motion passed – Ayes – 4 Nays – 0, Chair not voting.

C. Discussion and Consideration of a Potential Board Policy in Response to the Climate Emergency

Member Key presented this item.

Member Scott moved to extend the meeting for 15 minutes.
Chairman Howell seconded the motion.
The motion passed Ayes – 4, Nays – 0, Chair not voting.

Member Key moved “that the ad hoc subcommittee continue to fill in the details of the policy be filled in and that the policy be submitted to the Policy Committee for a final vote at the December 30 Policy Committee meeting.”

Member Heinrichs seconded the motion.

The motion passed Ayes – 4 Nays – 0, Chair not voting.

4. FUTURE AGENDA ITEMS

Member Heinrichs is concerned about the District’s personnel policies regarding

- harassment and
- whistleblowing

and would like the committee to review them.

Member Key is very concerned that the committee, and any new committee chair, not lose sight of the goal -- as established by the Board – that

- the Committee gather all the District’s policies together in a single volume using the organization in the *CSDA Sample Policy Handbook* as a model.

[note: this item was actually brought up by Member Key earlier in the meeting before the vote was taken to accept the minutes as corrected.]

5. ADJOURN

Chairman Howell adjourned the meeting at 4:18 p.m.



CAMBRIA COMMUNITY SERVICES DISTRICT
POLICY COMMITTEE
2022 REGULAR MEETING SCHEDULE

January , 2022 at ---- p.m.

February , 2022 at ---- p.m.

March , 2022 at ---- p.m.

April , 2022 at ---- p.m.

May , 2022 at ---- p.m.

June , 2022 at ---- p.m.

July , 2022 at ---- p.m.

August , 2022 at ---- p.m.

September , 2022 at ---- p.m.

October , 2022 at ---- p.m.

November , 2022 at ---- p.m.

December , 2022 at ---- p.m.

Regular meetings are held via Zoom until further notice.

Policy 1040.2 – Answering **Response to** Correspondence to the Board

1040.2.1 Introduction

1040.2.1.1 Purpose

The intent of this policy is to help promote and enhance the quality of communication between the CCSD and the community it serves. As such, it provides guidance as to how Directors should respond to correspondence **they** receive ~~by them~~ as individuals or by the CCSD Board as a whole.

1040.2.2 General Requirements

1040.2.2.1 Timely acknowledgement: All correspondence ~~should~~ **will** be acknowledged within two business days of receipt **by the individual who initially receives the correspondence. If the correspondence is addressed to the Board or all Directors individually, the response will be a letter or an email stating:**

“Thank you for your correspondence. The CCSD Directors appreciate all interest, questions, and input related to the activities of the Board. Since your correspondence is directed to all CCSD Directors, I have forwarded it to the Board President and the General Manager to coordinate a response.”

1040.2.2.2 Limitations imposed by the Brown Act

To avoid the creation of a meeting as defined by the Brown Act, Directors must never ~~do a~~ “reply all” to an email addressed or copied to multiple Directors.

1040.2.2.3 Providing Guidance for the Public

~~Guidance should be provided to the public via~~ **The District Website provides direction to the public on** ~~as to how to contact the District and, including the timeframe for response, what expectations they should have regarding a response~~ **and information that** ~~The public should also be informed that any correspondence to the Board relating to the conduct of the District’s business is a public record and could be~~ **is** subject to inspection and copying through a public records request.

1040.2.3 Letters and emails addressed to the Board as a whole or to all Directors individually

~~This section refers to correspondence addressed to the Board as a whole or to all Directors, each individually.~~

1040.2.3.1 ~~No~~ **Individual Directors will not** ~~may~~ respond except as directed by the Board President.

1040.2.3.2 If the Board President decides that an answer is appropriate, the correspondence shall be answered by the President or the President’s designee. The designee can be the General Manager or another Director.

1040.2.3.3 All Directors shall be copied on any response.

1040.2.4 Letters and emails addressed to individual Directors

This section refers to correspondence received by a single Director and that Director believes that he or she is the sole recipient. All other cases shall be handled as correspondence addressed to the Board as a whole (see 1040.2.3 above).

1040.2.4.1 If the subject matter relates to questions or complaints about operational matters, the Director ~~should~~ **will** forward the correspondence to the General Manager for resolution.

1040.2.4.2. In all other cases:

Whether to respond and how to respond is up to the individual Director, provided that the following guidelines are observed.

A) Individual Directors shall clearly indicate that they are representing only themselves and are not speaking for the Board as a whole.

B) Directors must observe the rules of individual conduct, as detailed in the current Board Bylaws and any applicable ~~current~~ social media policies adopted by the District.

C) The Board President and General Manager will be copied (or blind copied) on the individual Board member's response.

Explanation:

The reason we added C to 1040.2.4.2. is that there may be incidents when the individual Director is not aware that other Directors have been sent the same correspondence. Including the President and the GM on the individual Director's response will allow them to coordinate the Board's response, if necessary.

December 27, 2021

Climate Change Policy XXXX.XX

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 which 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 district understands its responsibility for environmental stewardship while providing water and sewer service to meet the needs of the community's residents 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 implemented several actions regarding in response to being environmentally conscious.

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

Going forward the District will adopt the following policies continuing to reduce our 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 Water use:

In addition to relieving water shortages, efficient use of water reduces production energy consumption. All public restrooms will have water-saving fixtures and systems installed. 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 recycle. All products used for upkeep and servicing of vehicles and other equipment will be disposed of per state regulations.

.5 Purchasing:

An impact component 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 improving forest carbon sequestration requires regular assessment of the health and safety of district forestlands. Working regularly with arborists and forest committees will minimize threatening conditions of fire and disease. Where possible the District will work with the appropriate agencies to improve ordinances for **remodeling upgrades to harden 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 and will be cheaper to build very soon.

The district will evaluate what type of uses can be handled by electric vehicles VS large fuel consuming trucks. For on call employees who live out of town, district electric vehicles should be used for home transportation so that trucks, if required, 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 considerations.

Risk Management

Administration

POLICY TITLE: Emergency Preparedness Draft

POLICY NUMBER: 2300

2300.1 It is the policy of the District to create and maintain an active emergency preparedness program to manage the District's critical functions during any emergency and to protect District staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency services.

2300.2 Emergency Defined: "Emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, freezes, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and response to which may require the combined forces of other agencies.

2300.3 Emergency Preparedness: The Board of Directors authorizes the establishment of an Emergency Preparedness Program, including an annual Emergency Evacuation Drill, which consists of the nationally-recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining a District-wide emergency plan with the partner agency, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the chief's emergency plan, and appointing staff to represent the District' in negotiations or consultations with other agencies or committees on matters pertaining to response to the emergency and recovery of damaged systems and costs incurred during the emergency.

2300.4 Standardized Emergency Management System: The California Office of Emergency Services regulates the Standardized Emergency management System (SEMS), which was created pursuant to Government Code Sec 8607 following the East Bay Hill Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

2300.5 District Emergency Declaration: When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a "District Emergency." The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

2300.6 Authorization During District Emergencies: The General Manager's Declaration of a District Emergency is a public acknowledgment of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with the General Manager, may delegate to the General Manager the authority to suspend competitive bidding and enter into emergency contracts of up to \$250,000, as authorized by Public Contract Code Sec 20567 and Sec 22050.

2300.7 Mutual Aid: The California Master Mutual Aid Agreement (Government Code Secs 8561-8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General manager, in accordance with the Emergency Plan, may request mutual aid assistance from other agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

2300.8 Continuity of Management: The District's emergency plan will list at least two successors to critical staff identified in the plan, including the General Manager. If the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary person.

2300.9 Status Reports: The General manager will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.

Note the following potential partner agencies:

The Cambria CSD Fire Department has partnered with FSCSLO and Cal Poly University to fund a series of evacuation studies specific to Cambria by Professor Cornelius Nuworsoo. The County Fire Chief's Association has applied for a grant to fund the implementation of Zonehaven, an evacuation management platform that will enable communities to plan, train and execute evacuations expediently.

High School and Middle School

Churches

Vets Hall

Cambria Emergency Preparedness Commission

Community Emergency Response Teams (CERT)

Fire safe

PROS

Forest Committee

Cal Fire Locally and Paso Robles

San Luis Obispo County Sheriff's Office

Neighborhood Response Groups

Police Department

California Highway Patrol

Media Coverage:

Television Stations

Radio Stations