



CAMBRIA COMMUNITY SERVICES DISTRICT

MEETING	TIME & DATE	LOCATION
Policy Committee	3:00 PM Thursday, March 28, 2024	Cambria Veterans' Memorial Hall 1000 Main Street, Cambria, CA 93428

## AGENDA

### **Regular Policy Committee Meeting**

**Thursday, March 28, 2024 3:00 PM**

**In person at:**

**Cambria Veterans' Memorial Hall  
1000 Main Street, Cambria, CA 93428**

**AND via Zoom at:**

**Please click the link to join the webinar: [HERE](#)**

**Webinar ID: 814 8066 2974**

**Passcode: 159930**

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the CCSD Administration Office, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at <https://www.cambriacsd.org/>. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or if you need the agenda or other documents in the agenda packet provided in an alternative format, contact the Confidential Administrative Assistant at 805-927-6223 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. The Confidential Administrative Assistant will answer any questions regarding the agenda.

#### **1. OPENING**

**1.A Call to Order**

**1.B Establishment of Quorum**

**1.C Chair Report**

**1.D Ad Hoc Subcommittee Report(s)**

**1.E Committee Member Communications**

#### **2. 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.

#### **3. CONSENT AGENDA**

**3.A Consideration to Approve the February 22, 2024 Regular Meeting Minutes**

**4. REGULAR BUSINESS**

**4.A Review, Discussion, and Consideration of the CSDA Policy 1055 Legislative Advocacy**

**4.B Discussion and Update on Board Action on Policy 1045 Legal Counsel and Auditor**

**4.C Discussion and Update on Board Action on CCSD-Owned Vehicle Policy**

**4.D Discussion on the August 14, 2023 Resources & Infrastructure Committee Ad Hoc Committee Report on Climate Change Policy Recommendations**

**5. FUTURE AGENDA ITEM(S)**

**6. ADJOURN**



## CAMBRIA COMMUNITY SERVICES DISTRICT

### MINUTES OF FEBRUARY 22, 2024 REGULAR POLICY COMMITTEE MEETING OF THE POLICY COMMITTEE OF CAMBRIA COMMUNITY SERVICES DISTRICT

A regular meeting of the Policy Committee of the Cambria Community Services District was held at the Cambria Veterans' Memorial Hall, located at 1000 Main Street, Cambria, CA 93428, on Thursday, February 22, 2024, at 3:00 PM

#### 1. OPENING

##### 1.A Call to Order (0:20)

Committee Chair Scott called the meeting to order at 3:00 p.m.

##### 1.B Establishment of Quorum (0:36)

A quorum was established.

Committee members present: Committee Chair Debra Scott, Vice Chair Gordon Heinrichs, Ted Key, James Townsend, Claudia Harmon-Worthen, and Secretary Donn Howell.

Staff members present: Confidential Administrative Assistant Haley Dodson, General Manager Matthew McElhenie, Utilities Department Manager Jim Green, and Program Manager Tristan Reaper.

Members of the public present: Rich Davega, Christine Heinrichs, and Crosby and Laura Swartz (via Zoom)

##### 1.C Chair Report (1:19)

There was no report from the Chair.

##### 1.D Ad Hoc Subcommittee Report(s) (1:32)

There were no ad hoc subcommittee reports.

##### 1.E Committee Member Communications (1:37)

There were no committee member communications.

#### 2. PUBLIC COMMENT (1:48)

There was no public comment at this time.

#### 3. CONSENT AGENDA (3:09)

##### 3.A Consideration to Approve the January 25, 2024 Regular Meeting Minutes

**Motion:** to approve the meeting minutes.

Motion by: Townsend

Second by: Heinrichs

Call for public comment. (4:20)

There was no public comment on this item.

**Motion passed: Ayes – 5; Nays – 0; Chair not voting.** (4:37)

**4. REGULAR BUSINESS (4:47)**

Committee Chair Scott stated that without objection she would like to take item 4.B first.

**4.B Review and Discussion of the CCSD-Owned Vehicle Policy (5:12)**

As a next iteration in bringing the District’s policy up to date, Utilities Manager Green presented the latest version which incorporates the Committee’s suggestions from its last meeting. The Committee recommended a few editorial changes as seen the motion below.

Public comment was offered by Christine Heinrichs (18:17, 25:03) and Rich Davega (21:39). during discussion of Paragraph III.A on emergency use.

During discussion of Paragraph III.B on personal use (44:25) it was determined that currently, except for “on call” operators, no CCSD vehicles are used for commuting. Furthermore, the GM doesn’t plan to offer this benefit to any District employees in the future.

Chair Scott called for Public Comment. (57:46)

There was no further public comment.

**Motion:** That the CCSD-Owned Vehicle Policy, Sections I [*Purpose*] and II [*Vehicle Usage-General*] as presented in our agenda packet be recommended to the Board for adoption. with the editorial changes below:

- change II.C. “Risk Manager” to “person who is responsible for risk management”,
- change II.D. “Smoking” to “Smoking and Vaping”, and
- in II.I. insert a reference to the Travel policy and include the CCSD Travel policy as an appendix.

And further, that CCSD-Owned Vehicle Policy, Section III [*Vehicle-Usage-Commuting*] be reserved for discussion a later time.

Motion by: Howell (57:09)

Second by: Key (59:01)

**Motion passed: Ayes – 5; Nays – 0; Chair not voting.** (59:04)

**4.A Review, Discussion, and Consideration of the Draft CSDA Policy 1045 Legal Counsel and Auditor (59:28)**

This item was continued from our last meeting in order that some of Member Heinrichs’ concerns could be addressed. During discussion, members brought forth additional concerns.

The following additions to the policy were suggested.

- Modify the penultimate sentence of paragraph 1045.2 to read “Legal Counsel shall present and report on all legal issues and any closed session meeting item numbers, topic description and all disclosable information listed on the Board of Directors’ agenda. Public comment will be taken prior to the closed session meeting. Legal Counsel shall report after

the closed session meeting to the public of the status details of any action taken in the closed session with the vote or abstention on that action of every member present.

- Add the following [probably as subparagraph (b)] to 1045.2. “From time to time the Board of Directors shall issue a request for proposal (RFP) for legal services.” (1:26:02)
- Change the last sentence of 1045.3 regarding the district auditor to “The Administrative Department Manager and General manager will install and maintain an accounting system that will completely, and at all times, show the financial condition of the District, including total indebtedness and total annual debt service. (1:40:17)

Christine Heinrichs provided public comment on this agenda item. (1:37:06)

**The Committee reached consensus** that Secretary Howell would prepare an edited copy of this policy, including the additional wording provided by Committee members, to be discussed at the Committee’s next meeting. (1:38:42)

**4.C Review, Discussion, and Consideration of the CSDA Policy 1055 Legislative Advocacy Policy (1:42:00)**

**The Committee reached consensus** to table this item until the February meeting (1:43:25)

**5. FUTURE AGENDA ITEM(S) (1:43)**

- Tabled item 4.C above.
- Draft Policy 1045 Legal Counsel . . . with additional edits
- Review of New Personnel policy after Board approval

**6. ADJOURN (1:46:13)**

Committee Chair Scott adjourned the meeting at 4:46 p.m.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. 4.A.

FROM: Debra Scott, Chair

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Meeting Date: March 28, 2024

Subject: Review, Discussion, and Consideration of  
the CSDA Policy Number 1055 Legislative  
Advocacy Policy

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**DISCUSSION:**

This policy has been before the Policy Committee at a previous committee meeting. At that meeting, the committee discussed whether or not the District needed a Legislative Advocacy Policy and decided that it may not need one. After discussing the issue with the General Manager and District Counsel, it has been stated, "...and cities will often take positions in favor or opposed to legislation that impacts them and communicate those positions to their elected State representatives." The CSDA has made these type of requested in the past. Although it would depend on the issue, both the GM and Counsel "don't generally see anything wrong with the Board taking positions on legislation that could impact the District."

That being said, the committee could benefit from further discussion about the need for a policy and the potential content of such a policy.

Attachment: CSDA Policy Number 1055: Legislative Advocacy Policy



**POLICY TITLE: Legislative Advocacy Policy**  
**POLICY NUMBER: 1055**

1055 **Purpose**

The purpose of the policy is to guide [DISTRICT] officials and staff in considering legislative or regulatory proposals that are likely to have an impact on [DISTRICT], and to allow for a timely response to important legislative issues. Although the expenditure of public funds for the purpose of supporting or opposing a ballot measure or candidate is prohibited,<sup>1</sup> the expenditure of public funds is allowed to advocate for or against proposed legislation or regulatory actions which will affect the public agency expending the funds.<sup>2</sup>

The purpose for identifying Legislative Advocacy Procedures is to provide clear direction to [DISTRICT] staff with regard to monitoring and acting upon bills during state and federal legislative sessions. Adherence to Legislative Advocacy Procedures will ensure that legislative inquiries and responses will be administered consistently with “one voice” as to the identified Advocacy Priorities adopted by the Board of Directors. The Legislative Advocacy Procedures and Advocacy Priorities will provide the [DISTRICT] General Manager, or other designee, discretion to advocate in [DISTRICT] best interests in a manner consistent with the goals and priorities adopted by the Board of Directors. This policy is intended to be manageable, consistent, and tailored to the specific needs and culture of [DISTRICT].

1055.1 **Policy Goals**

- Advocate the [DISTRICT] legislative interests at the State, County, and Federal levels.
- Inform and provide information to the Board of Directors and district staff on the legislative process and key issues and legislation that could have a potential impact on the district.
- Serve as an active participant with other local governments, the California Special Districts Association, and local government associations on legislative and regulatory issues that are important to the district and the region.
- Seek grant and funding assistance for [DISTRICT] projects, services, and programs to enhance services for the community.

1055.2 **Policy Principles**

The Board of Directors recognizes the need to protect [DISTRICT] interests and local control, and to identify various avenues to implement its strategic and long-term goals. It is the policy of [DISTRICT] to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors.

<sup>1</sup> Cal. Gov. Code § 54964.

<sup>2</sup> Cal. Gov. Code § 53060.5; *Stanson v. Mott* (1976) 17 Cal. 3d 206.





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This policy provides [DISTRICT] General Manager, or other designee, the flexibility to adopt positions on legislation in a timely manner, while allowing the Board of Directors to set Advocacy Priorities to provide policy guidance. The Board of Directors shall establish various Advocacy Priorities and, so long as the position fits within the Advocacy Priorities, staff is authorized to take a position without board approval.

Whenever an applicable Advocacy Priority does not exist pertaining to legislation affecting the [DISTRICT], the matter shall be brought before the Board of Directors at a regularly scheduled board meeting for formal direction from the Board of Directors. [The Board of Directors may choose to establish a standing committee of two Directors, known as the “Legislative Advocacy Committee”, with the authority to adopt a position when consideration by the full Board of Directors is not feasible within the time-constraints of the legislative process.]

Generally, the [DISTRICT] will not address matters that are not pertinent to the district’s local government services, such as social issues or international relations issues.

**1055.3 Legislative Advocacy Procedures**

It is the policy of [DISTRICT] to proactively monitor and advocate for legislation as directed by the Advocacy Priorities and by the specific direction of the Board of Directors. This process involves interaction with local, state, and federal government entities both in regard to specific items of legislation and to promote positive intergovernmental relationships. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the [DISTRICT].

Monitoring legislation is a shared function of the Board of Directors and General Manager or designated staff. The Legislative Advocacy Procedures are the process by which staff will track and respond to legislative issues in a timely and consistent manner. The General Manager, or other designee, will act on legislation utilizing the following procedures:

1. The General Manager or other designee shall review requests that the [DISTRICT] take a position on legislative issues to determine if the legislation aligns with the district’s current approved Advocacy Priorities.
2. The General Manager or other designee will conduct a review of positions and analysis completed by the California Special Districts Association and other local government associations when formulating positions.
3. If the matter aligns with the approved priorities, [DISTRICT] response shall be supplied in the form of a letter to the legislative body reviewing the bill or measure. Advocacy methods utilized on behalf of the district, including but not limited to letters, phone calls, emails, and prepared forms, will be





communicated through the General Manager or designee. The General Manager or designee shall advise staff to administer the form of advocacy, typically via letters signed by the General Manager, or designee, on behalf of the Board of Directors.

4. All draft legislative position letters initiated by the General Manager or designee shall state whether the district is requesting “support”, “support if amended”, “oppose”, or “oppose unless amended” action on the issue, and shall include adequate justification for the recommended action. If possible, the letter should include examples of how a bill would specifically affect the district, e.g. “the funding the district will lose due to this bill could pay for X capital improvements.”
  - a. Support – legislation in this area advances the district’s goals and priorities.
  - b. Oppose – legislation in this area could potentially harm, negatively impact or undo positive momentum for the district, or does not advance the district’s goals and priorities.
5. The General Manager may also provide a letter of concern or interest regarding a legislative issue without taking a formal position on a piece of legislation. Letters of concern or interest are to be administered through the General Manager or designee.
6. When a letter is sent to a state or federal legislative body, the appropriate federal or state legislators representing the [DISTRICT] shall be included as a copy or “cc” on the letter. The appropriate contacts at the California Special Districts Association and other local government associations, if applicable, shall be included as a cc on legislative letters.
7. A position may be adopted by the General Manager or designee if any of the following criteria is met:
  - a. The position is consistent with the adopted Advocacy Priorities;
  - b. The position is consistent with that of organizations to which the district is a member, such as the California Special Districts Association; or
  - c. The position is approved by the Board of Directors [or the Legislative Advocacy Committee].
8. All legislative positions adopted via a process outside of a regularly scheduled Board Meeting shall be communicated to the Board of Directors at the next regularly scheduled Board Meeting. When appropriate, the General Manager or other designee will submit a report (either written or verbal) summarizing activity on legislative measures to the Board of Directors.

1055.4 **Advocacy Priorities**

***Revenue, Finances, and Taxation***

Ensure adequate funding for special districts’ safe and reliable core local service delivery. Protect special districts’ resources from the shift or diversion of revenues without the consent of the affected districts. Promote



the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies. Protect and preserve special districts' property tax allocations and local flexibility with revenue and diversify local revenue sources.

Support opportunities that allow the district to compete for its fair share of regional, state, and federal funding, and that maintain funding streams. Opportunities may include competitive grant and funding programs. Opportunities may also include dedicated funding streams at the regional, state, or federal levels that allow the district to maximize local revenues, offset and leverage capital expenditures, and maintain district goals and standards.

### ***Governance and Accountability***

Enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant or one-size-fits all approaches. Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preferences of each community.

Oppose additional public meeting and records requirements that unnecessarily increase the burden on public resources without effectively fostering public engagement and enhancing accountability of government agencies.

Promote local-level solutions, decision-making, and management concerning service delivery and governance structures while upholding voter control and maintaining LAFCO authority over local government jurisdictional reorganizations and/or consolidations.

### ***Human Resources and Personnel***

Promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees.

Maintain special districts' ability to exercise local flexibility by minimizing state mandated contract requirements. Oppose any measure that would hinder the ability of special districts to maximize local resources and efficiencies through the use of contracted services.

### ***Infrastructure, Innovation, and Investment***

Encourage prudent planning for investment and maintenance of innovative long-term infrastructure. Support the contracting flexibility and fiscal tools and incentives needed to help special districts meet California's changing



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demands. Promote the efficient, effective, and sustainable delivery of core local services.

Prevent restrictive one-size-fits-all public works requirements that increase costs to taxpayers and reduce local flexibility.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.B.**

FROM: Debra Scott, Chair

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Meeting Date: March 28, 2024

Subject: Discussion and Update on Board Action on  
Policy 1045 Legal Counsel and Auditor

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**DISCUSSION:**

The CSDA Policy is attached for your review with redline edits from the CCSD Legal Counsel, Tim Carmel, suggestions from the Committee, and the response from the Board at its March 21, 2024 meeting—whether the Board approved the policy or has returned it to the Committee for revisions. Your chair will give an oral report at the Committee meeting.

Attachment: Legal Counsel and Auditor—redline versions



**POLICY TITLE: Legal Counsel and Auditor**  
**POLICY NUMBER: 1045**

1045.1 The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

1045.2 Legal Counsel shall be the legal adviser of the District, including the Board as a whole, the General Manager, Standing Committees, and department ~~heads~~managers. Legal Counsel shall perform such duties as may be prescribed by the Board of Directors. Such duties include, but are not limited to, providing legal assistance necessary for formulation and implementation of legislative policies and projects; represent the District's interests, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings; and to keep the Board and District staff apprised of court rulings and legislation affecting the legal interests of the District.

- Legal Counsel is required to draft or comprehensively review ordinances, resolutions, contracts, leases, opinions and similar documents, to approve as to form all ordinances, resolutions and contracts, and to perform all other tasks as set forth in his or her contract.
- Legal Counsel shall present and report on all legal issues and any ~~Closed-closed Session-session~~ items before the Board. The closed session report shall include a topic description and all disclosable information prior to the closed session. Legal Counsel shall give an oral or written report to the public after the closed session meeting, as further described in the Brown Act.
- Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board. The selection of Legal Counsel shall be done in a noticed public meeting and at least every five years.
- Legal Counsel reports to the Board as a whole but is available to each Director for consultation regarding legal matters particular to that ~~Board member~~Director's participation. No ~~Board member~~Director may request a legal opinion of Legal Counsel without concurrence by the Board, except as such requests relate to questions regarding that ~~member's~~Director's participation. Legal Counsel shall be available to the District General Manager for consultation on applicable issues and activities.

1045.3 The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

- a) The Board may appoint a committee to oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Finance Committee Charter for Audit Compliance. The Administrative Department Manager and General Manager will install and maintain an accounting system that will completely, and at all times, show the financial condition of the District.



**POLICY TITLE: Legal Counsel and Auditor**  
**POLICY NUMBER: 1045**

1045.1 The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

1045.2 Legal Counsel shall be the legal adviser of the District, including the Board as a whole, the General Manager, **Standing Committees**, and department heads. Legal Counsel shall perform such duties as may be prescribed by the Board of Directors. Such duties include, but are not limited to, providing legal assistance necessary for formulation and implementation of legislative policies and projects; represent the District's interests, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings; and to keep the Board and District staff apprised of court rulings and legislation affecting the legal interests of the District.

- Legal Counsel is required to draft or comprehensively review ordinances, resolutions, contracts, leases, opinions and similar documents, to approve as to form all ordinances, resolutions and contracts, and to perform all other tasks as set forth in his or her contract.
- Legal Counsel shall present and report on all legal issues and any **Closed Session items before the Board. The closed session report shall include topic description and all disclosable information prior to the closed session. Legal Counsel shall give an oral or written report to the public after the closed session meeting, as further described in the Brown Act.**
- Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board. **The selection of Legal Counsel shall be done in a noticed public meeting and at least every five years.**
- Legal Counsel reports to the Board as a whole but is available to each Director for consultation regarding legal matters particular to that Board member's participation. No Board member may request a legal opinion of Legal Counsel without concurrence by the Board, except as such requests relate to questions regarding that member's participation. Legal Counsel shall be available to the District General Manager for consultation on applicable issues and activities.

**Commented [d1]:** The committee's wording was: "Legal Counsel shall present and report on all legal issues and any closed session meeting item numbers, topic description and all disclosable information listed on the Board of Directors' agenda. Public comment will be taken prior to the closed session meeting. Legal Counsel shall report after the closed session meeting to the public of the status details of any action taken in the closed session with the vote or abstention on that action of every member present."

**Commented [d2]:** Committees wording was: "From time to time the Board of Directors shall issue a request for proposal (RFP) for legal services."

1045.3 The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

- The Board may appoint a committee to oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Finance Committee Charter for Audit Compliance. The **Administrative Department Manager and General Manager** will install and maintain an accounting system that will completely, and at all times, show the financial condition of the District.

**Commented [d3]:** The Committee suggested the following additional wording: "including total indebtedness and total annual debt service."

The California Special Districts Association does not provide legal advice and nothing in this handbook should be construed as legal advice. Please contact your legal counsel if you have a legal question regarding information in this handbook, and to ensure your district is in compliance with applicable laws. Revised 2017.

TO: Policy Committee Members

AGENDA NO. **4.C.**

FROM: Debra Scott, Chair

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Meeting Date: March 28, 2024

Subject: Discussion and Update on Board Action on  
CCSD-Owned Vehicle Policy

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**DISCUSSION:**

The Board considered the edited policy referred from the Policy Committee. There was intensive discussion about the policy and concerns voiced were:

1. The policy needs to include information about use of CCSD-owned vehicles for commuting. Our Committee decided to eliminate this portion of the policy so that the policy could set standards for use of CCSD-owned vehicles when those vehicles are used for regular community work. The Board and the public representatives spoke about commuting issues. District policy has already been revised to allow only those employees who are “on-call” to use District vehicles. Department managers have ceased using District vehicles for commuting.
2. The issue of District owned vehicles being used for on-call employees commuting is a more complex issue than we previously believed. There are discussions that must occur with organized labor/unions prior to changing how this is addressed within the District. The General Manager is planning to have these discussions in the near future.
3. Our Committee must defer work on this policy until these discussions occur and some common ground has been established before adding Section III to the policy. At that time, our Committee will again agendize this policy and work to devise a policy that meets the needs of the District, the employees of the District, and the needs of the Community.

**ATTACHMENTS:** CCSD-Owned Vehicle Policy as presented to the Board at its March 14, 2024 meeting



# CAMBRIA COMMUNITY SERVICES DISTRICT

P.O. Box 65 • Cambria, CA 93428 • Telephone: (805) 927-6223 • Fax: (805) 927-5584

## CCSD-OWNED VEHICLE POLICY

### I. PURPOSE

- A. This policy of the Board of Directors for the Cambria Community Services District (“CCSD”) establishes policies and procedures for using CCSD-owned vehicles. For the purpose of this policy, vehicles leased or rented by the CCSD are considered CCSD-owned vehicles.

### II. VEHICLE USAGE-GENERAL

- A. All CCSD employees are required to have and maintain a valid California Driver’s License. Employees shall follow all jurisdictions’ laws, rules, and regulations while operating a vehicle on CCSD business. Any fines or other penalties incurred by an employee shall be the responsibility of the employee.
- B. Individuals not employed by the CCSD shall never operate CCSD-owned vehicles except for individuals performing approved maintenance/repair services on the vehicle.
- C. If a motor vehicle accident occurs while on CCSD business, the appropriate law enforcement agency shall be contacted immediately, and every attempt shall be made to have a report completed. If the law enforcement agency declines to prepare a report, the employee shall record the name of the party contacted at the law enforcement agency, the time that they were contacted, and a written report of the facts and circumstances surrounding the accident shall be completed by the employee at the earliest opportunity. The employee’s report will include the contact information of all parties involved in the accident, including vehicle descriptions and insurance ~~coverage~~ information, if available. The employee’s supervisor shall be notified of the accident at the earliest opportunity, but in any event, no later than by the next business day. The supervisor is responsible for having the accident reported to the individual responsible for risk management or his/her designee at the earliest opportunity but in no event later than by the end of the next business day.
- D. Smoking and/or vaping is strictly prohibited in any CCSD-owned vehicles.



- E. All CCSD vehicles shall be appropriately marked with CCSD identification unless otherwise approved by the General Manager.
- F. A daily inspection of each vehicle ~~prior to use~~ is to be performed prior to the operation of any District-owned vehicle.
- G. No CCSD-owned vehicle shall be driven if it is known to be in an unsafe condition. Any mechanical problems related to a CCSD-owned vehicle shall be immediately reported. When using CCSD-owned vehicles, employees shall not abuse the vehicle in any way.
- H. Use of a CCSD vehicle is prohibited while on vacation or on other leave. Transporting family members in CCSD-owned vehicles is also prohibited, except where such persons are also CCSD employees or are otherwise on official CCSD business, ~~in CCSD-owned vehicles is also prohibited, exceptor~~ in emergency situations. Transporting friends or other persons in CCSD-owned vehicles is also prohibited, except where such persons are also CCSD employees or are otherwise on official CCSD business, ~~in CCSD-owned vehicles is also prohibited~~.
- I. When utilizing a CCSD or privately-owned vehicle for ~~Travel~~travel, the vehicle may be used to attend meals and other activities directly related to the training, conference, or other ~~Travel~~travel function, as defined by the District's Travel Policy.

J.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.D.**

FROM: Debra Scott, Chair

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Meeting Date: March 28, 2024

Subject: Discussion on the August 14, 2023  
Resources & Infrastructure Ad Hoc  
Committee Report on Climate Change  
Policy Recommendations

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**DISCUSSION:**

Our Committee has had discussions on Climate Change Policy for the CCSD. The R&I Committee created an Ad Hoc Committee to address this issue and continues to work on how the District should address this important issue. The R&I Committee has recently reactivated this Ad Hoc Committee. As the Policy Committee, it is important for us to be familiar with the work that is being done by this Ad Hoc and to offer any support we can to bring the CCSD into a place where we, as a District, are working toward better stewardship of our planet.

Attachments: August 14, 2023 Climate Change Policy Recommendations  
Climate Change Policy

Date: August 14, 2023

To: CCSD Board

From: R&I Ad Hoc Climate Change Committee

Subject: Climate Change Policy Recommendations

#### SUMMARY:

In response to the draft Climate Change Policy document dated December 27, 2021, R&I Committee Chair Karen Dean requested volunteers to form an Ad Hoc sub-committee to make recommendations to the Board for adoption or revisions for a proposed CCSD policy on Climate Change. Juli Amodei and Mark Meeks accepted the request.

#### ACTIONS

1. After a few meetings the committee resolved that there was not enough current information on the specific sources of pollution within Cambria and an environmental study would be helpful if not essential in:
  - Identifying and measuring sources of air pollution /GHG (Green House Gases)
  - Electrical use.
  - Recommend means of monitoring such sources.
2. Through research, the committee was able to identify a state funded grant program for climate change Climate Adaption and Resiliency Planning. At the time of discovery, the deadline for applying was a mere three weeks away. The committee decided to request a application anyway and was allowed to submit. The grant was written and submitted with letters of recommendation from County supervisor Bruce Gibson, Cambria Chamber of Commerce, and a budget proposal from an environmental engineering firm. After passing the first round of elimination Cambria's grant request was denied in what was termed a "very competitive turn out." We were encouraged, however by an offer by the Governor's Office of Planning and Resources to participate in a round two of funding that will take place early next year, and an offer to consult with us in our effort going forward.
3. The committee requested and held a meeting with District Supervisor Bruce Gibson to further discover what existing programs or funding opportunities might be available. Supervisor Gibson gave a list of organizations that we might contact they are:
  - Tri-County Regional Network
  - 3-CE
  - CSDA
  - SLO County Planning
  - SLO County Public works

The Supervisor also related that SLO County has done little to implement "Climate Change" policies or programs after they completed a 2012 Climate Action Plan (CAP). He stated that SLO County was not required, and funds were not available. And basically, related that Cambria was free to obtain our own funding from external sources.

4. Reviewed several cities published Climate Action Plans and attended a zoom meeting with:
- City of San Luis Obispo
  - City of Santa Barbara
  - City of Santa Cruise
  - Monterey County
  - City of Watsonville

At least one committee member concluded that: 1.) Climate Action Plans, in general, tend to be very similar when pointing to sources of GHG emissions. 2.) Smaller communities have limited abilities to attract funding and, are very challenged to “move the Needle” in terms of mitigating climate change.

#### RECOMMENDATIONS

- Follow up on applying for the State grant offering early next year.
- Hire a Professional Grant writer. Funding is essential to make changes.
- Focus on city improvements that can be attributed to Climate Change and continue to apply for Grants to accomplish these goals.
- Most Green House Gasses (CO2 emissions) are identified in all the CAP’s that we have seen. Look at ways to reduce vehicle traffic, particularly from tourism.
- Expand and promote Cambria’s Community Bus to include, Perhaps, daily transport to Morro Bay, SLO and Paso Robles.

Submitted by R&I Ad Hoc Committee on Climate Change, Juli Amodei and Mark Meeks

The County of San Luis Obispo EnergyWise Plan is posted on the district’s website at the link below.

<https://www.cambriacsd.org/2023-08-14-resources-infrastructure-committee-meeting>

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 CCSO 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.