



CAMBRIA COMMUNITY SERVICES DISTRICT

MEETING	TIME & DATE	LOCATION
Policy Committee	3:00 PM Thursday, April 25, 2024	Cambria Veterans' Memorial Hall 1000 Main Street, Cambria, CA 93428

AGENDA

Regular Policy Committee Meeting

Thursday, April 25, 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 March 28, 2024 Regular Meeting Minutes

4. REGULAR BUSINESS

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

4.B Discussion and Update on the Climate Change Policy

4.C Discussion for Future Activities for the Policy Committee

5. FUTURE AGENDA ITEM(S)

6. ADJOURN



CAMBRIA COMMUNITY SERVICES DISTRICT

MINUTES OF MARCH 28, 2024, REGULAR POLICY COMMITTEE MEETING OF THE 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, March 28, 2024, at 3:00 PM

Please note that the timings in “()” below refer to locations in the recording of the meeting published on the District’s web site

1. OPENING

1.A Call to Order (0:17)

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

1.B Establishment of Quorum (0:29)

A quorum was established – all five committee members present.

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 and General Manager Matthew McElhenie.

Members of the public present: Christine Heinrichs on Zoom.

1.C Chair Report

There was no Chair’s report.

1.D Ad Hoc Subcommittee Report(s)

There were none.

1.E Committee Member Communications

There were none.

2. PUBLIC COMMENT (2:22)

Christine Heinrich said she would like to comment on item 4-C when it comes up. There was no other public comment.

CONSENT AGENDA (3:25)

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

Motion: to approve the meeting minutes. (5:09)

Motion by: Heinrichs

Second by: Harmon-Worthen

Motion passed: Ayes – 5; Nays – 0; Chair not voting. (5:11)

4. REGULAR BUSINESS

4.A Review, Discussion, and Consideration of the CSDA Policy 1055 Legislative Advocacy (5:28)

After discussion the Committee reached consensus that situations might arise in which the CCSD could benefit from written guidance by which to address legislative advocacy. And further, that the CSDA sample policy as written is more complex than what CCSD would likely need.

Chair Scott agreed to create an outline of what might be useful or appropriate for the CCSD in this area and bring the outline to be discussed at our next Policy Committee meeting.

4.B Discussion and Update on Board Action on Policy 1045 Legal Counsel and Auditor (33:46)

Call for public comment. (1:04:17)

Christine Heinrichs commented on this item.

The Committee observed that a) the language regarding regular issuance of an RFP for legal services had not been included in the draft and b) language requiring that the District's accounting system include clear information regarding the District's total indebtedness and total annual debt service was omitted.

Motion: that the Policy Committee doesn't support the current draft of the Legal Counsel and Auditor Policy as presented to the Committee on March 28 [2024]. (1:16:31)

Motion by: Townsend

Second by: Harmon-Worthen

Motion passed: Ayes – 3; Nays – 2 (Howell & Key in dissent); Chair not voting. (1:16:53)

Motion: In the third sentence of paragraph 1045.2, after “*Such duties include, but are not limited to*“ insert the following: “*, attending Board meetings either in person or remotely, assisting, when necessary, as parliamentarian to help the Board comply with Brown act and other requirements*” (1:21:49)

Motion by: Howell

Second by: Key

Motion passed: Ayes – 3; Nays – 0; Abstain – 2; Chair not voting. (1:124:01)

4.C Discussion and Update on Board Action on CCSD-Owned Vehicle Policy (1:25:05)

The Chair reported that the CCSD Board discussed this policy as it had been recommended to them by this Committee. The Board reached consensus that this policy would be incomplete until it addresses the issue of employees' use of District owned vehicles for commuting. GM McElhenie reports that currently, only on-call employees commute using District vehicles, and only when they are on-call. However, as this has been a long-standing practice, discussions with the employees' union will be needed before there can be any change to District policy in this regard. For that reason, the Committee will suspend further work on this policy until all the discussions with stakeholders have been held and the Board has made a decision on how to address this issue.

Call for public comment. (1:40:45)

Christine Heinrichs commented on this item.

4.D Discussion on the August 14, 2023 Resources & Infrastructure Committee Ad Hoc Committee Report on Climate Change Policy Recommendations (1:48:12)

Member Harmon-Worthen observed that the R&I Ad Hoc Committee report's information on monitoring air pollution could be improved. She agreed to put her observations in an email and send it to Chair Scott who would then forward it to Chair Dean [of the R&I Committee].

Member Townsend felt that the report could include more discussion of what to do with grant moneys once obtained.

GM McElhenie reported on some climate related actions being contemplated or in progress.

Members Key and Heinrichs noted that this Committee submitted the draft policy in December 2021 and wonder if there is some way our Committee can help move the process forward.

Chair Scott agreed to talk with Chair Dean of the R&I Committee to see how the Policy Committee might be able to help the R&I Committee in bringing a climate change policy forward for adoption by the Board. She will share the results of that discussion with the Policy Committee its next meeting.

Call for public comment. (1:59:06).

There was none.

5. FUTURE AGENDA ITEM(S) (1:59:35)

Policies to be considered on future agendas include:

1. Legislative Advocacy Policy
2. Legal Counsel and Auditor Policy
3. CCSD-Owned Vehicle Usage for Commuting Policy
4. Climate Change Policy

6. ADJOURN (2:03:12)

Committee Chair Scott adjourned the meeting at 5:05 p.m.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. 4.A.

FROM: Debra Scott, Chair

Meeting Date: April 25, 2024

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

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."

The Draft outline will be a handout at the meeting.

Attachments: CSDA Policy number 1055: Legislative Advocacy Policy
Draft Outline for a CCSD Legislative Advocacy Policy (handout)



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,¹ 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.²

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.

¹ Cal. Gov. Code § 54964.

² 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



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

Meeting Date: April 25, 2024

Subject: Discussion and Update on the Climate
Change Policy

DISCUSSION:

Our committee has had discussions on the Climate Change Policy for the CCSD. Please review the draft policy that was previously written and approved by the Policy Committee. This agenda item is for discussion re: What's next?

Attachment: Climate Change Policy

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.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. 4.C.

FROM: Debra Scott, Chair

Meeting Date: April 25, 2024

Subject: Discussion for Future Activities for the
Policy Committee

DISCUSSION:

This agenda item is for the committee to discuss future activities the members would like to pursue. There are no attachments, although the committee has previously received the list of policies in the CCSD Policy Handbook prior to Liebert Cassidy Whitmore's (LCW) latest update.

In reviewing past agendas and minutes, the following policies have been discussed:

- Social Media Policy
- Internet & Email Policy
- Role of the General Manager Policy
- CCSD-Owned Vehicle Policy
- Reserve Policy
- Evacuation Planning
- Purchasing Policy

The following policy reviews are in process:

- Climate Change Policy
- Legislative Advocacy Policy
- Legal Counsel and Auditor Policy
- CCSD-Owned Vehicle Policy

Most California employers must comply with SB 553 by July 1, 2024. Employers must develop a Workplace Violence Prevention Plan, administer annual training, and maintain a Violent Incident Log. The district is preparing a Workplace Violence Prevention Plan and will start the meet-and-confer process for Personnel Policies, Procedures, and Rules.

Please be prepared to discuss how we move forward.