



## **POLICY COMMITTEE**

### **REGULAR MEETING**

Thursday, December 28, 2023 - 3:00 PM  
1000 Main Street, Cambria, CA 93428

### **AGENDA**

#### **In person at:**

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

#### **AND via Zoom at:**

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### **1. OPENING**

#### **A. CALL TO ORDER**

- B. ESTABLISH QUORUM
- 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.

## **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**

- A. Consideration to Approve the November 30, 2023 Regular Meeting Minutes

## **4. REGULAR BUSINESS**

- A. Discussion and Consideration of Policy 1040.2 Response to Correspondence to the Board
- B. Review Finalized CCSD Operating Principles
- C. Update on Policies under Review by Other Entities
  - 1. Legal Counsel and Auditor Policy
  - 2. Purchasing Policy
  - 3. Whistleblowing Policy
  - 4. Legislative Advocacy Policy
  - 5. Role of the General Manager Policy
  - 6. Climate Change Policy
  - 7. Social Media Policy

## **5. FUTURE AGENDA ITEMS**

## **6. ADJOURN**

**POLICY COMMITTEE****REGULAR MEETING**

Thursday, November 30, 2023 - 3:00 PM  
1000 Main Street Cambria, CA 93428

**MINUTES****1. OPENING****A. CALL TO ORDER. (0:08)**

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

**B. ESTABLISH QUORUM**

A quorum was established. (0:03)

Committee members present: Committee Chair Debra Scott, Vice Chair Gordon Heinrichs, Ted Key, James Townsend and Secretary Donn Howell. (Member Claudia Harmon-Worthen joined the meeting at 3:12)

Staff members present: Confidential Administrative Assistant Haley Dodson and Administrative Department Manager Denise Fritz; General Manager Matthew McElhenie attended via Zoom.

**C. AD HOC SUBCOMMITTEE REPORT (0:04)**

There were no ad hoc subcommittee reports at this time.

**D. CHAIRMAN'S REPORT (1:05)**

Committee Chair Scott asked the members if they had reviewed the Zone Haven presentation at the CCSD Board's November 9 meeting. All members present said they had reviewed the presentation.

Chair Scott said that she had consulted with Board President Dean and CCSD Counsel Carmel regarding a policy on the role of the General Manager. They said that this matter is covered by Government Code 61051 as is not therefore under the purview of this committee. Some discussion followed in which question was raised as to whether it might be appropriate to the Committee to expand on what is covered by the Code. Chair Scott stated she would investigate this matter and report back at our next meeting.

Chair Scott reported that the policies discussed at our September 28 meeting -- namely adoption of Policy 1040.2 Regarding Response to Correspondence to the Board, Policy 3230 CCSD Operating Principles Policy, and Policy 1045 Legal Counsel and Auditor Policy and the Elimination of Policy B-02-2018 -- will be on the CCSD Board's agenda for its December 14 meeting.

E. COMMITTEE MEMBER COMMUNICATIONS (7:38)

There were no committee member communications at this time.

2. PUBLIC COMMENT (8:08)

Public Comment: There was none.

3. CONSENT AGENDA (8:43)

A. Consideration to Approve the September 28, 2023 Regular Meeting Minutes

Call for Public Comment (10:17). There was none.

**Motion:** to approve the meeting minutes as written (10:27)

Motion by: Key

Second by: Heinrichs

**Motion unanimously passed: Ayes – 3; Nays – 0; Abstain – 1; Chair not voting.** (10:32)

4. REGULAR BUSINESS

A. Review and Discussion of Draft CCSD Policy 2135: Purchasing. (11:02)

Chair Scott advised the Committee that the District's current Purchasing Policy is being reviewed by Staff. They will produce a red-line version that the Committee can discuss at our next meeting.

Call for public comment. (26:21). There was none.

**The Committee reached consensus** (27:25)

that, in preparation for our next meeting, members would submit their comments on the existing policy to Ms. Fritz and Ms. Dodson via email with 'cc' to Chair Scott to aid in their review. As part of the review Chair Scott asked that the Committee be advised if parts of this policy should be in a different policy or policies.

B. Review and Discussion of Draft CSDA Policy 3142 Whistleblowing Policy (47:43)

**The Committee reached consensus** (50:22)

that this item be postponed until the current rewrite of the District Personnel Policies and Procedures and Rules is finished (most likely in Spring 2024) and brought before the Board. The Committee will then be in a position consider whether to recommend additional policies regarding Board members and volunteers (e.g. standing committee members).

C. Review and Discussion of the CCSD Internet and Email Policy and CSDA Policy 3300 Internet, Email and Electronic Communications Policy. (50:25)

**The Committee reached consensus** (1:09:52)

that this item be postponed until Staff has had an opportunity to look at the CCSD District policies for internet and email and social media use, compare them to the CSDA policy and provide us with red-line versions that we can then review.

Call for public comment (1:11:43). There was none.

D. Discussion and Consideration of 2024 Policy Committee Meeting Dates.  
(1:12:12)

**Motion:** to accept the proposed dates for the Policy Committee meetings in 2024 with the exception that there be no meeting in November and that the December meeting be on December 5. (1:18:35)

Motion by: Harmon-Worthen

Second by: Townsend

**Motion unanimously passed: Ayes – 5; Nays – 0; Chair not voting.**  
(1:19:43)

5. **FUTURE AGENDA ITEMS** (1:12:12)

Committee Chair Scott asked for any future agenda items.

Nothing was brought forward other than items previously mentioned -- namely continuing review of internet, email & social media policies; possible expansion on the role of the GM; and consideration of the need for a legislative advocacy policy.

Call for public comment (1:22:56). There was none.

6. **ADJOURN** (1:23:10)

Committee Chair Scott adjourned the meeting at 4:25 p.m.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. 4.A.

FROM: Debra Scott, Chair

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Meeting Date: December 28, 2023

Subject: Discussion and Consideration of Policy  
1040.2 Response to Correspondence to the  
Board

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**DISCUSSION:**

The Response to Correspondence to the Board Policy was considered by the Board during the December 14<sup>th</sup> Board meeting. The Board generally thought the changes to the policy were appropriate but had some concerns about the 2 day window for acknowledgement of receipt of the correspondence. The attached redline draft is for the committee's review. I have made the requested edits and clarification. The policy is here for your review and then will be forwarded to the Board for final approval.

Attachment: Redline draft of Policy 1040.2 with Board edits and clarifications

## Policy 1040.2 – Response to Correspondence to the Board

### 1040.2.1 Introduction

#### 1040.2.1.1 Purpose

The intent of this policy is to promote and enhance the quality of communication between the Cambria Community Services District (CCSD) and the community it serves. As such, it provides guidance as to how Directors should respond to correspondence they receive as individuals or as the CCSD Board as a whole. This policy relates to emails that are received through the Directors' CCSD email accounts.

### 1040.2.2 General Requirements

1040.2.2.1 Timely acknowledgement: All correspondence will be acknowledged within two business days of receipt by the individual who initially receives the correspondence, barring any unforeseen circumstance whereby the Director is unable to respond.

#### 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 “reply all” to an email addressed or copied to multiple Directors.

#### 1040.2.2.3 Providing Guidance for the Public

The District Website provides direction to the public on how to contact the District, including the timeframe for response and information. The website states that any correspondence to the Board relating to the conduct of the District's business is a public record and 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

1040.2.3.1 Individual Directors may respond to a letter or email to acknowledge receipt of the correspondence and express their thoughts, bearing in mind that it is imperative for all Board members to support final decisions made by the Board, as a whole, and to refrain from undermining the authority of the Board after decisions are made. This policy allows Board members to give general information to the public as long as they indicate in the correspondence that they are speaking only as an individual, and not for the Board as a whole.

1040.2.3.2 If the correspondence addressed to the Board refers to an issue that is still pending with the Board, the Director may acknowledge the receipt of the correspondence and will forward the correspondence to the Board President or his/her designee to respond appropriately, the correspondence shall be answered by the President or the President's designee. The designee can be the General Manager or another Director. All Directors shall be copied on any response sent by the Board President or the President's designee.

### 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 will acknowledge receipt of the correspondence and inform the sender that the correspondence will be forwarded to the General Manager for resolution. If appropriate, the Board President will be copied.

1040.2.4.2 Except as previously outlined in 1040.2, how to respond to correspondence from the public 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 professional conduct, as detailed in the current Board Bylaws, any applicable CCSD social media policies, and any guidelines included in the CCSD Operating Principles.

C) The General Manager and the Board President ~~would benefit by being aware of the correspondence, either one or both of these individuals~~ will be blind-copied on any correspondence related to District business.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.B.**

FROM: Debra Scott, Chair

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Meeting Date: December 28, 2023

Subject: Review Finalized CCSD Operating Principles

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**DISCUSSION:**

The CCSD Operating Principles were approved with minor edits by the Board at its December 14<sup>th</sup> Board meeting. The Board complimented the committee for the revisions to this document and made minor suggestions for a few edits. I have made those edits and have forwarded the document for inclusion in the Board Policy Handbook. The finalized Operating Principles is here for review of the committee since it has been approved and accepted by the Board.

Attachment: Finalized CCSD Operating Principles

## CAMBRIA COMMUNITY SERVICES DISTRICT OPERATING PRINCIPLES

### FOR THE BOARD OF DIRECTORS, STANDING COMMITTEE MEMBERS, AND STAFF

#### IMPLEMENTATION

- The Cambria Community Services District (CCSD) is committed to adhering to these Operating Principles and will evaluate, learn and adjust them based on what we learn.
- Upon the occurrence of what appears to be a breach of these Principles, ~~we~~ **the Board President, the General Manager, and/or the Committee Chair** are committed to addressing the perceived breach with the individual involved, prior to the full Board or committee taking up the issue.
- These Operating Principles shall be included in every CCSD public meeting agenda packet.

#### COMMUNICATION Operating Principles

- All communication from Board members, Standing Committee Members and staff shall be accurate and ~~concise~~ **to the point.**
- We shall respectfully practice active listening when fellow members, staff, or members of the public are speaking. All comments from Members and staff shall be made in a professional and respectful manner.
- **The Board President and the General Manager are the spokespersons for the Board's official position when responding to inquiries from the media, as stated in the CCSD Bylaws.**

#### PROCESS Operating Principles

- The Board and Committee Members shall seek, whenever possible, to resolve policy issues and set priorities through orderly conduct and by building consensus.
- We are committed to implementing CCSD's Mission Statement and to work as a team.
- Staff are committed to making all available information and analysis of alternatives available to Board members well in advance of decision points, allowing us to make thoughtful and informed decisions.
- **All requests from the Board for information/agenda items will be directed to the General Manager and provided to all Board members.**

#### DECISION MAKING Operating Principles

When making policy, setting priorities or initiating major capital projects, the Board, Committees, and staff shall:

- Ensure the issue has been properly framed.
- Consider all appropriate alternatives.
- Ensure that the analysis is adequate and unbiased.
- Consider the perspective of all the Board members, Standing Committee members, staff, members of the public and other stakeholders.

#### RELATIONSHIP Operating Principles

- The Board, Standing Committee members, and staff shall strive to create an environment that promotes public engagement and participation, trust, respect, appreciation among Board members, Standing Committee Members, staff and members of the public.
- The Board, Standing Committee Members, and staff shall support CCSD's mission and recognize the authority of the Board after decisions are made.

DRAFT

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Policy Committee Members

AGENDA NO. **4.C.**

FROM: Debra Scott, Chair

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Meeting Date: December 28, 2023

Subject: Updates on Policies under Review by Other  
Entities

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**DISCUSSION:**

The following policies will be discussed at the December 28<sup>th</sup> Policy Committee meeting. Your chair will provide updates on each of the 7 policies:

1. Legal Counsel and Auditor Policy
2. Purchasing Policy
3. Whistleblowing Policy
4. Legislative Advocacy Policy
5. Role of the General Manager Policy
6. Climate Change Policy
7. Social Media Policy

There are no attachments to this agenda item because the committee will not be discussing the contents of these policies at this meeting. This agenda item is intended to provide committee members with an update as to the process that each policy is going through at this time.