

POLICY COMMITTEE

REGULAR MEETING
Thursday, August 24, 2023 - 3:00 PM
1000 Main Street Cambria, CA 93428

[Note: the parenthesized numbers before or after each agenda item indicate the time on the recording at which the item begins.]

MINUTES

1. OPENING

A. CALL TO ORDER (00:06)

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

B. ESTABLISH QUORUM

A quorum was established.

Committee members present: Committee Chair Debra Scott, Vice Chair Gordon Heinrichs, Ted Key, James Townsend and Donn Howell.

Committee member absent: Claudia Harmon-Worthen [excused absence].

Staff members present: Confidential Administrative Assistant Haley Dodson and General Manager Matthew McElhenie.

C. AD HOC SUBCOMMITTEE REPORT (00:48)

There were no ad hoc subcommittee reports at this time.

D. CHAIRMAN'S REPORT (00:56)

Committee Chair Scott directed the Committee members to the General Manger's regular newsletters as an important way to keep abreast of goings on in the District.

Chair Scott fielded questions from the members regarding the progress of obtaining the CDP for the WRF and status of the Stewart St. tanks.

Chair Scott reported that, in order to address a concern of Member Key, she had consulted with Board President Dean and Board Counsel Carmel regarding changes to the District's municipal code. The response was that member Key should put his concern into writing and pass it on to the Board president and the General Manager. (08:26)

2. PUBLIC COMMENT (11:11)

Public Comment:

GM McElhenie announced that he was here to answer any questions. There were no questions from the members or from the public at this time.

3. CONSENT AGENDA (11:50)

- A. Consideration to Approve the July 27, 2023 Regular Meeting Minutes

Motion: to approve the meeting minutes as written (15:15)

Motion by: Key

Second by: Heinrichs

Motion unanimously passed: Ayes – 4; Nays – 0; Chair not voting.

4. REGULAR BUSINESS

- A. Review and Discussion of CCSD Policy Handbook Index [the Index] as updated through July 28, 2023 by Board Staff (16:03)

Chair Scott said that the Committee will focus on Section 1000 of the updated Index at the next meeting. In that regard, members were asked to be sure to review Policies 1040, 1050 and 1055 in the CSDA Sample Policy Handbook prior to the meeting.

Member Howell agreed to look at the policy inventory [prepared earlier by Howell and summarized by Howell and Gray] and the Index in greater detail.

Chair Scott will check with the Finance Committee regarding the policies in Section 2100 of the Index.

Call for Public Comment (15:42): there were no public comments.

- B. Review and Discussion of CCSD Policies Section 1000 and CSDA Sample Policy Handbook Policies Section 1000 (34:14)

Chair Scott presented the grid that she has created as a template to help us keep track of our work. [Please see the attachment to Item 4B of this meeting's agenda.]

There were no public comments.

- C. Review and Consideration of Policy 1040.2 Answering Correspondence to the Board (36:05)

After an extended discussion the Committee reached consensus to ask Chair Scott to bring this item back to the Committee for further discussion at our next meeting. (1:12:22)

Call for Public Comment (1:17:17): There were no public comments.

D. Review and Consideration of Draft Operating Principles of the Board and Committee Member (Norms) (1:17:27)

[Please see attachment to 4D of this meeting's agenda.] Chair Scott explained that she has modified Member Townsend's version to add references to the Board's standing advisory committees.

During its discussion of the proposed draft the Committee reached consensus to delete the verbiage under the "IMPLEMENTATION" heading that begins "*At the request of any Board member . . .*" and ends "*. . . not include any discussion of CCSD business*" and, further, to include wording in the document about the importance of teamwork, orderly conduct and commitment to a high level of public engagement and participation.

Motion: to forward the edited draft Operating Principles to the CCSD Board for consideration (1:33:21)

Motion by: Townsend
Second by: Heinrichs

Motion unanimously passed: Ayes – 4; Nays – 0; Chair not voting.
(1:33:33)

Call for public comment (1:33:46): Comment by Laura Swartz (1:34:00).

E. Review and Consideration of October 2023 and December 2023 Policy Committee Meeting Dates (1:35:58)

Call for public comment (1:40:08): there were no public comments.

Motion: to move the Committee's October 26th meeting to November 2 [at 3:00].
(1:40:19)

Motion by: Howell
Second by: Townsend

Motion unanimously passed: Ayes – 4; Nays – 0; Chair not voting.
(1:40:24)

During the discussion, the question of starting our Committee meetings at 2:00 pm instead of 3:00 was raised. (1:39:17). All members present were friendly to the idea, however no vote was taken. Chair Scott said she would consult with Member Harmon regarding the meeting time and, if appropriate, place the matter on our next meeting's agenda. (1:40:35),

5. **FUTURE AGENDA ITEMS** (1:40:39)

Committee Chair Scott asked for any future agenda items.

The following topics were mentioned:

- CSDA Sample Policy Handbook Section 1000, specifically Policies 1045, 1050 and 1055.
- Status of the climate policy currently being developed by the Resources and Infrastructure Committee.
- Status of policies that might be under review by the Finance Committee.
- Disaster Relief/Evacuation policy.
- Follow up on the Purchasing Policy needs assessment. (Member Howell agreed to send the current Needs Assessment to Chair Scott.)

6. ADJOURN

Committee Chair Scott adjourned the meeting at 4:46 p.m. (1:46:41)