

CAMBRIA COMMUNITY SERVICES DISTRICT
POLICY COMMITTEE SPECIAL MEETING MINUTES
Thursday, March 3, 2022 - 3:00 PM

1. OPENING

A. CALL TO ORDER

Chairperson Farmer called the meeting to order at 3:05 p.m.

B. ESTABLISH A QUORUM

A quorum was established.

Committee members present – Harry Farmer, Gordon Heinrichs, Claudia Harmon, Ted Key, Jim Townsend, and Debra Scott.

District staff present – General Manager John Weigold and Board Secretary Ossana Terterian (first part of the meeting).

C. CHAIRMAN'S REPORT

Chairperson Farmer gave an update to the committee.

D. PUBLIC COMMENT ON AGENDA ITEMS

Chairperson Farmer reworded item 1.D stating that Public Comment would be allowed on Items NOT on the Agenda, but pertinent to matters under the purview of the Policy Committee. In addition, Public Comment would be allowed on each Agenda Item on Regular Business.

2. CONSENT AGENDA

No agenda items were listed under the Consent Agenda so there was no vote under this item.

3. REGULAR BUSINESS

A. Review and Consider Policy 1030: Code of Ethics

Chairperson Farmer presented this agenda item by referring the committee members to the CSDA sample policy in the committee packet titled “Code of Ethics, policy number 1030”. Discussion ensued related to the committee’s opinion that there is a definite need for an Ethics Policy for several reasons. It was mentioned that having an Ethics Policy may give the rate payers and the general public assurance that ethical conduct will be maintained by the CCSD Board, staff, committee members, and volunteers. The policy would address ethical behavior expectations and enforcement guidelines.

Committee member Townsend remarked that the defined CSDA Code of Ethics Policy is a bit nebulous and “squishy” and needs to be “tightened up”.

Public comment was offered that the CSDA Code of Ethics policy. Chairperson Farmer and Member Scott will research how other Districts/Communities address Code of Ethics issues and if they have Code of Ethics policies and report back to the committee at the next regularly scheduled committee meeting.

B. Review and Consider Board Policy 1035: Conflict of Interest

Chairperson Farmer presented this agenda item. The Conflict of Interest, Policy Number 1035 which was approved by the Board on 12/12/2019, was reviewed and discussed by the committee members. Member Key asked, “What else needs to be said?” referring to the existing policy as written.

Member Townsend motioned to forward the policy as written to the Board for consideration. Member Scott seconded the motion.

Motion passed – Ayes – 5 Nays – 0 Abstain - 0

C. Discussion Regarding - Can the Policy Committee Generate a Policy Without Being Directed To Do So by the CCSD Board of Directors?

Chairperson Farmer presented this agenda item. Discussion ensued among all of the committee members. Member Heinrichs and Member Harmon gave a brief history of how and why the Policy Committee was created through a decision of the Board. The initial intent of the committee was to review the current policy handbook for revision, edits, and completeness to address important issues for the CCSD. It appeared that the annual Board review and approval of the policy manual had not been completed as required by the By-laws and there was a need for assistance to the Board to meet the requirements of the By-laws. It was for this task that the Policy Committee was created by the Board.

Public Comment was made in the form of a question as to what is the current process in delineating the difference in the role of the Board and the role of the Policy Committee in generating new policy or revising current policy.

Member Townsend motioned that the Policy Committee, as well as members of the public, can recommend and make suggestions to the Board for new policies or revisions of current policies. Member Harmon seconded the motion.

Motion passed – Ayes – 5 Nays – 0 Abstain - 0

D. Discuss and Consider the Purpose of Having a Policy Committee for the Cambria Community Services District Board of Directors

Chairperson Farmer presented this agenda item. Discussion by all committee members ensued. Member Key and Member Townsend referred the members to the CCSD Policy Inventory and CSDA Checklist which was part of the committee’s agenda packet. Both members addressed at least 40 areas/issues that needed attention. This document was created by previous Policy Committee Chairperson Howell and CCSD Board Director Tom Gray on 7/9/2021 to address which CCSD policies were available and those which may be needed or revised. It included

where those policies could be accessed. Member Harmon underscored the need for the Policy Committee and her concern that the work that has been assigned to the committee may not be completed if the committee is abolished.

Public comment was offered to address some of the questions that were being asked by the committee members. He stated that he has advocated for a review of the need for the Policy Committee, citing his observations of the work of the committee, during public meetings, has lacked purpose and, at times, can be “negative” and “complaining”.

Member Heinrichs responded by stating that the intent of the committee has been, and continues to be, to meet the needs of the Board. Member Townsend also addressed some of the concerns levied by the public comment.

Member Townsend motioned that the Policy Committee, as currently constituted, looks forward to addressing the CCSD Policy Inventory and CSDA Checklist, dated 7/9/2021 as it appears in the committee agenda packet. Member Harmon, as well as the other committee members, seconded the motion.

Motion passed – Ayes – 5 Nays – 0 Abstain - 0

4. FUTURE AGENDA ITEMS

Chairperson Farmer asked for any future agenda items. Committee members asked for future agenda items to include:

- The Correspondence to Board and Staff Policy which was forwarded to the Board for approval be discussed.
- The Climate Change Policy which was forwarded to the Board for approval be discussed.
- The Code of Ethics Policy be revisited after further research has been completed.
- The Emergency Preparedness Policy

5. ADJOURN

Chairperson Farmer adjourned the meeting at 4:46pm.