

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Policy Standing Committee and staff will participate in this meeting via a teleconference. Members of the public can submit written comments to the Deputy District Clerk at [boardcomment@cambridcsd.org](mailto:boardcomment@cambridcsd.org).



## POLICY COMMITTEE

REGULAR MEETING  
Thursday, September 24, 2020 - 2:30 PM

### AGENDA

#### Join Zoom Meeting

<https://zoom.us/j/91403033326?pwd=RzZOUxpQWV1M0tvMnpNSGplcm9oQT09>

**Meeting ID: 914 0303 3326**

**Passcode: 514978**

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**Meeting ID: 914 0303 3326**

Find your local number: <https://zoom.us/u/ac5yVa04j>

Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the Office of the District Clerk, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at [www.cambridcsd.org](http://www.cambridcsd.org). Please call 805-927-6223 if you need any assistance. If requested, the agenda and supporting documents shall be made available in alternative formats to persons with a disability. The Committee Chairperson will answer any questions regarding the agenda.

- A. ESTABLISH QUORUM
- B. CALL TO ORDER

C. CHAIRMAN'S REPORT

D. AD HOC COMMITTEE REPORTS

**1. 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.

**2. CONSENT AGENDA**

A. Consideration to Approve the August 27, 2020 Regular Meeting Minutes

**3. REGULAR BUSINESS**

- A. Discussion and Consideration of the Policy Committee's Mission Statement and Recommend Approval of Same to the Board of Directors for Inclusion in the Committee's Bylaws
- B. Discussion and Consideration of the District's Policy on Applying for Grants
- C. Discussion and Consideration of a CCSD Policy and Procedure for Filling a Vacancy on the Board of Directors
- D. Discussion and Consideration of a Policy Regarding Street Lighting

**4. FUTURE AGENDA ITEMS**

**5. ADJOURN**

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

Thursday, August 27, 2020 - 2:30 PM

**MINUTES****A. ESTABLISH QUORUM:**

Chairman Donn Howell called the meeting to order at 2:30 p.m.

**B. CALL TO ORDER:**

A quorum was established.

Committee Members present via Zoom: Donn Howell, Gordon Heinrichs, John Nixon, Ted Key, Claudia Worthen, and Leslie Richards.

Committee Member absent: None.

Staff present via Zoom: General Manager John Weigold and Deputy District Clerk Haley Dodson.

**C. CHAIRMAN'S REPORT:**

Chairman Howell reported that the Board approved the policy on expense reimbursement for Standing Committee and Commission members, and that the Board has not taken action on the revision to the municipal code on transfers of water positions and the policy on the appointment process for replacing Board members who resign. Chairman Howell will attempt to have the Board take-up approval of the policy on Board appointments for replacement prior to the November election.

**D. AD HOC COMMITTEE REPORTS:**

- i. Conservation and Ethics: Member Heinrichs reported that he is researching existing policies and plans found in the (2007) "North Coast Area Plan", and that he will have a report for the next Committee meeting.
- ii. Purchasing & Related Policies: Chairman Howell and Member Key will report progress at the next Committee meeting.
- iii. Policy 1040.2 Answering Correspondence to the Board: Member Worthen reported that she has submitted questions on current practices to CCSD staff and is awaiting reply. She will have a report on progress for the next Committee meeting.
- iv. Committee on Disaster Preparedness: Member Heinrichs hopes to have a report on progress for the next Committee meeting.

**1. PUBLIC COMMENT:**

Public Comment: Questions from public members attending were (1) does CCSD have any policy(ies) relating to increasing the water supply, and (2) is the plan for a "public park" on the Fiscalini Ranch Preserve funded at \$275K for restrooms? (General Manager Weigold responded that the funding is not budgeted.)

## 2. **CONSENT AGENDA:**

### A. Consideration to Approve the July 30, 2020 Regular Meeting Minutes:

Committee member Key moved to approve the minutes.

Committee member Worthen seconded the motion.

The motion was approved - 5-Ayes (Heinrichs, Nixon, Key, Richards, Worthen)

## 3. **REGULAR BUSINESS**

### A. Discussion and Consideration of the Policy Committee's Mission Statement and Recommend Approval of Same to the Board of Directors for Inclusion in the Committee's Bylaws

No action. Following discussion, Chairman Howell agreed to revise the current Mission Statement incorporating suggestions for revision from the discussion.

### B. Discussion and Consideration of District Policies Regarding People Experiencing Homelessness

Following review of written report submitted by Member Richards and oral report by Member Worthen, the Committee took no action. The Committee discussed the limits of CCSSD responsibility for the homeless on District property, agreeing to review the existing policy/procedure in anticipation of further discussion at the next Committee meeting.

### C. Discussion and Consideration of the District's Policy on Applying for Grants

No action taken. The Committee discussed the proposed policy, agreeing that Member Nixon would revise the draft, incorporating input from the discussion. Member Nixon will email the revised draft to the Committee members for review prior to placing a new draft on the next Committee agenda.

### D. Discussion and Consideration of the District's Email Management and Records Retention Policies

No action taken. Item will be on next Committee meeting agenda.

### E. Discussion and Consideration Regarding Use of Surveillance Cameras on District Properties

No action taken. Item will be on next Committee meeting agenda.

### F. Discussion Regarding Standing Committee Agenda Generation Process

No action taken. General Manager Weigold presented the issue, focusing on the increasing time and effort CCSD staff spend on supporting the work of the Standing Committees and Commission. Weigold asked that the Committee postpone any discussion of the issue until after the September 10 Board meeting, at which the Board will discuss a report on the issue.

**4. FUTURE AGENDA ITEMS**

Possible policy regarding “20 gallon trash cans” and possible policy regarding “street lighting.”

**5. ADJOURN**

Chairman Howell adjourned the meeting at 5:00 p.m.

DRAFT