

To: CCSD Board of Directors

From: Debra Scott, Chair, Policy Committee

Re: Regular Meeting, Thursday, August 24, 2023

The Policy Committee Meeting was called to order at 3:00 pm at the Cambria Veterans Hall by the Chairperson.

A quorum was established by the attendance of Committee Members: Gordon Heinrichs, Vice Chair, Donn Howell, Secretary, Ted Key, and James Townsend. Committee member, Claudia Harmon-Worthen, was an excused absence after informing the chair of her schedule conflict. Staff present was Haley Dodson, Confidential Administrative Assistant and Matthew McElhenie, General Manager.

One member of the public, Laura Schwartz, attended on Zoom, as did Michael Thomas, CCSD Director.

CHAIRMAN'S REPORT: Chairperson Scott gave a short report, addressing some of the recent issues the Board has been addressing. She encouraged the members to read the General Manager's bimonthly letters to be informed of the current issues related to the work of the CCSD Board. Upcoming agenda items for the Board are listed in the GM's letters for public information. Discussion ensued about the need for a revised WRF project description to meet the requirements for full permitting and the possibility of hiring a consultant to assist with the process. She described the role of the Policy Committee in revising an ordinance.

PUBLIC COMMENT: GM McElhenie made a comment asking if there were other questions for him. There was no further public comment.

CONSENT AGENDA: The July 27, 2023 Regular Meeting Minutes were approved as written.

REGULAR BUSINESS:

4.A Review and Discussion of CCSD Policy Handbook Index as updated through July 28, 2023 by Board staff.

The Chair referred the committee members to this document which gives them an idea of the history of what has been happening with the review and development of CCSD Policies. She informed the committee that this will give us direction for future meetings and how to address updating the policies. The committee will address Section 1000 policies of the Handbook Index.

4.B. REVIEW AND DISCUSSION OF CCSD POLICIES Section 1000 and CSDA SAMPLE POLICY HANDBOOK POLICIES SECTION 1000

The Chair presented this agenda item referring the committee to the grid enclosed in their committee packet. It appears that this will be a helpful tool for reviewing policies in the future. The committee requested that the Chair do follow up on several of the policies listed. The committee will review Policies 1045, 1050 and 1055 at its future meetings.

4.C. REVIEW AND CONSIDERATION OF POLICY 1040.2 ANSWERING CORRESPONDENCE TO THE BOARD

The committee discussed the redlined version of the policy provided in the committee packet. Comments included deleting the “canned response” in the policy, acknowledging that response to correspondence received is very important. Another wording that needs to be deleted is “whether to respond”. All correspondence needs a response. Member Townsend voiced a concern about constraining Directors from communicating with the public. Member Howell clarified how Directors need to communicate with the public, based on his experience as a past Director. He referred the committee to the current CCSD Bylaws related to that Directors do not represent a certain contingency because the Directors serve the community as a whole. Member Key stated that there is a difference between responding and responding with a resolution. The committee decided to continue this agenda item until the next meeting so that consensus among our members can be achieved before forwarding the policy to the Board.

4.D. REVIEW AND CONSIDERATION OF DRAFT OPERATING PRINCIPLES OF THE BOARD AND COMMITTEE MEMBER (NORMS)

Member Townsend presented his edits of the Templeton’s Operating Principles as it relates to Cambria’s CSD Board members, committee members, and staff. The committee members made several suggestions about the edits and directed the Chair to make the recommended changes and forward the document to the Board.

Public comment: L. Schwartz commented that it should be stated that the public should attend the committee meetings.

4.E. REVIEW AND CONSIDERATION OF OCTOBER 2023 AND DECEMBER 2023 POLICY COMMITTEE MEETING DATES

The committee voted to change the October 28, 2023 meeting date to November 2, 2023 so that the Chair can attend the meeting.

5. FUTURE AGENDA ITEMS

The committee verbalized some future agenda items to be considered. They included:

1. Follow up on the Climate Policy
2. Follow up on the Budget/Purchasing Policy--Donn
3. Revisiting the Answering Correspondence to the Board Policy
4. CCSD Policies 1045-1055
5. Scheduling for committee meetings
6. Disaster Relief Policy/Evacuation

The Policy Committee Meeting was adjourned at 4:46 p.m.