

# **POLICY COMMITTEE**

## **REGULAR MEETING**

Thursday, October 28, 2021 - 2:30 PM

### **MINUTES**

#### **A. ESTABLISH QUORUM**

A quorum was established.

Committee members present - Donn Howell, Gordon Heinrichs, Claudia Harmon, and Ted Key.

District staff present – General Manager John Weigold and Board Secretary Ossana Terterian.

#### **B. CALL TO ORDER**

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

#### **C. CHAIRMAN'S REPORT**

The Chair announced that the Board expected to fill one of the vacancies on the Policy Committee at its November 10 meeting.

The Chair said that this Committee has made good progress this year. He reported on policies the Committee has recently forwarded to the CCSD Board:

- Policy 2425 Public Records Act Response procedures -- adopted at August 12 Board meeting.
- Policy 2415 Social Media Policy -- Adopted at the September 16 Board meeting (with changes recommended by counsel).
- Implementation procedure for filling Board vacancies, Policy 4150 --- on consent agenda for November 10 Board meeting.
- Policy 1040.2 Answering Correspondence to the Board -- on agenda for discussion & consideration at November 18 Board meeting.
- Policy Committee recommendation that the District have a policy regarding surveillance cameras -- on the Board's December 9 agenda for discussion and consideration.

#### D. AD HOC SUBCOMMITTEE REPORTS

Member Ted Key reported on his research and thoughts regarding a policy on responding to the climate emergency. He contacted general managers at Templeton, Paso Robles/Heritage Ranch, San Miguel, Cayucos, Morro Bay and the city of San Luis Obispo. He said that none of these entities had such a policy in place. In some cases statutory restrictions on procurement were seen as an obstacle. For example, the city of San Luis Obispo is required to always take the lowest bid.

Member Key made the following points:

- All purchasing policies should have an environmental consideration.
- In evaluating procurement decisions there is a need to look beyond the initial cost. It's important, especially in the case of large-ticket items, to do a life-cycle analysis of costs.
- In designing a policy, it is important to remember to call out the good things the District is doing to respond to the climate emergency.
- The Cambria CSD has an opportunity to be a trailblazer in responding to the climate emergency.

The members Heinrich and Harmon made observations agreeing with member Key's report. All three Members expressed a desire to move this matter forward.

Member Harmon moved to put this matter on the agenda for discussion and consideration at the next Policy Committee meeting.

While pointing out that the motion was out of order at this time the Chair assured member Harmon that this matter will indeed be on the agenda for the next meeting.

#### E. COMMITTEE MEMBER COMMUNICATIONS

There were none.

**1. PUBLIC COMMENT**

There was no public comment.

**2. CONSENT AGENDA**

- A. Consideration to Approve the September 30, 2021  
Regular Meeting Minutes

Committee member Heinrichs moved for approval of  
the minutes as printed.

Committee member Key seconded the motion.

Motion passed – Ayes – 3 Nays – 0, Chair not voting.

**3. REGULAR BUSINESS**

- A. Discussion of Board AD Hoc Subcommittee Report on  
Policy Inventory

Chair Howell presented this item. He reported that the Board in response to the Report's recommendations unanimously passed the following motion: "District policies are to be presented in a public document titled 'CCSD Policy Handbook'. Policies will be organized by topic following the framework of the California Special District Association (CSDA) Policy Handbook. CCSD policies not analogous to particular CSDA models are to be organized by CSDA topic areas (e.g., 'General', 'Board of Directors', 'Inventory & Property Management') but will have CCSD-assigned numbers."

Member Heinrichs said that there should be a fourth category – "Policy Committee review" – added to the existing three, "No Action," "Staff review," and "Board review."

Member Heinrichs objected to the exclusion of personnel policies from the report [and from the Policy Committee's consideration]. In response, Chair Howell explained that personnel policies -- CSDA policies in the 30000 area – weren't discussed in the Board Ad Hoc Subcommittee Report nor have they been brought before the Policy Committee because they are largely

governed by MOU's with the labor unions. And, as such they are not subject to change except through negotiation with the unions. The three Committee Members present strongly disagreed with Chair Howell's position. They felt it was important that the District's personnel policies be brought forth and discussed in a public forum so that the public's views could inform future labor negotiations.

Member Key said that our end-product so far seems "a bit ethereal." He would like to be able to see and hold an actual body of work.

Member Heinrichs noted that when the Committee was first constituted, it commenced working through the CSDA Policy Handbook addressing each policy in order. After the first several policies were forwarded to the Board and adopted, the Committee's direction changed. He feels that was a mistake and that the Committee should return to working down the list, that is, dealing with the policies in the order as they are presented in the Handbook.

In the Subcommittee Report there are two listings of policies. One, "Policy Handbook Checklist," is a list of policy by action category. The other, "CCSD Policy Inventory," is an inventory of the District's policy documents in policy number order. Member Heinrichs has provided the committee with highlighted versions of these lists indicating those items the Policy Committee should consider or that should be "kicked back" to the Policy Committee. In many cases, where 'staff review' is called for the Policy Committee can do the work that staff doesn't have time to do.

To aid the Committee Members' understanding of the report and to help them evaluate it, Chair Howell said he will send to each of them a copy of the original inventory spreadsheet from which the Board Ad Hoc Subcommittee Report was derived. Chair Howell urged the Members to spend some time reviewing that original spreadsheet.

B. Review Potential Agenda Items for the Next Year

Member Key:

- Finish modification to municipal code 08.04,100 (specifying 50 feet contiguous street frontage)
- Complete the CCSD Policy Handbook – a compendium of CCSD Policies
- Get a list from the Board of what they want us to do

Member Heinrichs:

- Work on the policies he has highlighted on the lists in the Board Ad Hoc Subcommittee report, especially those items listed as for staff review but that staff has no time to work on.

Member Harmon:

- Work on responses to the Climate Crisis.

C. Discuss and Consider Sending a Request to the Board to Authorize Policy Committee to Pursue an Annual Evacuation Drill Policy

Member Heinrichs introduced this item.

Member Key said that an evacuation drill will require a lot of coordination. He wonders “are we to produce a policy that will drive some procedures? Or, are we putting together a compendium of procedures to arrive at a policy?”

Member Harmon asked, “what about the Fire Safe Focus Group?” Member Heinrichs responded “no! it must be the CCSD community policy.”

Member Heinrichs moved that the “Policy Committee recommend that the CSD assign an organization to take responsibility for coordinating an annual evacuation drill.”

Member Harmon seconded the motion.

Motion passes Ayes - 3 -- Nays - 0, Chair not voting.

#### 4. FUTURE AGENDA ITEMS

Aside from Discussion & Consideration of a Policy on Responding to the Climate Emergency referenced in Item D “Ad Hoc Subcommittee Reports” above, there were no additional future agenda items suggested.

**5. ADJOURN**

Chairman Howell adjourned the meeting at 4:30 p.m.