

POLICY COMMITTEE
REGULAR MEETING
Thursday, July 30, 2020 - 2:30 PM

MINUTES

A. ESTABLISH QUORUM:

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

B. CALL TO ORDER:

A quorum was established.

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

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

C. CHAIRMAN'S REPORT: Chairman Howell reported that two policy recommendations from the Committee have been sent to the Board of Directors – a revision to the policy (code) on transfer of water positions (804.100), and a policy on reimbursement of expenses incurred by CCSD Standing Committee and Commission members. Chairman Howell also reported that he continues to work on an inventory of existing CCSD policies, cross-referenced with CSDA example policies, and distinguishing between Board policies and operational policies. Finally, he noted that he has reformatted a revised policy on purchasing to conform with the corresponding CSDA example policy. Gordon Heinrichs volunteered to become a member of the Ad Hoc Committee, and with Chairman Howell and Member Key, they will continue to work on the purchasing policy.

D. AD HOC COMMITTEE REPORTS:

- i. Committee on District Policies Regarding People Experiencing Homelessness:** Members Heinrichs, Worthen, and Richards are reviewing policies and practices from other local government agencies, including Santa Clara County, as well as exploring possible grant opportunities and the work of a San Luis Obispo group focused on the homeless.
- ii. Committee on Disaster Preparedness:** Members Key and Heinrich are attempting to coordinate with appropriate agencies, focusing on the Cambria Fire Department.
- iii. Committee on Conservation and Ethics:** Member Heinrichs is working with appropriate organizations to develop a proposal.

1. **PUBLIC COMMENT:** A member of the public commented on conservation and ethics that any policy proposal should include consideration of ethical factors related to patterns of water usage and the impacts of climate change.

2. **CONSENT AGENDA:**

- A. **Consideration to Approve the June 19, 2020 Special Meeting Minutes:**

Committee Member Heinrichs moved to approve the consent agenda.

Committee Member Key seconded the motion.

Motion Passed Ayes - 4 Nays - 0 Abstentions – 1 Absent - 0

Ayes: Heinrichs, Richards, Key, Nixon

Abstention: Worthen

3. **REGULAR BUSINESS:**

- A. **Discussion and Consideration Regarding the CCSD Records Retention and E-mail Management Policies:** The Committee discussed the draft policies submitted by the Ad Hoc Committee (Members Key and Nixon), and Chairman Howell asked the Committee to postpone action on the draft policies in order for him to meet with the Ad Hoc Committee to consider several additions to the drafts. Chairman Howell will schedule a meeting with Members Key and Nixon.

- B. **Discussion and Consideration of a CCSD Policy and Procedure for Filling a Vacancy on the Board of Directors:** The Committee discussed the proposed policy and took action.

Committee Member Worthen moved to approve and recommend to the CCSD Board the proposed policy on “Filling a vacancy on the Board of Directors,” with the following change (in red) to the draft:

4150.3.1

Should a vacancy occur no later than 12 months past the last scheduled election of Directors, CCSD Directors shall fill a vacancy by appointing the candidate from the last scheduled election who had received the greatest number of votes behind the candidate(s) who won the election, **provided that candidate received at least 10% of total votes cast**. If this method is not available because a vacancy occurs after 12 months since the last scheduled election, or if the candidate no longer meets minimum qualifications, **including vote minimum**, or is no longer available, the following procedures shall apply.

Committee Member Nixon seconded the motion.

Motion Passed Ayes - 5 Nays - 0 Absent - 0

Ayes: Heinrichs, Richards, Worthen, Key, Nixon

C. Discussion Regarding Policy 1040.2 Regarding Correspondence Addressed to the Board of Directors: No action. The Committee discussed the topic, staff member Dodson, who has responsibilities related to the topic, gave input to the Committee. Members Key and Worthen will conduct more research on current policy and practice and report back to the Committee at the August meeting.

D. Discussion and Consideration of the Policy Committee's Mission Statement and Recommend Same to the Board of Directors for Inclusion in the Committee's Bylaws: No action. Topic will be on the August agenda.

4. FUTURE AGENDA ITEMS:

Chairman Howell asked for any future agenda items, and Committee Members suggested that the topic (for possible policy recommendation) of video surveillance be on a future agenda.

5. ADJOURN:

Chairman Howell adjourned the meeting at 4:00 p.m.