

**CAMBRIA COMMUNITY SERVICES DISTRICT
POLICY COMMITTEE SPECIAL MEETING MINUTES
Thursday, January 2, 2020 2:00 PM**

1. OPENING

A. CALL TO ORDER

Chairman Howell called the meeting to order at 2:00 p.m.

B. ESTABLISH A QUORUM

A quorum was established.

Committee members present: Donn Howell, Gordon Heinrichs, John Nixon, Claudia Harmon, and Ted Key.

Staff present: Monique Madrid, Administration Department Manager

Public present: Laura Swartz

C. CHAIRMAN'S REPORT

Chairman Howell reported that the CCSD Board is soliciting applicants for the vacant position on the Policy Committee. The Board wants to fill the vacancy by the next Committee meeting.

D. AD HOC SUB-COMMITTEE REPORTS

- i. Subcommittee on Disaster Preparedness – Nothing to report from sub-committee. Member Heinrichs noted that Cambria residents have received a flyer on how to prepare for tsunamis.
- ii. Subcommittee on Veterans' Hall Fees – Nothing to report; no meetings have occurred since the last Policy Committee meeting.
- iii. Subcommittee on CCSD Policies – Nothing to report.
- iv. Subcommittee on Purchasing Policy – See agenda item 4.D.

2. PUBLIC COMMENT

Public Comment: Question from Laura Swartz: Does CCSD have any policy related to undocumented aliens? Answer: No, Immigration issues and policies are the sole responsibility of the Federal Government.

3. CONSENT AGENDA

- A. Consideration to Approve the November 22, 2019 Regular Meeting Minutes

Title: Motion to approve the November 22, 2019 Regular Meeting Minutes.

Moved by: Member Heinrichs

Seconded by: Member Key

Ayes: 4

Nays: 0

Absent: 0

Chairman Howell not voting

4. REGULAR BUSINESS

- A.** Discussion and Consideration of 2020 Policy Standing Committee Regular Meeting Dates

Title: Motion to schedule the 2020 Committee meetings for the last Thursday of the month, beginning at 2:30 and ending at 4:30. Extensions of the two-hour meeting can be approved by a super majority vote by Committee members.

Moved by: Heinrichs

Seconded by: Harmon

Ayes: 4

Nays: 0

Absent: 0

Chairman Howell not voting

- B.** Discussion and Consideration Regarding Feedback from the Board of Directors on Policies Presented as Board Agenda Item 4.C., 4.D. and 4.E. at its Regular Meeting on December 12, 2019

Title: No Action.

The Committee discussed Board approval of Policy 1020, Board/Staff Communication, Policy 1025, Claims Against the District, and Policy 1035, Conflict of Interest (with removal of the last sentence of the first paragraph in 1035.1). While the Board did not approve Policy 1015, District Clerk's Role, the Committee will reconsider that policy in the context of CCSD organizational structure. The Committee will continue to discuss Policy 1040, Correspondence to the Board, and the proposed policy on use of electronic devices, for which the Committee may as Policy 1042.

- C.** Discussion and Consideration of the "CCSD Committee Meeting Flowchart"

Title: No Action

The Committee recommended that the flowchart include a point under "agenda creation" citing that members of the Committee and members of the community can submit recommendations for agenda items to the Committee Chair. Monique Madrid will revise the flowchart and bring it back for Committee review.

- D. Discuss and Review, in Coordination with the Finance Committee, the Purchasing Policy, and Consideration of Recommending Establishment of a Policy for the Purchase of Used or Non-New Equipment

Title: No Action

The Committee agreed that the Sub-committee, now Chair Howell and Member Key, should include one more Committee Member and a CCSD staff member. Monique Madrid agreed to serve.

- E. Discussion and Consideration to Prioritize the Following Items for Future Policy Committee Agendas:
 - 1. Discussion of Policies Relating to the District's Issuance of Intent to Serve (ITS) Letters
 - 2. Discussion and Consideration of a Proposal for Policies Related to Environmental Issues
 - 3. Discussion and Consideration of a Proposal for Policies Concerning the Maintenance and Upkeep of Cambria
 - 4. Discussion of a Policy and Procedure for Filling Vacancies on the CCSD Board of Directors
 - 5. Discussion Regarding the Addition of an Option for Using 20 Gallon Trash Cans for Residential Waste Collection
 - 6. Discussion of Policy 3142 Whistleblowing
 - 7. Discussion of Policy 3140 Unlawful Harassment
 - 8. Discussion of Homelessness Policy

Title: No Action

The Committee agreed to the following prioritization of policy review and development:

- 1. Discussion of homelessness policy (guiding principles)
 - 2. Review and revision of Purchasing Policy
 - 3. Discussion of policies relating to the District's issuance of Intent to Serve (ITS) letters (to include appropriate staff)
 - 4. Discussion of policy and procedure for filling vacancies on the CCSD Board
 - 5. Discussion and consideration of proposals for policies related to environmental issues and maintenance and upkeep of Cambria (Committee will review Member Heinrichs' proposal on policies related to environmental issues.)
- Items 6, 7 and 8, above will be considered for future agendas. Committee also will review CCSD Policy on Policies (B1).

5. FUTURE AGENDA ITEMS

Chairman Howell asked for any future agenda items. Future agenda items are cited in the above agenda items. **No Action.**

6. ADJOURN

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

