



POLICY COMMITTEE

REGULAR MEETING
Thursday, April 25, 2019 - 2:00 PM
1000 Main Street, Cambria, CA 93428

AGENDA

- A. CALL TO ORDER
- B. ESTABLISH QUORUM
- C. CHAIRMAN'S REPORT

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. 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. Speaker slips (available at the entry) should be submitted to the District Clerk.

2. CONSENT AGENDA

- A. Consideration to Approve the March 28, 2019 Regular Meeting Minutes

3. REGULAR BUSINESS

- A. Discussion and Consideration Regarding Developing the Committee Bylaws and Recommending Board Approval
- B. Discussion Regarding the Committee's Approach to Updating the Board Policy Handbook

4. FUTURE AGENDA ITEMS

5. ADJOURN



POLICY COMMITTEE

REGULAR MEETING
 Thursday, March 28, 2019 - 2:00 PM
 1000 Main Street, Cambria, CA 93428

MINUTES

A. CALL TO ORDER

Chairman Rice called the meeting to order at

B. ESTABLISH QUORUM

A quorum was established.

Committee members present: Amanda Rice, Gordon Heinrichs, Mike Lyons, John Nixon, John Rohrbaugh

Staff present: Acting General Manager Monique Madrid,

C. CHAIRMAN'S REPORT

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. 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. Speaker slips (available at the entry) should be submitted to the District Clerk.

2. CONSENT AGENDA

A. Consideration to Approve the February 21, 2019 Regular Meeting Minutes

Motion to approve the minutes.

Motion by:		Heinrichs		Lyons	X	Nixon		Rohrbaugh		Vacant		Rice
Seconded by:		Heinrichs	X	Lyons		Nixon		Rohrbaugh		Vacant		Rice
Vote	Y	Heinrichs	Y	Lyons	Y	Nixon	Y	Rohrbaugh		Vacant	Y	Rice

3. REGULAR BUSINESS

A. Discussion and Consideration Regarding Rescheduling the November and December 2019 Committee Meeting Dates

Motion:

Set November and December policy committee meeting dates to November 22 and December 13, 2019

Motion by:		Heinrichs		Lyons	X	Nixon		Rohrbaugh		Vacant		Rice
Seconded by:	X	Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice
Vote	Y	Heinrichs	Y	Lyons	Y	Nixon	Y	Rohrbaugh		Vacant		Rice

B. Discussion and Consideration Regarding Committee Statement of Purpose and Scope

Motion:

Subcommittee provided a written report and will forward to board.

Motion by:	X	Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice
Seconded by:		Heinrichs		Lyons	X	Nixon		Rohrbaugh		Vacant		Rice
Vote	Y	Heinrichs	Y	Lyons	Y	Nixon	Y	Rohrbaugh		Vacant	Y	Rice

C. Discussion and Consideration Regarding Committee Bylaws

Motion:

General consensus was to wait to see what comes out of the other 2 committees. No action taken.

Motion by:		Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice
Seconded by:		Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice
Vote		Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice

D. Discussion and Consideration Regarding Committee Goals and Priorities

Motion:

Motion by:		Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice
Seconded by:		Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice
Vote		Heinrichs		Lyons		Nixon		Rohrbaugh		Vacant		Rice

4. FUTURE AGENDA ITEMS

Bylaws (after we see from others)

Discuss and consider approach to revise policy handbook.

5. ADJOURN

Chairman Rice adjourned the meeting at 3:25

POLICY STANDING COMMITTEE MEETING SIGN-IN SHEET

Meeting Date: March 28, 2019

Name	Name
Gordon Henrichs	
Monique Madril	
JOHN ROHRBAUGH	
Mike Lynn	
John Nixon	
Karen Dea	

<p align="center">Policy Committee ad hoc, recommendations. March 28, 2019</p>

Following the first Policy Committee meeting, the ad hoc committee met several times in an effort to develop recommendations on what should be the focus of the Committee in the immediate months ahead. These recommendations are presented below, both activities not to pursue, as well as possible tasks going forward.

Activities not to Pursue:

BOARD MISSION STATEMENT: This properly should be created by the Board itself. During the CCSD meeting on March 21, President Pierson suggested the formation of an ad hoc committee of the CCSD Board to begin work on it. Therefore, the ad hoc committee recommends that the Policy Committee take no action on this.

POLICY COMMITTEE BYLAWS: Both the Resources and Infrastructure Committee and the Finance Committee currently are formulating their bylaws. The ad hoc committee recommends waiting for that work to be finalized, so that the Policy Committee can take advantage of their work to be sure that the bylaws of all Standing Committees are coordinated.

CCSD BOARD GOALS: During the CCSD meeting on January 3, the Board agreed on 11 goals for calendar year 2019. Two of those goals mention "POLICY COMMITTEE" as the lead in those efforts. However, the ad hoc committee recommends not taking any immediate action on them for the following reasons.

GOAL 1.7 suggests that the Policy Committee take responsibility to "Review the District Code and Consider Whether Direction Should be Provided to Draft Amendments." This would require that the Policy Committee become deeply knowledgeable about local ordinances, including technical domains such as engineering, land use, environmental and legal regulations. The ad hoc committee believes that these areas of technical expertise are beyond the expertise of the Policy Committee.

GOAL 1.3 suggests that the Policy Committee "Advance the District's Strategic Planning Efforts." Strategic Planning is a complex process that would almost certainly necessitate the involvement of paid consultants, especially in the field of board professional development. The ad hoc committee believes that the specific expertise and time commitment required to concretely advance the District's strategic planning efforts are well beyond the expertise and volunteer time of the Policy Committee.

Possible Steps Forward:

When questioned by Director Rice during the CCSD meeting on March 5, President Pierson responded that he thinks the primary task of the Policy Committee should be to formulate, update or re-evaluate a "Board Policy Manual." The ad hoc committee has received a copy of this manual. This set of documents has been added to and amended over many years and warrants a thorough re-examination. To guide this work, the excellent California Small Districts Association (CSDA) "Sample Policy Handbook" is available to the Policy Committee with well-ordered subject matter on virtually all pertinent topics. This set of documents has been tested, re-tested, and legally vetted.

The ad hoc committee recommends that the Policy Committee review the current CCSD "Board Policy Manual" in conjunction with the CSDA "Sample Policy Handbook"

to provide guidance to the Board in updating its current policy manual. In particular, the ad hoc committee recommends using three sections of the CSDA "Sample Policy Handbook" in its initial work: Section 1000: General Administration; Board of Directors; and Section 4002:



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SECTION 1000 **GENERAL**

- Policy 1000 Adoption/Amendment of Policies
- Policy 1005 Association Memberships
- Policy 1010 Basis of Authority
- Policy 1015 Board Secretary
- Policy 1020 Board/Staff Communication
- Policy 1025 Claims Against the District
- Policy 1030 Code of ethics
- Policy 1035 Conflict of Interest
- Policy 1040 Correspondence to the Board
- Policy 1045 Legal Counsel and Auditor
- Policy 1050 Overview of the General Manager's Role
- Policy 1055 Legislative Advocacy

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Section 4000 **BOARD**

- Section 4100** **Board of Directors**
- Policy 4100 Attendance at Meetings
- Policy 4105 Committees of the Board of Directors
- Policy 4110 Duties of Board President
- Policy 4115 Ethics Training
- Policy 4120 Members of the Board of Directors
- Policy 4125 Training, Education and Conferences

- Section 4200** **Board Meetings**
- Policy 4200 Board Actions and Decisions
- Policy 4205 Board Meeting Agenda
- Policy 4210 Board Meeting Conduct
- Policy 4215 Brown Act Compliance – Open Meeting Requirements
- Policy 4220 Minutes of Board Meetings
- Policy 4225 Review of Administrative Decisions
- Policy 4230 Rules of Order for Conduct of Board and Committee Meetings
- Policy 4235 Types of Board Meetings