

**CAMBRIA COMMUNITY SERVICES DISTRICT  
POLICY COMMITTEE SPECIAL MEETING MINUTES  
Friday, May 29, 2020 10:30 AM**

**1. OPENING**

**A. CALL TO ORDER**

Chairman Donn Howell called the meeting to order at 10:36 a.m.

**B. ESTABLISH A QUORUM**

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 stated that he continues to work on an inventory of existing CCSD policies including location and currency. He also stated that the Board of Directors has expressed interest in reviewing old District By-laws (pre-2013) to determine what was removed and what was changed to policy and procedure. Finally, Chairman Howell noted that Committee members Nixon and Key have begun work on policy(ies) relating to retention of electronic correspondence and documents, as well as review of existing policy on document retention.

**D. AD HOC SUBCOMMITTEE REPORTS**

- i. Discussion of CCSD Policies Regarding People Experiencing Homelessness. Committee members Heinrichs, Worthen and Richards discussed their work on the issue, presenting a document of talking points (attached). The topic will be on the agenda of the next meeting of the PROS Commission.

**2. PUBLIC COMMENT**

Public Comment:  
None.

**3. CONSENT AGENDA**

- A. Consideration to Approve the April 30, 2020 Regular Meeting Minutes
- B. Consideration to Recommend to the Board of Directors Modifications to CCSD Municipal Code 8.040.100 Regarding Street Frontage Required for Transfer of Positions

Committee member Worthen moved to approve the consent agenda.

Committee member Key seconded the motion.

**Motion Passed Ayes - 5 Nays - 0 Absent - 0**

**Ayes: Heinrichs, Richards, Worthen, Key, Nixon**

#### 4. REGULAR BUSINESS

- A. Discussion and Consideration to Amend the Policy Committee Annual Schedule to Change the Regular Meeting Time

No action. The Committee will maintain the existing meeting time of 2:30 p.m.

- B. Discussion and Consideration to Approve Wording and Numbering of Policy Regarding Reimbursement of Standing Committee Members' Travel Expenses and Provide Recommendation to the Board of Directors

After discussion and two withdrawn motions, the Committee agreed to the following motion:

Committee member Worthen moved to add CCSD Policy 4351 – “There shall be no reimbursement whatsoever for any expenses incurred by standing Committee or Commission member”.

Committee member Heinrich seconded the motion.

**Motion Passed Ayes - 5 Nays - 0 Absent - 0**

**Ayes: Heinrichs, Richards, Worthen, Key, Nixon**

- C. Discussion and Consideration of a CCSD Policy and Procedure for Filling a Vacancy on the Board of Directors

Committee member Worthen moved to “suggest to the Ad Hoc Committee that the 130 day limit for using results from the last election be removed and that the language in the same section state that the method of using results from the last election shall be the sole method for appointment”.

Committee member Heinrich seconded the motion.

**Motion Failed Ayes - 2 Nays - 3 Absent - 0**

**Ayes: Heinrichs, Worthen.**  
**Nays: Key, Nixon, Richards**

Following the failed motion, the Committee suggested that the Ad Hoc Committee should consider various options for revision, including those from the failed motion. In addition, the Ad Hoc Committee should revise the draft voting process for selecting an applicant for a vacant seat to avoid the potential of an endless tie among four voting Directors.

- D. Discussion Regarding Policy 1040.2 Regarding Who Replies to Correspondence Addressed to the Board of Directors

No Action. Item postponed to next regular Committee meeting.

- E. Discussion of Policy Committee Mission Statement and Goals

No action. Committee members shared several options for wording of a mission statement and agreed that members should send their draft statements to Chairman Howell. The item will be on the agenda of the next regular meeting of the Committee.

**F. Discussion and Consideration to Reschedule the June 25, 2020 Policy Committee Regular Meeting** Approved on June 19, 2020

Committee member Howell moved to cancel the meeting scheduled for June 25 and change the June regular meeting to June 19, at 1:30.

Committee member Heinrich seconded the motion.

**Motion Passed Ayes - 5 Nays - 0 Absent - 0**

**Ayes: Heinrichs, Richards, Worthen, Key, Nixon**

**5. FUTURE AGENDA ITEMS**

Chairman Howell asked for any future agenda items and none were offered.

**6. ADJOURN**

Chairman Howell adjourned the meeting at 12:30 p.m.

DRAFT

## Attachment to May 29, 2020 Policy Committee Special Meeting Minutes

Bullet points for discussion concerning the option of creating a PROS homeless Ad Hoc committee

“State and federal funding mechanisms, like grants, require district infrastructure to land on. Thus promoting successful outcomes, with clear goals and objectives, timelines and documentation to support continued funding.”

In this draft, it is suggested that the Districts PRO's Commission-be tasked with this assignment, and create such a platform. “

First,

Homeless encampment policy and procedure would be reviewed by district Staff and in house counsel, then final draft completed through policy ad hoc committee. Policy votes to send to board of directors for vote, and once approved by board will be incorporation into to the policy manual.

Then,

Board of directors will be able to assign the task of creating a PROS Homeless ad hoc committee specifically designated with creating an action plan for addressing the ongoing program of homeless encampment removal. This action plan may be modeled after the one used by County of Santa Clara water district, but scaled down considerably.

The Action Plan will consist of a series of steps taken by the district representative, the PROS homeless Ad Hoc committee, to create working partnerships and cooperative agreements between relevant county, state and federal agencies, all overseen and administered to by this newly created PROS ad hoc committee.

This PROS Homeless Ad Hoc committee, if accepting this challenge, would be responsible for:

1. Drafting MOU between the CCSD and all relevant stake holders. Example: a partnership with Prada homeless shelter personal property storage program, which has already been established to store personal effects of homeless who have been removed from illegal campsite, for up to 90 days, in SLO.
2. Reporting to the CCSD board of directors on a quarterly basis concerning success and outcomes of abatement and restoration programs.
3. Applying for Grants and any other additional funding mechanisms that may be available to the district for these programs. Example: Funding can be found in some very surprising corners, like the County Flood Control district, which partnered with County of SLO, and financially supported the Blue Bag Project. Also, state and federal agencies, like RWQCB, State Water, U.S. Dept of interior, State Fish and Game have funding for a variety of habitat restoration projects.
4. Maintain a current data base, reviewed on a yearly bases, pertaining directly to the effective use of these funding mechanisms. Note: This is a requirement of ALL grant and funding opportunities available. A clear and concise accounting of where and how the grant funds have been used. The PROS committee would be able to lessen the additional work load on CCSD accounting staff by creating this yearly data base.
5. Review and update policy for effectiveness and offer suggestions, and or make improvements to the action plan as opportunities or situations change.
6. Assist Facilities and Resources staff in organizing specific clean up, abatement dates, coordinating between all relevant agencies, thus saving critical staff time.
7. Prepare comprehensive goals and objectives for the future, at the end of each year, and facilitate the continued application for grants and other funding mechanisms to address these new objectives in the following year.

This is only a first pass at trying to work with the homeless.