

**POLICY COMMITTEE**

REGULAR MEETING

Thursday, September 24, 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 confirmed that the Board of Directors reviewed the policy/code change on transfer of water meter positions affecting contiguous properties and that the Board could not agree to the proposed changes as presented. The proposal will return to a Board agenda in the future, following a review and report from an Ad Hoc subcommittee of Chairman Howell and members Key and Richards.

**D. AD HOC COMMITTEE REPORTS:**

\*Managing/Responding to Correspondence to the Board – Member Key reviewed current practice, and the Committee recommended that the Board first should present a proposal, which the Committee could use in developing a draft policy and procedure.

\*Homelessness – Member Worthen distributed and presented a report with recommendations. Research will continue, and the Ad Hoc Committee will present a policy proposal at a future Committee meeting.

**1. PUBLIC COMMENT:** No public comment.

**2. CONSENT AGENDA**

A. Consideration to Approve the August 27, 2020 Regular Meeting Minutes

Committee Member Richards moved to approve the consent agenda.

Committee Member Heinrichs seconded the motion.

**Motion Passed - Ayes – 5; Nays – 0.**

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

### 3. REGULAR BUSINESS

- A. Discussion and Consideration of the Policy Committee's Mission Statement and Recommend Approval of Same to the Board of Directors for Inclusion in the Committee's Bylaws:  
Motion to approve the proposed mission statement (proposed by Chairman Howell), with the third sentence removed, made by Member Worthen; seconded by Member Key.  
**Motion passed – Ayes – 5; Nays – 0.**  
**Ayes: Heinrichs, Richards, Key, Nixon, Worthen.**  
**(Note: the Committee agreed that the deleted third sentence would receive consideration as a part of a possible policy on policies.)**
- B. Discussion and Consideration of the District's Policy on Applying for Grants: Motion to approve the draft proposal, with the amended sentence (See attached draft with change in red.), made by Member Richards; seconded by Member Heinrichs.  
**Motion passed – Ayes – 5; Nays – 0.**  
**Ayes: Heinrichs, Richards, Key, Nixon, Worthen.**
- C. Discussion and Consideration of a CCSD Policy and Procedure for Filling a Vacancy on the Board of Directors: The Committee discussed input from the Board of Directors on the draft policy, noting in particular that the Board would like to see the procedures section of the draft policy become clearer and with examples of how a ranked-order system of voting works.  
Motion to table action on the proposed policy made by Richards; seconded by Heinrichs.  
**Motion passed – Ayes - 4; Nays – 1.**  
**Ayes: Heinrichs, Richards, Key, Nixon; Nays – Worthen.**
- D. Discussion and Consideration of a Policy Regarding Street Lighting: Not action. Item will appear on the October agenda.
- A. **FUTURE AGENDA ITEMS:** Chairman Howell reviewed a list of future agenda items, arranged by month, and will send the Committee members a revised list.

### 4. ADJOURN:

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