

**CAMBRIA COMMUNITY SERVICES DISTRICT
POLICY COMMITTEE SPECIAL MEETING MINUTES
Wednesday, October 9, 2019 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, Ted Key, John Rohrbaugh and John Nixon.

Vacant-1

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

C. CHAIRMAN'S REPORT

Chairman Howell requested and members agreed to change the order of business, moving discussion and appointment of Committee Secretary to follow agenda item 3.A.

2. PUBLIC COMMENT

Public Comment:

Claudia Harmon introduced herself, noting that she had applied for the open seat on the Policy Committee and expressing her interest in serving.

3. CONSENT AGENDA

- A.** Consideration to Approve the August 1, 2019 Special Meeting Minutes and August 29, 2019 Regular Meeting Minutes

Title: Motion to approve the August 1, 2019 Special Meeting Minutes.

Moved by: Rohrbaugh

Seconded by: Key

Ayes: 4

Absent: 0

Vacant: 1

Chairman Howell not voting

Title: Motion to approve the August 29, 2019 Regular Meeting Minutes.

Moved by: Heinrichs

Seconded by: Key

Ayes: 3 (Heinrichs, Key, Rohrbaugh)

Abstain: 1 (Nixon)

Absent: 0

Vacant: 1

Chairman Howell not voting

4. REGULAR BUSINESS

- A.** Discussion Regarding Ad Hoc Committee Recommendations for CSDA Sample Policy Handbook Sections 1030 Code of Ethics, 1035 Conflict of Interest and 1040 Correspondence to the Board

Title: Motion to amend 1030.5 from first person, singular voice to first person, plural voice and to accept Policy 1030.5 for submission to the Board of Directors.

Moved by: Key

Seconded by: Heinrichs

Ayes: 4

Absent: 0

Vacant: 1

Chairman Howell not voting

Title: Motion to have the Policy Committee review existing policies, statutes, regulations, and procedures affecting environmental concerns and interests and to develop a new section of the Policy Handbook on environmental concerns, interests and directions.

Moved by: Rohrbaugh

Seconded by: Key

Ayes: 4

Absent: 0

Vacant: 1

Chairman Howell not voting

Title: Motion to approve and recommend Policy 1035.1 - .2 for submission to the Board of Directors.

Moved by: Nixon

Seconded by: Key

Ayes: 4

Absent: 0

Vacant: 1

Chairman Howell not voting

Title: Motion to approve and recommend Policy 1040.1 for submission to the Board of Directors.

Moved by: Nixon

Seconded by: Heinrichs

Ayes: 4

Absent: 0

Vacant: 1

Chairman Howell not voting

B. Discussion and Appointment of Committee Secretary

Title: Motion to appoint John Nixon as Committee Secretary

Moved by: Key

Seconded by: Heinrichs

Ayes: 4

Absent: 0

Vacant: 1

Chairman Howell not voting

C. Discussion of Chairman's Draft Report of What the Policy Committee Has Been Working on & Future Work Plan and Consideration to Allow Chairman to Forward Report & Future Work Plan to the Board of Directors for Consideration.

No action; however, the Committee recommends that the format follow the chronology of work and action by the Committee and Board of Directors.

D. Discussion and Consideration to Form Subcommittees' to Address:

- A. Policies and Procedures Regarding Homelessness in Cambria
- B. Use of Electronic Devices at Board Meetings
- C. Disaster Preparedness
- D. Veterans' Hall Fees

Title: Motion to recommend to the Board of Directors that no Board Policy is necessary for (A) Policies and Procedures Regarding Homelessness in Cambria and that the Board should implement the General Manager's "Operational Procedures for Removal of Homeless Encampments on CCSD Property."

Moved by: Rohrbaugh

Seconded by: Key

Ayes: 4

Absent: 0

Vacant: 1

Chairman Howell not voting

Title: Motion to recommend to the Board of Directors adoption of the Mt. View policy on “Use of Electronics at Board Meetings”, changing references to “City Council/Members to “District/ Directors” and with the addition after the first paragraph of the following language: “Pursuant to the Ralph M. Brown Act, a Director shall not, during a District meeting, use electronic devices, directly or through intermediaries, to communicate secretly with one another.”

Moved by: Rohrbaugh

Seconded by: Key

Ayes: 4

Absent: 0

Vacant: 1

Chairman Howell not voting

Regarding items C and D, Vice Chair Heinrichs will work with CCSD staff and Fire Department staff on possible policy affecting disaster preparedness, and Committee Member Keys will work with the Finance Committee and General Manager on policy implications regarding fees for use of the Veterans Hall.

5. FUTURE AGENDA ITEMS

Chairman Howell asked for any future agenda items.

A sub-committee of Rohrbaugh, Key and Nixon will continue work on policy recommendations from Section 1000 of the CSDA Sample Policy Handbook.

Vice Chair Heinrichs will assemble source documents on existing environmental regulations, statutes, and procedures affecting the District’s management of its properties.

6. ADJOURN

Chairman Howell adjourned the meeting at 5:00 p.m.