

CAMBRIA COMMUNITY SERVICES DISTRICT
POLICY COMMITTEE SPECIAL MEETING MINUTES
Friday, June 19, 2020 1:30 PM

1. OPENING

A. CALL TO ORDER

Chairman Donn Howell called the meeting to order at 1:30 p.m.

B. ESTABLISH A QUORUM

A quorum was established.

Committee Members present via Zoom: Donn Howell, Gordon Heinrichs, John Nixon, Ted Key, and Leslie Richards.

Committee Member absent: Claudia Worthen

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

C. CHAIRMAN'S REPORT

Chairman Howell summarized Zoom meeting protocols; he noted that he would take Committee recommendations on modification to Municipal Code 8.04 (TDC and required street frontage) and policy recommendations on expense reimbursement for CCSD Standing Committee and Commission members to the Board soon; Chair also announced the he would begin planning Committee agendas well in advance of meetings, including identification of agenda items for meetings two or three months out. The August meeting should include discussion and action on recommendation for policy on purchasing, and the July agenda will include agenda items on review of CCSD Bylaws and review of an inventory of existing CCSD policies. Finally, for the continued work on revision of CCSD policy for purchasing, Chairman Howell suggested that an additional Committee member should join the Ad Hoc Committee.

D. AD HOC COMMITTEE REPORTS

Disaster Preparedness (Heinrichs reporting) – the CCSD Fire Chief is still working on a draft policy.

Vets Hall Fees (Key reporting) – no progress and question about appropriateness of the topic for the Policy Committee.

Whistle Blowing and Harassment – Will be on future agenda.

Homelessness (Heinrichs reporting) – Ad Hoc Committee members communicated with PROS Commission, and the Commission did not express interest in taking-on the issue.

Members Heinrich, Worthen, and Richards are preparing a report with recommendations on three topics – efficacy of the Santa Clara County program and policies, SLO County social services, and other NGO entities on possible grant funding. The topic may be on the July agenda.

2. PUBLIC COMMENT

Public Comment:

Tina Dickason

3. CONSENT AGENDA

A. Consideration to Approve the May 29, 2020 Special Meeting Minutes

Committee member Nixon moved to approve the minutes, following clarification of entry for Agenda Item 4.C.

Committee member Key seconded the motion.

The motion was approved 4-Ayes (Heinrichs, Nixon, Key, Richards), 0-Nays, 1-absent (Worthen)

4. REGULAR BUSINESS

A. Discussion Regarding Policy 1040.2 Regarding Correspondence Addressed to the Board of Directors

Committee discussed draft submitted by Ad Hoc Committee (Key and Worthen), asking for clarification of the difference between the draft submitted to the Chair and existing CCSD Policy 1040. The Ad Hoc Committee will continue work on the draft and clarify the difference between the draft and Policy 1040.

B. Discussion of Policy Committee Mission Statement and Goals

Discussion postponed to July meeting.

C. Discussion and Consideration Regarding the CCSD Records Retention Policy

Ad Hoc Committee (Nixon and Key) updated the Committee on their work, noting that the current direction for drafting policy, with input from CCSD staff, is to rely on CSDA model policies, which would be contextualized to CCSD. The Ad Hoc Committee plans to present a draft at the July Committee meeting.

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

Discussion of the draft submitted by the Ad Hoc Committee resulted in a motion giving direction for further refinement of the policy draft.

Motion: The draft policy should include appointment using results from the last general election as the method of appointment (“shall”), as long as the other criteria expressed in the draft are met; the draft policy will not define a threshold of votes to determine whether or not to use the results of the last election for appointment; The alternative method for appointment (should use of results of the last election not be applicable) will be a ranked choice voting scheme; and, if after 60 days from the time of accepting a Director’s resignation, the Board has not selected a replacement, the Board will cede the decision to the County Board of supervisors, or call for a special election, per Government Code.

Moved by Nixon

Seconded by Richards

The motion was approved 4-Ayes (Heinrichs, Nixon, Key, Richards), 0-Nays, 1-absent (Worthen)

5. FUTURE AGENDA ITEMS

Suggestions for future agenda items included discussion on possible policy on whistle blowing and harassment and surveillance.

6. ADJOURN

Chairman Howell adjourned the meeting at 3:30 p.m.