

**POLICY COMMITTEE**

REGULAR MEETING

Thursday, July 27, 2023 - 3:00 PM  
1000 Main Street Cambria, CA 93428

**MINUTES**

A. CALL TO ORDER

Chair Scott called the meeting to order at 3:00 p.m.

B. ESTABLISH QUORUM

Committee members present: Chair Debra Scott, Vice Chair Gordon Heinrichs, Claudia Harmon, Ted Key, James Townsend and Donn Howell.

[Note that due to technical difficulties the meeting recording begins with the following item. The parenthesized numbers before or after each agenda item indicate time on the recording where the item begins.]

C. AD HOC SUBCOMMITTEE REPORT (0:00)

(1:41) Committee member Howell gave a report regarding the policy inventory that he had created during his period as chair of the Committee, and the subsequent report that he and Director Gray made to the CCSD Board summarizing that inventory. Howell proposed that he work with Haley Dodson to bring the inventory up-to-date. Chair Scott agreed and asked that the inventory group the policy categories such that the committee can review the inventory in an orderly manner – section by section.

D. CHAIRMAN'S REPORT (5:19)

Chair Scott reviewed the Committee's charge in light of the recent changes to the Board and Standing Committee bylaws.

E. COMMITTEE MEMBER COMMUNICATIONS (7:05)

There were none.

**1. PUBLIC COMMENT (7:24)**

Public Comment: The chair read a written comment submitted by Linda Prentice.

**2. CONSENT AGENDA (8:32)**

A. Consideration to Approve the April 27, 2023 Regular Meeting Minutes

**Motion and Vote:** (9:36) to accept the minutes with a modification to indicate, after establishment of a quorum, that Member Harmon arrived late.

Motion by: Townsend

Second by: Key

**Motion Passed Ayes 5 Nays 0 Chair not voting**

**Call for Public Comment (10:5)**

There was none.

### **3. REGULAR BUSINESS**

- A. Review and Discuss the Revised CCSD Standing Committee Bylaws (11:05)

Chair Scott introduced this item and reviewed the relevant language noting how the bylaws had changed.

The committee discussed this item but took no action.

**Call for Public Comment (29:44)**

There was none.

(30:35) Chair Scott directed the Committee members' attention to section 4 of the Standing Committee Bylaws, "Committee Member Guidelines," specifically paragraphs 4.3 and 4.4. She also asked the members to review the Board's Ethics Policy.

- B. Review and Discuss the CCSD 2023 Strategic Plan (33:48)

Chair Scott presented this item. She made the point that the Policy Committee should support the CCSD Board's goals and objectives and asked the Committee to review and critique the plan document.

The committee discussed the Strategic Plan document but took no action.

**Call for public comment (39:3 )**

Elizabeth Bettenhausen

- C. Review and Discuss the Policy Committee Status Report Presented to the CCSD Board of Directors on July 13, 2023 (52:02)

Chair Scott introduced this item. She asked the committee for commentary on the contents of the report.

The Committee discussed this item but took no action.

Call for public comment (59:30)

- D. Discuss and Appoint an Ad Hoc committee to Create a Draft "Operating Principles of the Board (Norms)" for the CCSD Board of Directors and the Standing Committees (59:41 )

Chair Scott presented this item and asked for volunteers review the Templeton 'Operating principles of the Board (Norms) and adapt it for the Cambria CSD Board and Standing Committees.

Member Townsend volunteered to prepare a draft and distribute it to the Committee members prior to the Committee's next regular meeting.

The Committee discussed this item further but took no action.

**Call for Public Comment (1:08:36)**

There was none.

- E. Review and Consideration of Policy 1040.2 Answering Correspondence to the Board (1:08:44)

Chair Scott asked that this item be continued to the next meeting so that member Howell can locate the final copy of Policy 1040.2. The copy in this agenda packet does not match the one she had prepared for presentation to the Board when it previously looked at this policy.

The committee reached consensus to continue this item to its next regular meeting. (1:10:39)

**Call for Public Comment (1:10:58)**

There was none.

**4. FUTURE AGENDA ITEMS (1:11:08)**

Chair Scott asked for any future agenda items.

Discuss and consider Member Townsend's draft of Board Operating Principles.

Member Key would like to know what the role of the Policy Committee would be in changing the CCSD's Municipal Code. His question specifically relates to rules regarding required street frontage for developed lots.

Member Howell and Haley Dodson to work on combining his 'proto database' of District policies with Ms. Dodson's list and then, breaking the list down into segments so that the Committee can discuss a few policies and a time and so, work in an orderly fashion. In addition, Member Harmon asks about policies that are currently in our "pipeline". Member Howell will bring forth a report so that the Committee can review the District's policy needs and the prospect for a policy update task. And so, discuss how the Committee will proceed with its work.

Member Howell asked that the Committee take up a review and reorganization of the Districts current Purchasing Policy document. Howell will send his preliminary report on this matter to Chair Scott.

**5. ADJOURN (1:28:46)**

Chair Scott adjourned the meeting at 4:21 pm.

