

**POLICY COMMITTEE**  
REGULAR MEETING  
Thursday, March 25, 2021 - 2:30 PM  
**MINUTES**

A. ESTABLISH QUORUM

A quorum was established.

Committee Members present: Donn Howell, Gordon Heinrichs, Ted Key, Claudia Worthen, Leslie Richards, and Stephen Boyett.

Staff present: General Manager John Weigold, Board Secretary Ossana Terterian and Facilities & Resources Supervisor Carlos Mendoza.

B. CALL TO ORDER

Chairman Howell called the meeting to order at 2:30 p.m.

The Committee Member introduced themselves and described their respective backgrounds.

C. ELECTION OF OFFICERS

Chairman Howell called for nominations for each of the Vice Chairman and Secretary roles on the Policy Committee.

Member Worthen moved that Member Gordon Heinrichs continue as Vice Chairman of the Policy Committee.

Member Richards seconded the motion.

Ayes – 5; Nays – 0. The motion passed, and Gordon Heinrichs was appointed as Vice Chairman of the Policy Committee.

Member Worthen moved that Stephen Boyett be appointed as Secretary of the Policy Committee.

Member Richards seconded the motion.

Ayes – 5; Nays – 0. The motion passed, and Stephen Boyett was appointed as Secretary of the Policy Committee.

**D. CHAIRMAN'S REPORT**

Chairman Howell reviewed, for the Committee's benefit, the responsibilities of the Policy Committee.

Chairman Howell reported on the creation of an ad hoc policy committee by the CCSD Board of Directors, to which Chairman Howell and Director Gray were appointed as the ad hoc committee's sole members.

Members Richards and Worthen expressed concerns regarding the apparent overlap and redundancies in the responsibilities of the ad hoc committee and the Policy Committee.

**E. AD HOC SUBCOMMITTEE REPORT**

No information was reported or discussed.

**1. PUBLIC COMMENT**

Members of the public may now address the Committee on any item of interest within the jurisdiction of the Committee but not on its agenda today. Future agenda items can be suggested at this time. In compliance with the Brown Act, the Committee cannot discuss or act on items not on the agenda. Each speaker has up to three minutes.

No written public comments were submitted in advance of the meeting. No verbal public commentary was presented at the meeting.

**2. CONSENT AGENDA**

**A. Consideration to Approve the January 28, 2021 Regular Meeting Minutes**

Chairman Howell reported on revisions to the meeting minutes for January 28, 2021, including correcting the spelling of a name and correcting an example set forth therein vis a vis Policy 4150.

Member Key moved that the January 28, 2021 minutes be accepted as revised.

Member Warthen seconded.

Ayes – 5; Nays – 0. The motion passed, and said minutes were approved.

- B. Agenda items from cancelled meeting dated February 25, 2021 will be addressed at such time as they appear on a future agenda for the Policy Committee. Items were (1) presentation and discussion from Amanda Rice re: board governance, and (2) policy 1040 re: correspondence to the board.

### 3. REGULAR BUSINESS

- A. Discussion and Consideration of Policy Matters Related to Conservation and Ethics

Members reported on information gathered re: subjects assigned thereto, included:

- Member Worthen reported on information gathered related to (1) energy use and safety concerns surrounding lighting policies; and (2) the efficacy and options related to composting toilets.
- Member Heinrichs reported on information gathered related to wastewater best practices.
- Member Richards reported on surrounding community practices in implementing green-friendly programs in water and sewage infrastructure management.
- Member Key reported on sourcing water for community use and demand.

Chairman Howell instructs Members to focus on and develop proposals for high-level policies that will bring results in line with the discussed practices.

- B. Discussion and Consideration of Policy 1040 Regarding Correspondence to the Board

Agenda item was skipped and not discussed during this meeting.

- C. Discussion and Consideration of District Policy Regarding Encampments on District Property

Chairman Howell presented a redline markup of Policy 2225, as altered by the Board of Directors.

Member Richards voiced objection to the removal of language implicitly empowering the CCSD to remove unauthorized campers from CCSD property. CCSD must remain the point agency in enforcing these policies. Members Key and Worthen agreed. The Committee revised the policy as discussed.

Member Worthen stated that the policy should more explicitly address the Preserve. Committee opted not to revise in this manner as much of CCSD's land sits outside the Preserve and thus specific reference would be inappropriate in an umbrella policy on encampments.

Member Richards expressed concern regarding a lack of clarity in what entities or officers may authorize camping on CCSD lands. Committee agreed to revise the policy to clarify that the Board of Directors must authorize any instance of camping.

Chairman Howell noted that the Committee would run over time and asked for consent to continue the meeting past its scheduled end time.

Member Worthen moved to continue the meeting for 10 minutes beyond its scheduled end.

Member Richards seconded.

Ayes – 5; Nays – 0. The motion passed, and the meeting continued.

Member Key expressed concern that the policy is too verbose for its purpose.

Member Richards moved to adopt Policy 2225 “Encampments on District Policy” as revised by the Board of Directors and the Policy Committee.

Member Key seconded the motion.

Member Worthen requested a revision to formatting and spacing of Word document. The revision was made.

Vote on Member Richards motion: Ayes – 5; Nays – 0. The motion passed, and the policy is submitted to the Board of Directors for action.

D. Discussion and Consideration of a Policy Regarding Surveillance Cameras on District Properties

Agenda item was skipped and not discussed during this meeting.

**5. FUTURE AGENDA ITEMS**

Chairman Howell asked for any future agenda items.

Member Worthen noted the Policy Committee had run over time on its meeting. Member Worthen moved for a 5-minute extension of the meeting.

Member Richards seconded.

Ayes – 5; Nays – 0. The motion passed, and the meeting was extended another 5 minutes.

Chairman Howell stated that unaddressed agenda items from this meeting will appear on next meeting's agenda.

Member Richards moves to include the policy for issuing intent to serve letters appear on next agenda.

Member Richards proposes disaster preparedness policy appear on next agenda.

Member Key raises Policy 804100 for next agenda.

Member Worthen proposes agenda items to discuss lighting policies and composting toilet policies.

**6. ADJOURN**

Chairman Howell adjourned the meeting at 4:47 p.m.