



CAMBRIA COMMUNITY SERVICES DISTRICT

Thursday, October 12, 2023 - 1:00 PM

1000 Main Street Cambria, CA 93428

AGENDA

REGULAR MEETING OF THE CAMBRIA COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS

In person at:

**Cambria Veterans' Memorial Hall
1000 Main Street, Cambria, CA 93428**

AND via Zoom at:

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82602291818?pwd=R2NoY2srcG4vaVpCOEpoS09EMGhnQT09>

Passcode: 107306

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Copies of the staff reports or other documentation relating to each item of business referred to on the agenda are on file in the CCSD Administration Office, available for public inspection during District business hours. The agenda and agenda packets are also available on the CCSD website at <https://www.cambriacsd.org/>. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting or if you need the agenda or other documents in the agenda packet provided in an alternative format, contact the Confidential Administrative Assistant at 805-927-6223 at least 48 hours before the meeting to ensure that reasonable arrangements can be made. The Confidential Administrative Assistant will answer any questions regarding the agenda.

1. OPENING

- A. Call to Order
- B. Pledge of Allegiance

C. Establishment of Quorum**D. President's Report****E. Agenda Review****2. BOARD MEMBER COMMUNICATIONS**

Any Board Member may make an announcement, report briefly on his or her activities, or ask a question for clarification.

3. PUBLIC COMMENT

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

4. REGULAR BUSINESS

- A.** Receive a Presentation from Integrated Waste Management Authority (IWMA) for Recycle Right
- B.** Discussion and Consideration of Strategic Plan Update
- C.** Discussion and Consideration of Approval of a New General Manager Performance Evaluation Form
- D.** Discussion and Consideration to Fill Vacant Seat on the Parks, Recreation & Open Space Committee
- E.** Discussion and Consideration to Direct Staff to Advertise for an Open Position on the Finance Committee

5. BOARD MEMBER, COMMITTEE AND LIAISON REPORTS

- A.** Finance Committee's Report
- B.** Policy Committee's Report
- C.** Resources & Infrastructure Committee's Report
- D.** PROS Committee's Report
- E.** Other Liaison Reports and Ad Hoc Committee Reports

6. FUTURE AGENDA ITEM(S)

This is an opportunity to request a formal agenda report be prepared and the item placed on a future agenda. No formal action can be taken except to direct the General Manager to place a matter of business on a future agenda by majority vote

7. ADJOURN

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.A.**

FROM: Matthew McElhenie, General Manager

Meeting Date: October 12, 2023

Subject: Receive a Presentation from Integrated Waste Management Authority (IWMA) for Recycle Right

RECOMMENDATIONS:

It is recommended that the Board of Directors receive a presentation from the Integrated Waste Management Authority (IWMA) for Recycle Right.

FISCAL IMPACT:

There is no fiscal impact identified with this action.

DISCUSSION:

Mike di Milo from Science Discovery will be providing a presentation for Recycle Right, and Peter Cron from the IWMA will be in attendance to answer any questions.

The Recycle Right program reveals the state of recycling and solid waste management in San Luis Obispo County, including the anaerobic digester facility that turns food waste into compost and electricity. This thought-provoking presentation describes how to take the next step in using natural resources more wisely and creating less waste and provides a new perspective on what we throw away.

Attachments: Be Smart Use the Green Cart Flyer
Recycle, Organic & Trash Flyer
Recycle Guide Flyer



Turn your food scraps into compost and electricity.
Save landfill space too! So.....

Be Smart...

USE THE GREEN CART

You may now place food scraps in your green cart!



YES!

Meat, poultry, seafood, bones, fruit, vegetables, bread, cheese, eggshells, coffee grounds, pasta, bakery items, and of course all your leaves, yard trimmings, brush and weeds.

Please NO!

Liquids, grease, cooking oil, plastic bags, styrofoam, glass, metal, compostable bags.



SAN LUIS OBISPO COUNTY
 INTEGRATED WASTE MANAGEMENT AUTHORITY
 Connecting the Community to Waste Solutions

For more information call **(805) 782-8530** or log onto the San Luis Obispo Integrated Waste Management Authority's website at iwma.com/guide/food-scrap



Convierta los restos de sus alimentos en compost y electricidad.

¡Conserve espacio en los vertederos! En otras palabras...

Be Smart...

USE THE GREEN CART

¡Ahora puede depositar los restos de sus alimentos en el contenedor verde!



¡ESTO SÍ!

Carne, pollo, mariscos, huesos, frutas, verduras, pan, queso, cáscaras de huevo, granos de café, pastas, productos de panadería y, por supuesto, todas sus hojas, restos de poda del jardín, arbustos y hierbas.

¡ESTO NO!

Líquidos, grasa, aceite de cocina, bolsas de plástico, espuma de poliestireno, vidrio, metal, bolsas compostables.



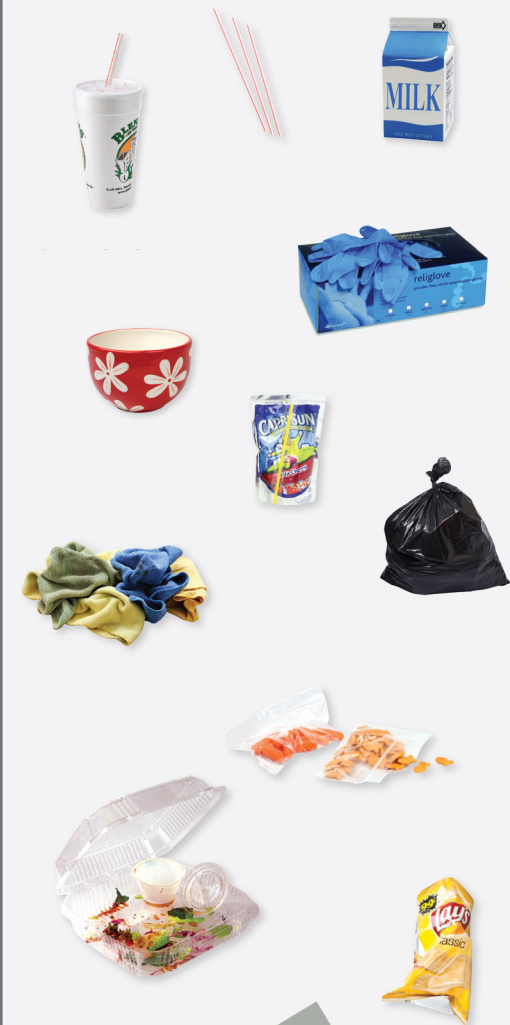
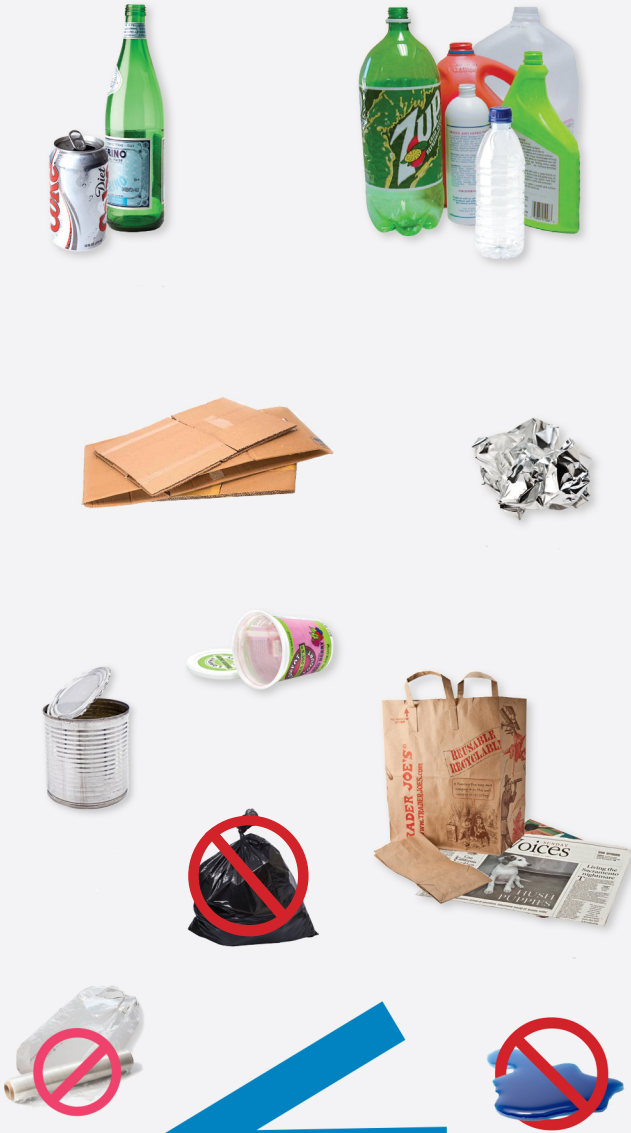
SAN LUIS OBISPO COUNTY
INTEGRATED WASTE MANAGEMENT AUTHORITY
Connecting the Community to Waste Solutions

Para mas informacion llame (805) 782-8530 o visite nuestro sitio web iwma.com/guide/food-scrap

Recycle/Reciclaje

Organic/Organicos

Trash/Basura





RECYCLE



Thank You for Recycling! • ¡Gracias por Reciclar!

Metal Cans & Foil



Latas de metal y aluminio

Paper, Junk Mail, Newspaper,
Magazines, Phone Books,
Cardboard, Paper Bags & Food Boxes



Papeles y Correspondencia publicitaria
Periodicos, Revistas y Directorios
telefónicos, Cartón, Bolsas de papel y
Cajas de Alimentos

Plastic Bottles



Botellas de plástico

Glass Jars & Bottles



Frascos y Botellas de vidrio

No Plastic Bags • No Bolsas de Plástico
No Sharps • No Agujas y Jeringas

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.B.**

FROM: Matthew McElhenie, General Manager

Meeting Date: October 12, 2023

Subject: Discussion and Consideration of Strategic
Plan Update**RECOMMENDATIONS:**

Staff recommends that the Board of Directors discuss and consider the monthly updates to the Strategic Plan.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

The Board held a special meeting on January 30th and adjourned to January 31st to update the Strategic Plan, then adopted the updated plan on February 16th. This effort included a review of underlying objectives to be primarily accomplished over the next six months. The Mission Statement and Three-year Goals will not be updated since these were developed on June 28, 2022, with the intention that they would not be re-evaluated until June 2025. However, the Objectives within each Goal will be discussed and updated as needed.

The Board held a regular meeting on July 13th and discussed and considered the Ad Hoc Committee report prepared by Directors Debra Scott and Michael Thomas for the monthly Strategic Plan update and tracking process. The General Manager and Confidential Administrative Assistant met with the Ad Hoc Committee to review the monthly Strategic Plan update and tracking process and prepared an updated Six-Month Strategic Objectives report.

Staff recommends that the Board review, discuss, and consider the monthly updates to the Strategic Plan Objectives.

Attachments: Mission Statement, Core Values and Three-Year Goals
2023 Strategic Goals and Objectives
CCSD Six-Month Strategic Objectives (What) Identified as “Done” (June 2022-June 2023)

CCSD STRATEGIC PLAN

Adopted August 11, 2022

MISSION STATEMENT

The Cambria Community Services District provides water, wastewater, fire protection and emergency services, parks recreation and open space, and accompanying Community Services to our customers in a safe, cost-effective, and environmentally sensitive manner.

CORE VALUES

(Not in Priority Order)

↪ SAFETY

We diligently follow strict safety policies, procedures, and regulations to protect and keep safe our district personnel, our water and wastewater services, and our Community as a whole.

↪ FISCAL RESPONSIBILITY

We manage our financial revenues in a responsible, judicious, and prudent manner, to successfully sustain and protect the assets of the District, while considering Community needs.

↪ CUSTOMER SERVICE

We are committed to provide exemplary services and support with a focus to the needs of the community we serve.

↪ RESPECT

Our interactions are undertaken ethically, with honesty, integrity and patience.

↪ TEAMWORK

We appreciate and recognize the qualities, abilities, and contributions of others and seek to work in collaborative ways to effectively execute the District's work.

↪ TRANSPARENCY

We strive to conduct the business of the District in an open, honest, direct, and transparent manner while encouraging input and feedback from our community members.

CCSD STRATEGIC PLAN
Adopted August 11, 2022

THREE-YEAR GOALS
(2022–2025 Not in Priority Order)

Core Area: *WATER SERVICES - GENERAL*
Strategic Goal: MEET THE ONGOING CHALLENGES OF EFFECTIVELY AND RELIABLY MANAGING WATER RESOURCES IN OUR SENSITIVE ECOSYSTEM

Core Area: *WATER SERVICES - WATER RECLAMATION FACILITY*
Strategic Goal: ADVANCE COASTAL DEVELOPMENT PERMIT (CDP) TO ACHIEVE COUNTY AND COASTAL COMMISSION APPROVAL

Core Area: *WASTEWATER SERVICES*
Strategic Goal: EXECUTE PHASED REPAIRS AND UPGRADES FOR THE WASTEWATER TREATMENT SYSTEM

Core Area: *FIRE PROTECTION AND EMERGENCY SERVICES*
Strategic Goal: PROVIDE OPTIMAL FIRE PROTECTION, WATER RESCUE, AND EMERGENCY MEDICAL SERVICES ON A 24/7 BASIS


Core Area: *FACILITIES AND RESOURCES*
Strategic Goal: MANAGE AND PROVIDE STEWARDSHIP OF DISTRICT ASSETS, PARKS, RECREATION, AND OPEN SPACE IN A TIMELY, COST-EFFECTIVE, AND ENVIRONMENTALLY SENSITIVE MANNER

Cambria Community Services District
Three-Year Strategic Goals 2022-2025
Six-Month Objectives Status Report
Updated January 31, 2023

CORE AREA: Water Services - General

**STRATEGIC GOAL: Meet the Ongoing Challenges of Effectively and Reliably Managing
Water Resources in our Sensitive Ecosystem**

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Implement the Water Meter Replacement Program	Utilities Manager	1/31/2023	Not established	8/10/2023	Board approved on 8/10/2023 and procurement of materials in progress.
↳ Present to the Board the implementation plan for the previously approved Water Meter Replacement Program.	Utilities Manager	6/28/2022	9/15/2022	First Quarter 2024	A budget adjustment will be brought to the Finance Committee for approval.
Complete the Stuart Street Tank Construction	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2024	Staff selected MKN as the design/build consultant and they will be covering the geotechnical analysis. Permitting began on 9/25/2023.
↳ Present to the Board the implementation plan for the Stuart Street tank construction (dependent upon receipt of appropriations monies).	Utilities Manager	6/28/2022	9/15/2022	First Quarter 2024	Staff expects to receive 70% design/build by end of First Quarter 2024.
Permanent Replacement of San Simeon Water Line & Effluent Line	Utilities Manager	1/31/2023	Not established	First Quarter 2025	Board approved on 8/10/2023. Staff held a kickoff meeting with Cannon on 8/29/2023. Environmental/permitting began on 9/18/2023.
↳ Present to the Board of the Results of the RFP.	Utilities Manager	1/31/2023	Summer 2023	8/10/2023	
Research Long-Term Water Storage Solutions	Utilities Manager with R&I Committee	1/31/2023	Not established		
↳ To revitalize the R&I Ad Hoc Committee concerning long-term storage.	Utilities Manager with R&I Committee	1/31/2023	April 2023	April 2023	R&I revitalized the Ad Hoc Committee consisting of Mr. Webb & Mr. Williams.

WHAT (Objectives & Supporting Actions) 12	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
 Complete the research for long-term water storage solutions.	Utilities Manager with R&I Committee	6/8/2023	Not established		The Ad Hoc Committee provided a thorough report at the R&I Committee meeting and President Dean will provide the report at a board meeting.

CORE AREA: Water Services – Water Reclamation Facility

**STRATEGIC GOAL: Advance Coastal Development Permit (CDP)
to Achieve County and Coastal Commission Approval**

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Resolve the Brine Waste Disposal Issue	Utilities Manager	1/31/2023	Not established	First Quarter 2024	Staff is waiting for a response from Department of Energy on grant funding for Zero Liquid Discharge.
↪ Investigate and complete study for new cost-effective options and technologies for reduction/disposal of brine waste, including costs. Present a report to the Board upon conclusion of the study.	Utilities Manager with R&I Ad Hoc Committee	6/28/2022	9/8/2022	Second Quarter 2024	Staff is in the process of scheduling a pilot program based on alternatives analysis for the Zero Liquid Discharge Program.
↪ Board approval of Zero Liquid Discharge pilot testing program.	General Manager	6/8/2023	Not established	Fourth Quarter 2023	Pilot testing program update to Finance & R&I Committees before Board approval.
Complete the Instream Flow Study Task 1 to Include Van Gordon Creek	Utilities Manager	6/28/2022	12/8/2022	Fourth Quarter 2023	
↪ Add additional scope to Instream Flow Study to include Van Gordon Creek.		7/13/2023	Fourth Quarter of 2023	9/14/2023	Board approved 9/14/2023 and analysis will begin in October 2023.
↪ Report results to the Board.		6/28/2022	12/8/2022	Fourth Quarter 2024	
Complete the CDP Application	Utilities Manager	6/28/2022	December 2022	First Quarter of 2024	
↪ Revisit the CDP project description to our CDP application.		1/31/2023	Second Quarter of 2023	Fourth Quarter 2023	Staff selected SWCA as the consultant and they will be updating the CDP project description and scope.
↪ Submit the data needed to complete the CDP application for the County.		6/28/2022	December 2022	Fourth Quarter 2024	

CORE AREA: Wastewater Services

**STRATEGIC GOAL: Execute Phased Repairs and Upgrades
for the Wastewater Treatment System**

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Define methodology for identification of required reporting to dissemination agent	WWTP Financing Working Group – President Dean (lead), Vice President Gray, General Manager & Finance Manager	6/28/2022	Not established	4/13/2023	Staff selected NBS as the dissemination agent.
↳ Hold initial meeting of WWTP Financing Working Group to determine methodology for review and identification of reporting documentation and agreements related to CSDA, Trustee and Underwriter.		11/17/2022	Nov 2022		Completed.
↳ Establish a reporting system.		1/31/2023	First Quarter of 2023		Completed.
↳ Conduct Working Group review of contractual documents and formally document required actions, timelines and recommended internal processes.		11/17/2022	Nov 2022		Report included under Ad Hoc Committee Reports at the April 13, 2023 Regular Board meeting.
Monitor project expenditures and performance during the construction phase	Utilities Manager & Finance Manager	1/31/2023	Not established	Ongoing	
↳ Quarterly report supplement to Finance and Resources & Infrastructure Committees.		1/31/2023		Ongoing	Quarterly reports to Finance and Resources & Infrastructure Committees, and Board of Directors.
Revise any District Policies or Procedures to incorporate findings, as appropriate based on learnings from tracking project	General Manager, Finance Manager & Wastewater Superintendent	11/17/2022	Jan 2023		Future objective.
Establish priorities and an implementation plan for CIP wastewater projects not in the SST.	Utilities Manager	6/28/2022	Not established	Fourth Quarter 2023	Future objective.

CORE AREA: Fire Protection and Emergency Services

**STRATEGIC GOAL: Provide Optimal Fire Protection, Water Rescue,
and Emergency Medical Services on a 24/7 Basis**

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Update the CCSD Board to any and all changes to evacuation planning within the District.	President Dean, Vice President Gray, working with Fire Chief and Fire Safe Focus Group coordinator	1/31/2023	Quarterly Report	Fourth Quarter 2024	
↪ Report on development of procedures for evacuation of residents needing extra help.		6/28/2022	1/12/2023		Report to the Board by committee report
↪ Report on development of evacuation routes.		6/28/2022	1/12/2023		A letter was reviewed and approved by the Board on 7/13/2023. The letter was mailed to the property owners. The CCSD is still engaging in dialogue with the property owners.
↪ Report on progress of safe haven locations.		6/28/2022	1/12/2023	Fourth Quarter 2024	
Prepare and provide to the Board a Fire Prevention Plan for Cambria for Board consideration.	Fire Chief, working with General Manager, District Counsel & Fire Safe Focus Group	1/31/2023	Third Quarter of 2023	Fourth Quarter 2024	
↪ Provide organizational chart.		1/31/2023	Third Quarter of 2023	Fourth Quarter 2024	
↪ Provide defensible space ordinance.		6/28/2022	12/8/2022	Fourth Quarter 2024	
↪ Provide budget and funding alternatives for the plan.		1/31/2023	Third Quarter of 2023	Fourth Quarter 2024	
Report on the progress of implementing the Zonehaven System and the emergency alert system.	Fire Chief	6/28/2022	1/12/2023	Fourth Quarter 2024	
Present report to the Board regarding the allocation of the general fund for services that are funded through the general fund.	Finance Committee	1/31/2023	First Quarter of 2023	November 2023	

WHAT (Objectives & Supporting Actions) 16	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
↳ Review of Budget Policy.	Finance Committee	1/31/2023	First Quarter of 2023	November 2023	Finance subcommittee reviewing that policy. They hope to have a draft version to the board in November of 2023.

CORE AREA: Facilities and Resources

**STRATEGIC GOAL: Manage and Provide Stewardship of District Assets,
Parks, Recreation, and Open Space in a Timely, Cost-Effective,
and Environmentally Sensitive Manner**

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
Define future use and funding for the Veterans' Hall	General Manager, Facilities & Resources Manager, working with a Board Ad Hoc Committee	6/28/2022	10/20/2022	Fourth Quarter 2023	Ad hoc committee assisting.
↳ Seeking non-CCSD funding sources for maintenance and operations.		1/31/2023	Second Quarter of 2023		
↳ Improving outreach to promote more community use.		1/31/2023	Second Quarter of 2023		
↳ Identifying potential improvements or amenities to increase the functionality of the Veterans' Hall.		1/31/2023	Second Quarter of 2023		
↳ Review of rental rates.		1/31/2023	Second Quarter of 2023		
Complete Skatepark project	Utilities Manager	1/31/2023	Not established		
↳ Present an update to the Board for consideration on the final design, engineering estimate, and status of fundraising for the Skatepark.		6/28/2022	11/10/2022	11/17/2022	Completed 11/17/2022; subject to Planning Commission approval in third quarter 2024.
↳ Present final construction estimate to Board for consideration and status of funding to determine whether the project can proceed.		1/31/2023	3Q23	Third Quarter 2024	The final construction estimate is TBD.
↳ Receive update on status of grant	General Manager	7/13/2023	11/10/2022	First Quarter 2024	Land and Water Conservation Fund grant application submitted on 6/1/2023. Grant awards are expected in late 2025. Staff received a request for additional information and met with State Parks on 7/13/2023.
Complete the East Ranch Restroom project	Utilities Manager	1/31/2023	Not established	Fourth Quarter 2024	

WHAT (Objectives & Supporting Actions)	WHO (Responsible Party)	DATE ADDED TO PLAN	ORIGINAL TARGET COMPLETION DATE	UPDATED TARGET COMPLETION DATE	COMMENTS
↳ Obtain construction permit and present to the Board for consideration the construction RFP for the East Ranch restrooms.		6/28/2022	11/10/2022	Second Quarter 2024	Construction permit application was submitted on 9/14/2023, currently under review by County Planning. Staff received zoning clearance.
↳ Construct the restroom.		1/31/2023	Not established	Fourth Quarter 2024	
Present options and estimated construction and maintenance costs and possible funding sources for future Community Park projects to the Board	PROS Committee	1/31/2023	Third Quarter of 2023	Second Quarter 2024	
↳ Frisbee golf		1/31/2023			Address at next strategic planning workshop.
↳ Exercise circuit		1/31/2023			Address at next strategic planning workshop.
↳ Multi-use trail		1/31/2023			Address at next strategic planning workshop.
↳ Picnic tables		1/31/2023			Address at next strategic planning workshop.
Present report to the Board regarding the allocation of the general fund for services that are funded through the general fund.	Finance Committee	1/31/2023	First Quarter of 2023	Fourth Quarter 2023	
↳ Review of Budget Policy.		1/31/2023	First Quarter of 2023	Fourth Quarter 2023	Finance subcommittee reviewing the policy. They hope to have a draft version to the board in November 2023.

CCSD SIX-MONTH STRATEGIC OBJECTIVES (WHAT) IDENTIFIED AS “DONE” (June 2022 – June 2023)

Core Area: Water Services – General

Strategic Goal: Meet the Ongoing Challenges of Effectively and Reliably Managing Water Resources in our Sensitive Ecosystem

Objectives & Supporting Actions Completed for this Strategic Goal since 8/11/2022:				
Original Target Date	Who was Responsible	What (Objectives & Supporting Actions)	Completion Date	Summary
8/18/2022	Utilities Manager	Clarify with the community the monitoring and evaluating drought stages. ↻ Added to the plan 6/28/2022 ↻ Original Target Date: 8/18/2022	8/18/2022	This action was completed at R&I Committee meetings, and with Board at the 8/18 meeting, as part of implementation of Stage 3 water conservation condition.

CCSD SIX-MONTH STRATEGIC OBJECTIVES (WHAT) IDENTIFIED AS “DONE” (June 2022 – June 2023)

Core Area: Water Services—Water Reclamation Facility

Strategic Goal: Advance Coastal Development Permit (CDP) to Achieve County and Coastal Commission Approval

CCSD SIX-MONTH STRATEGIC OBJECTIVES (WHAT) IDENTIFIED AS “DONE” (June 2022 – June 2023)

Core Area: Wastewater Services

Strategic Goal: Execute Phased Repairs and Upgrades for the Wastewater Treatment System

Objectives & Supporting Actions Completed for this Strategic Goal since 8/11/2022:				
Original Target Date	Who was Responsible	What (Objectives & Supporting Actions)	Completion Date	Summary
8/18/2022	General Manager	Present to the Board for review and consideration the agreement with PG&E to move forward with the work on the wastewater treatment system ↳ Added to the plan 6/28/2022	8/31/2022	This action, to <i>present to the Board</i> , was completed 8/31/2022
9/8/2022	General Manager	Complete the financing package for the wastewater treatment system’s PG&E/IGA projects and present the results to the Board for consideration. ↳ Added to the plan 6/28/2022	8/31/2022	This action, to <i>present to the Board</i> , was completed 8/31/2022
1st Quarter 2023	WWTP Financing Working Group: Dean (Lead)...	Define methodology for identification of required reporting to dissemination agent ↳ Added to the plan 1/31/2023	4/13/2023	Report included under Ad Hoc Committee Reports at the 4/13/2023 Board meeting. This objective, added to the plan at the 1/31/2023 strategic planning workshop, included several action items from the original 6/28/2022 plan.

CCSD SIX-MONTH STRATEGIC OBJECTIVES (WHAT) IDENTIFIED AS “DONE” (June 2022 – June 2023)

Core Area: Fire Protection and Emergency Services

Strategic Goal: Provide Optimal Fire Protection, Water Rescue, and Emergency Medical Services on a 24/7 Basis

Objectives & Supporting Actions Completed for this Strategic Goal since 8/11/2022:				
Original Target Date	Who was Responsible	What (Objectives & Supporting Actions)	Completion Date	Summary
8/18/2022	General Manager	Hire the replacement for the retiring Fire Chief and report to the Board. ↳ Added to the plan 6/28/2022	11/8/2022	Fire Chief Dr. Justin Vincent started work 11/8/2022.
Shown as 3/17/2022 in the June 9, 2022 Board Agenda Packet	Fire Chief	Review and update the adopted Multi-Jurisdictional Hazard Mitigation Plan for Cambria and report results to the CCSD Board for consideration. ↳ This was on the plan prior to the 6/28/2022 strategic planning update.	5/11/2023	Adopted at the 5/11/2023 Board Meeting, pending further revisions.

CCSD SIX-MONTH STRATEGIC OBJECTIVES (WHAT) IDENTIFIED AS “DONE” (June 2022 – June 2023)

Core Area: Facilities and Resources

Strategic Goal: Manage and Provide Stewardship of District Assets, Parks, Recreation, and Open Space in a Timely, Cost-Effective, and Environmentally Sensitive Manner

Objectives & Supporting Actions Completed for this Strategic Goal since 8/11/2022:				
Original Target Date	Who was Responsible	What (Objectives & Supporting Actions)	Completion Date	Summary
7/21/2022	General Manager	Request the Board appoint a Cambria Veterans’ Memorial Hall ad hoc committee. ↳ Added to the plan 6/28/2022	8/11/2022	Action completed 8/11/2022: Directors Farmer and Gray were appointed as a Cambria Veterans’ Memorial Hall ad hoc committee.
8/18/2022	Facilities & Resources Manager	Pursue identified and potential grant funding sources for Veterans’ Hall capital improvement projects and report results to the Board. ↳ Added to the plan 6/28/2022		This action has been shown as completed since the 11/17/2022 Board meeting, however following the 1/31/2023 strategic planning update, this action was broadened into the objective: Define future use and funding for the Veteran’s Hall which included 4 supporting actions, none of which has been completed to date.
9/15/2022	Facilities & Resources Manager	Present to the Board for review and consideration the PROS Commission’s recommended options for East Ranch recreational expansion. ↳ Added to the plan 6/28/2022		This action has been shown as completed since the 10/13/2022 Board meeting, however discussions are ongoing.
11/10/2022	District Engineer	Present an update to the Board for consideration on the final design, engineering estimate, and status of fundraising for the Skatepark. ↳ Added to the plan 6/28/2022	11/17/2022	This action item as worded was completed at the 11/17/2022 Board meeting. At the 1/31/2023 strategic planning workshop, the broader objective was identified as “Complete Skatepark Project” which as of the latest update, has a 3rd quarter 2023 target completion date.

ORIGINAL GOALS (established at the 1/19/2021 “strategic planning” meeting)

Note: the ad hoc committee has not yet begun tracking progress/ completion of these Goals & “Objectives.”

THREE-YEAR GOAL: INCREASE AND IMPROVE COMMUNICATION WITH THE PUBLIC						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the April 8, 2021 CCSD Board meeting	Deputy District Clerk – lead, CCSD Dir. Tom Gray, Vice Chair Policy Committee Gordon Heinrichs	Analyze the website for community accessibility to information important for them to know and report results to the Board and staff				
2. At the April 15, 2021 Board meeting	General Manager John Weigold IV, with input from the Policy Committee	Develop a social media policy and present to the Board				
3. April 15 2021	Deputy District Clerk - lead, General Manager John Weigold IV, Fire Chief William Hollingsworth, Facilities & Resources Manager Carlos Mendoza	Expand the existing format within the website for the public to communicate with staff and share with the Board and staff.				
4. FOR FUTURE CONSIDERATION		Develop a newsletter for the public that is distributed regularly and the process(es) for distributing it.				

THREE-YEAR GOAL: ACHIEVE AND SUSTAIN ADEQUATE FINANCIAL RESOURCES TO FULFILL THE MISSION						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. April 1, 2021	GM John Weigold IV and Finance Manager Pamela Duffield, co-leads, working with the Finance Committee	Identify underfunded, under-resourced and under-staffed services				
2. June 1, 2021	GM John Weigold IV and Finance Manager Pamela Duffield, co-leads, working with the Finance Committee	Identify funding resources and structural changes to meet unmet services needs				
3. July 1, 2021	GM John Weigold IV and Finance Manager Pamela Duffield	Complete the Tyler Financial System implementation				

THREE-YEAR GOAL: ACHIEVE A BALANCED POLICY FOR GROWTH AND RESOURCES						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the April 15, 2021 CCSD Board meeting	The Resources and Infrastructure Committee's ad hoc Committee on Water Conservation (CCSD Director Harry Farmer – lead)	Identify public water conservation measures and best practices and bring recommendations to the Board for sharing with the public.				
2. At the May 13, 2021 CCSD Board meeting	The Resources and Infrastructure Committee (former CCSD Director David Pierson – lead)	Identify additional sources of water and share the results with the Board.				

THREE-YEAR GOAL: DEVELOP AND IMPLEMENT A LONG-TERM INFRASTRUCTURE AND RESOURCES PLAN						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the April 12, 2021 Resources and Infrastructure Committee meeting	General Manager John Weigold IV – lead, Finance Director Pam Duffield and Utilities Manager Ray Dienzo	Update the short-term CIP (Capital Improvement Plan) and present it to the Resources and Infrastructure Committee for review.				
2. May 1, 2021	Utilities Manager Ray Dienzo and Finance Director Pam Duffield	Coordinate the conversion of Plan-It to Tyler Incode Asset Management Module for the purpose of asset management for ALL CCSD departments.				
3. At the June 14, 2021 Resources and Infrastructure Committee meeting	General Manager John Weigold IV – lead, Finance Director Pam Duffield and Utilities Manager Ray Dienzo	Update and extend the long-term CIP (Capital Improvement Plan) and present it to the Resources and Infrastructure Committee for review.				

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.C.**

FROM: Timothy Carmel, District Counsel

Meeting Date: October 12, 2023Subject: Discussion and Consideration of Approval
of a New General Manager Performance
Evaluation Form

RECOMMENDATIONS:

It is recommended that the Board of Directors discuss and consider the approval of a new General Manager performance evaluation form.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

DISCUSSION:

Board President Dean and Vice President Gray were appointed as an ad hoc committee to review the process used to evaluate the General Manager's performance. They prepared a report on their findings, which was discussed and considered by the Board at the September 14, 2023 regular meeting. The ad hoc committee report also included a proposed new Cambria Community Services District General Manager Performance Evaluation Form. There was a robust Board discussion regarding the proposed new evaluation process and proposed new form that included many suggested minor modifications. As a result, President Dean appointed Directors Scott and Thomas to a new ad hoc committee with the task of reviewing and revising the new evaluation form to incorporate suggested changes and to make other refinements to the form so that it could be considered for approval by the Board at the October 12, 2023 regular meeting. The ad hoc committee report is attached, along with the proposed General Manager performance evaluation form in both redline and clean formats, which includes detailed recommendations for Board consideration.

Attachments: Ad Hoc Committee Report on Proposed GM Evaluation Form
Proposed Cambria CSD General Manager Evaluation Form - Redline
Proposed Cambria CSD General Manager Evaluation Form - Clean

CCSD General Manager Performance Evaluation Form Ad Hoc Committee Report

Background:

At the 9/14/2023 CCSD Board Meeting, the Ad Hoc Committee of President Dean and Vice President Gray presented a substantially improved process for conducting our performance evaluations for the General Manager. The report included a greatly improved Performance Evaluation Questionnaire. Based on Board discussion and interest in numerous minor refinements to the form, President Dean appointed Directors Thomas and Scott as an ad hoc committee to review and revise the General Manager Performance Evaluation form, and bring it back to the Board in time for submission into the 10/12 agenda packet

Recommendations:

Directors Thomas and Scott have met and completed the assignment, and recommend that the Board discuss and consider the suggested revisions.

1. The first document shows the questionnaire which was presented on 9/14, marked up for reference. For each performance criteria where we suggest a revision, we flagged in red font the part(s) that concerns us, did a strikethrough of the original, and provided proposed text below in green font. Everything in blue font is commentary.
2. The second document shows the questionnaire with all of the markups removed for Board discussion and consideration.



**Cambria Community Services District
General Manager Performance Evaluation
Performance Year – April 20, 2023, through October 20, 2023**

Board Member Name: _____

Rating Criteria:

For each performance criteria, please use the following rating scale:

- 3 – Exceeds Expectations (consistently exceeds normal expectations and requirements)
- 2 – Meets Expectations (expected performance level)
- 1 – Improvement Needed (does not consistently meet standards)

Communication Skills:

___ **Verbal Communication Skills** – Good command of oral expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; able to explain and understand difficult and complex subjects.

___ **Written Communication Skills** – Good command of written expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; able to explain and understand difficult and complex subjects through written media, **including social media and other internet platforms.**

~~___ **Presentation Skills** – **Is able to** prepare and present quality presentations using a variety of tools and media; presentations are effective and visually appealing.~~

___ **Presentation Skills** – Prepares and presents quality presentations using a variety of tools and media; presentations are effective and visually appealing.

Interpersonal Skills/Relationships:

~~___ **Ability to** relate well to others, makes people feel at ease, even in difficult situations.~~

___ **Relates well to others, makes people feel at ease, even in difficult situations.**

~~___ **Is able to** gain the trust and confidence of the public; fosters contact and cooperation among citizens and community organizations.~~

___ **Has gained the trust and confidence of the public; fosters contact and cooperation among citizens, community organizations, and regulatory bodies.**

~~___ Understands and embraces the concept of interlocal cooperation when appropriate.
We recommend deleting this performance criteria. While this outcome may be important, the behaviors that enable interlocal cooperation are clearly stated in other performance criteria, especially the one above.~~

___ Fosters cooperative communication and working relationships with the Board.

~~___ **Has the ability to** utilize appropriate media for communication — social media, TV, radio, newspaper, group interaction, and individual meetings.~~

Although this is an important performance criteria, it's mostly redundant with “Written Communication Skills” so we deleted this one, and intrgrated the “social media” concept.

~~___ **Skilled in** negotiation techniques in a variety of scenarios — employee, contractors, public, interagency.~~

___ **Demonstrates effective negotiation techniques in a variety of scenarios – employee, contractors, public, interagency.**

___ Demonstrates sensitivity to individuals/groups as appropriate.

___ Is forthright and honest in all relationships.

Leadership:

___ Supports and manages in accordance with identified District values and mission.

___ Fosters trust and communication with Board members, staff, and the public.

~~___ Provides District staff with direction and management according to the high performance government model.~~

We recommend deleting this performance criteria, because it is mostly redundant with the 1st performance criteria in this catrgory.

~~___ Uses sound judgment in decision making; seeks out all relevant and necessary data and makes decisions in a timely manner.~~

___ **Identifies the key decisions that need to be made, and the sequence in which to make those decisions, for complex problems with conflicting perspectives. Seeks out all relevant and necessary data and makes decisions in a timely manner.**

___ Directs utilization of District resources effectively.

___ Promotes good customer service, both internally and externally.

~~___ Crises and/or emergencies **are handled** in an effective, efficient, and professional manner.~~

___ **Handles crises and/or emergencies in an effective, efficient, and professional manner.**

___ Stays current on leadership **best** practices and techniques.

~~___ Actively pursues ways to increase his value to the District.~~

___ Actively pursues ways to increase value to the District through personal self-evaluation and ongoing development.

___ Supports a safe workplace environment.

Planning:

___ Ensures District strategic goals are being achieved.

~~___ Exhibits a forward-thinking approach, both in the short and long term.~~

___ Develops realistic short and long-term plans that will help our District meet the needs of our community for generations to come.

___ Utilizes effective project management techniques to effect project completion within established time frames.

___ Sets measurable objectives for District performance and manages toward these objectives.

~~___ Completes projects agreed upon with the Board within the given timeframe.~~

Management/Staff:

___ Structures the organization in effective and efficient ways to accomplish the District Mission.

~~___ Able to delegate authority, granting proper authority at the proper times; a good judge of when and when not to delegate.~~

___ Delegates authority appropriately, consistent with organization needs and staff capability.

___ Utilizes a positive approach to direct the work efforts of staff.

___ Promotes an overall culture of positivity and cohesive teamwork.

___ Encourages and rewards initiative.

___ Addresses employee issues promptly and effectively.

Comments:

In a brief narrative, please describe:

1. What are you most pleased with in the General Manager's performance?
2. What areas would you like to see improvement in? Please provide specific suggestions on how the General Manager may improve the areas of concern.



**Cambria Community Services District
General Manager Performance Evaluation
Performance Year – April 20, 2023, through October 20, 2023**

Board Member Name: _____

Rating Criteria:

For each performance criteria, please use the following rating scale:

- 3 – Exceeds Expectations (consistently exceeds normal expectations and requirements)
- 2 – Meets Expectations (expected performance level)
- 1 – Improvement Needed (does not consistently meet standards)

Communication Skills:

___ **Verbal Communication Skills** – Good command of oral expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; able to explain and understand difficult and complex subjects.

___ **Written Communication Skills** – Good command of written expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; able to explain and understand difficult and complex subjects through written media, including social media and other internet platforms.

___ **Presentation Skills** – Prepares and presents quality presentations using a variety of tools and media; presentations are effective and visually appealing.

Interpersonal Skills/Relationships:

___ Relates well to others, makes people feel at ease, even in difficult situations.

___ Has gained the trust and confidence of the public; fosters contact and cooperation among citizens, community organizations, and regulatory bodies.

___ Fosters cooperative communication and working relationships with the Board.

___ Demonstrates effective negotiation techniques in a variety of scenarios – employee, contractors, public, interagency.

___ Demonstrates sensitivity to individuals/groups as appropriate.

___ Is forthright and honest in all relationships.

Leadership:

- ___ Supports and manages in accordance with identified District values and mission.
- ___ Fosters trust and communication with Board members, staff, and the public.
- ___ Identifies the key decisions that need to be made, and the sequence in which to make those decisions, for complex problems with conflicting perspectives. Seeks out all relevant and necessary data and makes decisions in a timely manner.
- ___ Directs utilization of District resources effectively.
- ___ Promotes good customer service, both internally and externally.
- ___ Handles crises and/or emergencies in an effective, efficient, and professional manner.
- ___ Stays current on leadership best practices and techniques.
- ___ Actively pursues ways to increase value to the District through personal self-evaluation and ongoing development.
- ___ Supports a safe workplace environment.

Planning:

- ___ Ensures District strategic goals are being achieved.
- ___ Develops realistic short and long-term plans that will help our District meet the needs of our community for generations to come.
- ___ Utilizes effective project management techniques to effect project completion within established time frames.
- ___ Sets measurable objectives for District performance and manages toward these objectives.

Management/Staff:

- ___ Structures the organization in effective and efficient ways to accomplish the District Mission.
- ___ Delegates authority appropriately, consistent with organization needs and staff capability.
- ___ Promotes a overall culture of positivity and cohesive teamwork.
- ___ Encourages and rewards initiative.
- ___ Addresses employee issues promptly and effectively.

CAMBRIA COMMUNITY SERVICES DISTRICT

TO: Board of Directors

AGENDA NO. **4.D.**

FROM: Matthew McElhenie, General Manager

Meeting Date: October 12, 2023Subject: Discussion and Consideration to Fill
Vacant Seat on the Parks, Recreation &
Open Space Committee

RECOMMENDATIONS:

It is recommended that the Board of Directors consider applications to fill the Parks, Recreation & Open Space Committee vacancy.

FISCAL IMPACT:

There is no fiscal impact identified with this action.

DISCUSSION:

At the September 14, 2023 regular meeting, the Board of Directors directed staff to advertise to solicit candidates to fill the vacant position on the newly formed Parks, Recreation & Open Space Committee. This vacancy was advertised on the CCSD website, and social media and posted on all CCSD public information bulletin boards.

It is recommended that the Board of Directors consider the enclosed applications to fill the vacancy on the Parks, Recreation & Open Space Committee and serve the remainder of the respective term, which expires on February 1, 2025.

Attachments: J, Amodei's Application
A, Francis's Application
S, Legg's Application
J, Wilson's Application



PROS COMMITTEE APPLICATION FORM

Deadline: Open until filled

If you are interested in serving the community as a PROS Standing Committee member, please complete this application form and return it to:

- CCSD drop boxes located at 1316 Tamsen Street, Suite 201, Cambria, CA 93428
- Mail to CCSD, Attention: Haley Dodson, PO Box 65 Cambria, CA 93428
- Haley Dodson at hdodson@cambriacsd.org

For more information about the PROS Committee, please refer to the [CCSD website](#). The Political Reform Act (Government Code Section 82000, etc. Seq.) requires most state and local government officials and employees to publicly disclose their personal assets and income. Individuals must also disqualify themselves from participating in decisions which may affect their personal financial interests. PROS Standing Committee members are required by law to file a [Statement of Economic Interest form](#).

Name: Juli Amodei

Home Address: [REDACTED]

City: Cambria

State: CA

Zip Code: 93428

Email: [REDACTED]

Home Telephone: [REDACTED]

Cell Telephone: [REDACTED]

Are you a registered voter in Cambria? yes

I have been a registered voter at the address listed above since: 12 years/ 2011

If less than 6 months, what is the address and date of your last voter registration?

BACKGROUND (RELATED EXPERIENCE, SKILLS OR QUALIFICATIONS)

Fresno County Women's Chamber of Commerce- President 2007-2009
 Member of the Chamber for 20 years/ Tillie Award- 2011
 Professional Women's Resource- Founder/President 2000-2022- 501(c)3 - Empowering Women in Business
 2020-2022- Coast Union High School Booster/ President
 2020-2023- Project Manager/ Skate Cambria - Joint effort of Community Fundraising /Grants
 PROS Ex Officio for the skatepark project 2020-Present/ now PROS STANDING COMMITTEE
 Currently on CCSD R & I Committee 2022-2023
 Community Member/ PROS AD HOC REC- EAST RANCH PROJECTS
 Coast Unified School District Trustee/ 2022-to present
 Cayucos Chamber of Commerce Member 2012-2023
 Cambria Chamber of Commerce Member 2012-2023
 Cambria Rotary Member 7 years/ and present membership for 2023
 University Women's Member- 2019-2023
 12 Toes Promotions/ Creative Agent -Own and operate a full service advertising agency/ 23 years. Specializing in Marketing Strategies and Branding Development. Commerical Graphics/Public Relations.
 Owner/Partner- Heritage Restaurant Brands with (45) locations in California and Nevada.
 Oakhurst Chamber of Commerce- 1998-2011

*Passionate and invested in Recreation and Open Space for our community. A heart to serve and educated in the Brown Act. Additional Masters of Governance training/ CSBA.

Signature: Juli Amodei

Juli Amodei

Date: 9/17/2023



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Name: Aleta Francis

Home Address: [REDACTED]

City: Cambria

State: CA

Zip Code: 93428

Email: [REDACTED]

Home Telephone: n/a

Cell Telephone: [REDACTED]

Are you a registered voter in Cambria? yes

I have been a registered voter at the address listed above since: February 2023

If less than 6 months, what is the address and date of your last voter registration?

BACKGROUND (RELATED EXPERIENCE, SKILLS OR QUALIFICATIONS)

I served on the formation committee of the Mission Hills Neighborhood Council in Los Angeles County (population 13,000) for 3 years and then as a the founding Vice Chair for two years. I also served as a manager for a private road association in Malibu, CA for over a decade.

When my children were younger I was a basketball mom and mother to all of my son's teammates. Three of my four sons earned full basketball scholarships to college where they graduated and are living their dreams. My other son is an ER Doctor. I have six grandchildren.

I have degrees in both Architectural Design and Construction Technology. I work as a Plans Examiner and Building Inspector. I periodically engage in residential architectural design and drafting work for select clients. I have worked on many projects from very large scale, such as Biosphere II in Arizona, to small residential remodels. The communities I have contributed to has involved issues with parks, common areas and various land use entitlements.

I have a long track record of contributing to teams that get things done!

Although I am a "new" community member, my mother lived in Cambria for 35 years. She passed away in November of 2022. She was one of the people who spearheaded and financially contributed to the preservation of Strawberry Canyon. Shortly after her passing I found employment in the region. I now reside in her former home which will remain in the family for generations to come.

I have consistently kept my promise to the communities I have served to honor the stakeholders interests, and advocate for what they want, and don't want. I believe that community endeavors should follow a transparent and due process. Additionally I will always advocate for fiscal responsibility and timely execution of approved plans.

Signature: 

Date: 



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Name: Suzanne Perras-Legg

Home Address: [REDACTED]

City: Cambria

State: CA

Zip Code: 93428

Email: [REDACTED]

Home Telephone: [REDACTED]

Cell Telephone: [REDACTED]

Are you a registered voter in Cambria? yes

I have been a registered voter at the address listed above since: 2013

If less than 6 months, what is the address and date of your last voter registration?

BACKGROUND (RELATED EXPERIENCE, SKILLS OR QUALIFICATIONS)

Greetings,

I've attached a copy of my resume. In 2013, my husband and I moved from Los Angeles to Cambria to work in the family business. Most of my career focused on healthcare and in the past 10 years, the hotel industry. I am a physical fitness enthusiast and enjoy spending time in the beautiful outdoor spaces in Cambria. I am interested in the PROS committee to become more active in the community and bring any expertise I can to the committee.

Thanks for your consideration,

Signature: Suzanne Perras-Legg

Date: 9/28/23

Suzanne Perras-Legg

Cambria, California, United States



[linkedin.com/in/suzanneperras](https://www.linkedin.com/in/suzanneperras)

Summary

Hotel Management in Family Owned Business

Integral member of the implementation team for EPIC Revenue Cycle and Clinical modules including ASAP and Inpatient Orders at Cedars Sinai Medical and UCLA Medical Centers as a certified Application Coordinator in EPIC ADT/Prelude Comprehensive.

Business Analyst managing the PCX Patient Management, Online Order Entry, Charging and Coding/Abstracting products.

Managed the Tenet Healthcare account including the support department dedicated to the client. Project Manager for all programming projects related to account.

Assisted with Patient Accounting System implementation at Long Beach Memorial Medical Center.

Manager of Patient Accounting Application used at AMI Hospitals. Managed a dedicated support group.

Worked with various departments dedicated to the support of Patient Accounting software at AMI hospitals.

Responsible for Insurance Collections in a Central Business Office Hospital Environment.

Specialties: Certified in EPIC ADT/Prelude Comprehensive and Bridges

Experience

Hotel Management/Family Business

Moonstone Landing, LLC

Aug 2013 - Present (10 years 2 months)

Bookkeeping, Compliance, Management

Application Coordinator ADT/Prelude

UCLA Health

Aug 2012 - Jul 2013 (1 year)

Application Coordinator on the ADT/Prelude Team for UCLA participating in the build, testing and implementation of EPIC ADT/Prelude 2010 for 4 facilities within the UCLA Health System. Cross application integrated build work with Bridges, Cadence, ASAP, Inpatient Orders, Stork, OpTime, Ambulatory, Physician Billing and Hospital Billing. Participating in cross application team meetings within IT including meetings with various Directors of operational areas within the Medical Center. Certified in ADT/Prelude and Bridges.

Sr. Application Coordinator Lead

Cedars-Sinai

Apr 2009 - Aug 2012 (3 years 5 months)

ADT/Prelude Build Team Lead participating in the build, testing and implementation of EPIC ADT/Prelude. Lead the ADT/Prelude build team through a successful Summer '09 upgrade and working towards 2010 upgrade this year. Cross Application integration and knowledge of Bridges, ASAP, Inpatient Orders and Hospital Billing. Participates in team leads meetings within IT including integrated meetings with various Directors of operational areas within the Medical Center. Certified in ADT/Prelude, Bridges and working towards Eligibility Administrator.



Business Analyst Lead

Dell Technologies

May 2000 - Apr 2009 (9 years)

Participated in the implementation of EPIC Revenue Cycle at Cedars Sinai Medical Center as a certified Application Coordinator in EPIC ADT/Prelude Comprehensive. Team lead participating in the design, testing and implementation of PCX, a revenue cycle information system developed solely for Cedars Sinai Medical Center that included Order Entry, Patient Management, Charging and Coding/Abstracting modules. Facilitated business requirement analysis and planning sessions with clients to define the scope of work, depth and project plan for projects within the Patient Accounting and Patient Management spectrum. Managed project tasks and resources throughout the project lifecycle. Developed project plans, enhancement specifications, functional specifications, test scenarios and scripts as well as configuration manuals for revenue cycle products. Participated as a member of the Cedars Sinai CDM Steering and Data Warehouse User Group Committees..



Account/Support Manager

NTT Ltd.

Mar 1992 - May 2000 (8 years 3 months)

Member of Senior Management team. Project manager over the development and release of financial software that was used to analyze revenue and receivables in a hospital environment. Participated in user group meetings with CFO's and Business Office Managers of client hospitals to discuss the strategic direction of financial applications in relation to changes in the healthcare business environment. Developed and implemented a plan for Year 2000 product compliance. Coordinated the development of inbound and outbound interfaces with other vendor systems specializing in managed care, billing, state reporting, and medical records data assessment. Supervised five Application Specialists.



Systems Analyst II

Long Beach Memorial Medical Center

Feb 1991 - Feb 1992 (1 year 1 month)

Developed test plan methodology for financial software applications. Assisted users with the implementation of a new patient accounting financial system. Maintained and supported all interfaces with accounts receivable and bad debt collection agencies. Developed reporting mechanisms that provided contract reimbursement data to financial directors through which managed care contracts could be analyzed for efficiency and re-negotiation.



Patient Accounting Applications Mgr

Professional Healthcare Services

Aug 1990 - Feb 1991 (7 months)

Organized a user group committee and lead user group meetings. Coordinated the testing of all patient accounting software and developed test plan documentation for the quality control staff. Controlled the maintenance, development, and testing of the patient accounting software package. Supervised three Application Specialists



A/R Application Specialist Manager

Dell Technologies

Oct 1985 - Aug 1990 (4 years 11 months)

Provided technical and application level support to A/R system users with problem resolution and system enhancement specifications. Developed methodology for the implementation of new software applications including the preparation of system documentation, training material, and special release bulletins. Demonstrated leadership in the development and execution of training programs. Maintained the integrity, detail, and functionality of the patient accounting and A/R collection systems through quality control management. Managed two Application Support Representatives.



Financial Counselor

Tarzana Regional Medical Center

Oct 1984 - Oct 1985 (1 year 1 month)

Managed the submission and follow up of group insurance claims for two hospitals through a central business office. Coordinated communication with various departments throughout the hospital in the maintenance and circulation of patient accounts. Assisted with Medicare and Medi-Cal billing and R/A payment tracking. Utilized patient accounting, billing, and A/R collection systems to maintain online patient account information.

Education



Loyola Marymount University

MBA, Finance

1985 - 1988



Loyola Marymount University

BBA, Business Management

1979 - 1983



Louisville High School

High School, General

1975 - 1979

Skills

Epic Systems • Healthcare Information Technology • Ambulatory • Revenue Cycle • HL7 • Software Documentation • Software Implementation • Healthcare • Hotel Management • Bookkeeping



PROS COMMITTEE APPLICATION FORM

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For more information about the PROS Committee, please refer to the [CCSD website](#). The Political Reform Act (Government Code Section 82000, etc. Seq.) requires most state and local government officials and employees to publicly disclose their personal assets and income. Individuals must also disqualify themselves from participating in decisions which may affect their personal financial interests. PROS Standing Committee members are required by law to file a [Statement of Economic Interest form](#).

Name: Jeff Wilson

Home Address [REDACTED]

City: Cambria

State: CA

Zip Code: 93428

Email [REDACTED]

Home Telephone: N/A

Cell Telephone [REDACTED]

Are you a registered voter in Cambria? Yes

I have been a registered voter at the address listed above since: October, 2017

If less than 6 months, what is the address and date of your last voter registration?

BACKGROUND (RELATED EXPERIENCE, SKILLS OR QUALIFICATIONS)

45 years of high level corporate business experience at multi-billion and multi million dollar public and private companies:
-skilled at financial analysis, strategic planning, sales/marketing, understanding and setting priorities, and communicating pros/cons of multiple opportunities for informed decisionmaking.

10 years of various leadership roles in 501(c)3 non profit organizations:
-understand the unique needs and differences compared to for profit companies and how to manage within the less financially driven, more socially and environmentally focused, cultures of these organizations.

Current Board of Director at Greenspace - The Cambria Land Trust:
-Commitment to ensuring our open spaces are utilized in an environmentally safe and secure manner, while promoting community benefit and enjoyment for the long term.

Masters of Business Administration, Marketing and Strategic Planning, The Marshall School, University of Southern California
Bachelor of Arts, Environmental Studies, University of California Santa Barbara

Sincere desire to contribute to the PROS mission and objectives, to support and help nurture its new status as a CCSD Board Committee, and most of all help make fact based, informed, intelligent decisions about the many parks, recreation and open space opportunities ahead for the benefit of our entire community.

Thank you for the opportunity to apply and for your consideration.

Signature: Jeff Wilson

Date: October 4, 2023

JEFF WILSON[linkedin.com/in/jeffcwilson](https://www.linkedin.com/in/jeffcwilson)**SUMMARY**

Accomplished, innovative **SUSTAINABILITY EXECUTIVE** with demonstrated record of achievement in multiple roles, including marketing, business development and sales. Strong knowledge of materials, chemicals, processes, and technology in the apparel, footwear and home/hospitality industries. Effective builder and leader of collaborative, cross-functional teams that generate revenue, improve operating efficiencies and foster innovation. Deep experience in building business plans, managing budgets with P&L responsibility, and leading diverse teams to generate successful financial, operational and client service results. Management skills include:

- Strategic Planning
- Standards & Certification
- Supply Networks
- Financial Plans and Budgets
- Cost Reductions
- Supplier Negotiations
- Team Building
- Employee Development
- Collaboration

PROFESSIONAL EXPERIENCE**NSF INTERNATIONAL, ANN ARBOR, MI – REMOTE FROM CALIFORNIA****SR. BUSINESS DEVELOPMENT MANAGER – SUSTAINABILITY 2017-Present**

Led team of 5 Business Development Managers in the \$5 million Sustainability Division responsible for marketing and selling a portfolio of roughly 20 services in both Certification and Consulting units to global companies in multiple industries, generating \$2.4 million in new sales in 2020. Led planning and establishment of new Textile Business Unit in 2019. Established ZDHC MRSL Level 1 Conformance Certification services as a new service. Demonstrated strong relationships and interactions with industry brands and suppliers in marketing and selling of NSF textile services as a new entrant into the global marketplace.

TEXTILE EXCHANGE, LAMESA, TX – REMOTE FROM CALIFORNIA**DIRECTOR – BUSINESS VALUE STRATEGY & DEVELOPMENT 20014-2017**

Responsible for: relationship management with 200 members and driving membership growth; establishment and development of TE's content delivery resource, the Learning Center; creation and development of TE's Supply Network core platform. Integral member of Senior team that formulated TE's new core Fiber & Materials, Integrity & Standards, and Supply Network go-to-market strategy in 2014-15. Key strategic relationship manager with the SAC, OIA, Cradle2Cradle, BCI, Organic Fiber Council, Sustainable Furnishings Council, among other industry organizations.

- In 2014, 2015 and 2016 achieved highest levels of membership revenue since 2007.
- Conceived and produced 4 global workshops, 6 webinars, and 4 seminars in 2015 in Learning Center.
- Generated \$575,000 sponsorship dollars combined for TE 2014, 2015 and 2016 annual conferences.
- Formulated new membership structure for large global conglomerates with multiple brands, generating \$100,000 in membership fee revenue.
- Sold and managed \$100,000 fiber/materials consulting project in 2015 with global conglomerate.

QUIKSILVER, INC., HUNTINGTON BEACH, CA

VICE PRESIDENT – SUSTAINABILITY

2007-2013

Led global team of 7 in developing, implementing and measuring sustainability initiatives across the product value network, from raw materials through to end of life for \$2 billion apparel, footwear and accessory firm. Recognized as leading Sustainability program in action sports industry.

- Led global boardshort product conversion to recycled polyester on 1 million units.
- Led global snow outerwear conversion to recycled polyester on 140,000 units.
- Worked with Logistics to move 50% of DC Shoes drayage trucking to LNG tractors.
- Collaborated with IT to program copiers to double-side print, saving 1 million sheets annually.
- Led the development of video conferencing, reducing \$4M travel expense by 15%.
- Implemented office waste separation system, reducing annual waste-to-landfill by 8 tons.
- Coordinated with Retail Facilities conversion of 100+ stores to CFL and LED lighting.
- Led conversion of all office copier paper to 30% post-consumer recycled content, with 70% FSC.
- Active member of SAC and OIA developing Higg Index Chemicals Management Module.

DIRECTOR – TRAVEL

1999-2013

- Established and managed internal corporate travel program to drive cost savings and improved service. Responsible for \$6 million in annual travel spend, including annual plans and budgets and quarterly reporting.
- Created and built online surf and snow travel business unit, quiksilvertravel.com. Grew to \$2 million in five years. Negotiated and managed all travel supplier agreements and relationships. Sold product direct to traveling customers. Created annual business and marketing plans, and budgeting and P&L reporting.
- Built and managed network of 25 Quiksilver and Roxy instructional surf camps in North and South America serving approximately 15,000 youth and adults annually. Negotiated agreements and managed relationships with 20 third party surf camp suppliers.

ADDITIONAL RELEVANT EXPERIENCE

DELTA AIR LINES, ATLANTA, GA – Regional Marketing Manager, Northeast USA

- Responsible for sales and marketing in \$2 billion territory with 23 sales offices and 155 staff post-acquisition of Pan American World Airways' Transatlantic network, requiring substantial management and leadership skills.

EDUCATION

University of Southern California, Los Angeles, CA – MBA, Marketing and Strategic Planning

University of California Santa Barbara, Santa Barbara, CA – BA, Environmental Studies

ORGANIZATIONS AND AFFILIATIONS

Board of Directors, Earth's Oceans Foundation	2016-2017
Board of Directors, Surf Industry Manufacturers Association "Humanitarian Fund"	2009-2014
Member, Climate Action Corps/SWG, Outdoor Industry Association	2011-2021
Steering Committee, OIA Chemicals Management Working Group	2011-2017
Steering Committee, SAC Chemicals MSI Working Group	2015-2017
Member, Chief Sustainability Officer Roundtable, Cleantech OC	2011-2013
Board of Directors, The Quiksilver Foundation	2009-2013

TO: Board of Directors

AGENDA NO. **4.E.**

FROM: Matthew McElhenie, General Manager

Meeting Date: October 12, 2023

Subject: Discussion and Consideration to Direct Staff to Advertise for an Open Position on the Finance Committee

RECOMMENDATIONS:

It is recommended that the Board of Directors discuss and consider directing staff to advertise an open position on the Finance Committee.

FISCAL IMPACT:

There are minimal costs associated with this action, which would include staff time and advertising expenses. The Tribune's publication cost is \$250 per ad.

DISCUSSION:

Aimee Wyatt resigned from the Finance Committee on September 18, 2023. In accordance with the Cambria Community Services District (CCSD) Standing Committee Bylaws, Section 2.3, staff recommends that the Board of Directors direct staff to advertise to solicit candidates to fill the vacant position. This vacancy will be advertised on the CCSD website, and posted on all CCSD public information bulletin boards. The Board of Directors may also advertise for at least two weeks in the local newspaper. The attached application may be submitted to the CCSD administration office, placed in the CCSD drop boxes, mailed to CCSD, or emailed to Haley Dodson. The selected candidate will serve until February, 2025. The Standing Committee Bylaws are attached for the Board's reference.

It is recommended that the Board of Directors direct staff to advertise to solicit candidates to fill the vacant position on the Finance Committee.

Attachments: CCSD Standing Committee Bylaws
Finance Committee Application



Cambria Community Services District Standing Committee Bylaws

1. SCOPE OF RESPONSIBILITY

1.1. Standing Committees are advisory to the Board of Directors. The committees shall gather information, explore alternatives, examine implications, and offer options for review and deliberation by the Board of Directors. Committee members are expected to stay current on the issues under discussion by the Board of Directors.

1.2 Each Standing Committee shall consider only District-related issues approved and assigned to it by the Board of Directors, or issues within the purview of each Committee as defined in "Standing Committee Statements of Purpose and Responsibilities" below.

1.3 Apart from their normal function as part of an advisory resource, committees and the individual members have no authority and may not verbally or by action represent the committee or the CCSD in any policy, act or expenditure.

1.4 The committee and its members shall maintain collaborative working relationships with the public, other Standing Committees and the CCSD Board of Directors.

1.5 Any Standing Committee, or its ad hoc subcommittees, may meet with staff and/or District consultants but shall not interfere with their operational duties, as determined by the General Manager. Any information requests to staff will be specific in nature and relate to the business of the committee.

1.6 Standing Committee Statements of Purpose and Responsibilities

1.6.1 The Finance Committee shall:

- (a) Provide review for transparent budget processes and financial management that promote fiscal stability and instill public trust;
- (b) Support and work directly with the CCSD General Manager and Administrative Department Manager-Finance Manager in enhancing financial integrity and monetary discipline;
- (c) Discuss and receive public input during committee meetings and advise the Board of Directors on financial matters;
- (d) Provide financial review, assessment, and recommendation to CCSD Board of Directors regarding potential funding sources available to the District from private, public, County, State or federal entities;
- (e) Support other standing committees' fiscal review needs.

1.6.2 The Resources and Infrastructure Committee shall:

- (a) Assess existing resources and gather information regarding infrastructure and resource needs of the community;
- (b) Support and work directly with the CCSD General Manager, District Engineer and/or Utilities Manager in identifying/defining plans to meet the infrastructure needs of the community, working within the bounds of current and potential resources and priorities of the District;
- (c) Provide recommendations to the Board of Directors regarding actions to meet the community's infrastructure needs
- (d) Support other standing committees' resource and infrastructure review needs.

1.6.3 The Policy Committee shall:

- (a) Review existing operational and governance policies that the Board has identified as requiring assessment, update, or organization for consistency with other existing policies; Identify potential areas of policy needs not currently addressed in the CCSD Policy Handbook and develop needs assessments regarding impact due to lack of policy and immediacy of need. The Committee Chair shall provide the needs assessments to the Board members for consideration. If the Board determines that a policy is required, the Board shall proceed according to the existing Policy No. 1000 (“Adoption/Amendment of Policies”) and (for policies to be included in the District Policy Handbook) the “Policy Handbook Checklist” adopted on November 10, 2022;
- (b) Support other standing committees’ policy review needs.

1.6.4 The Parks, Recreation and Open Space Committee shall:

- (a) Assess existing resources and gather information regarding the parks, open space and recreational needs of the community.
- (b) Establish collaborative working relationships with relevant public and private organizations.
- (c) Support and work directly with the CCSD General Manager and Facilities & Resources Manager to create plans for meeting the needs of the community within the bounds of current and potential resources.
- (d) Recommend plans of action to the Board regarding meeting the community needs for parks, recreation and open space.
- (e) Facilitate communication with the residents of Cambria both to update community priorities for parks, recreation and open space, and to obtain community support for planned actions.

2. COMMITTEE MEMBERS

2.1 The Committee shall consist of five volunteer members from the community and one CCSD Board Director to act as chairperson.

2.2 Each Committee member must live and be registered to vote within the CCSD boundaries.

2.3 Method of appointment:

- (a) The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board.
- (b) Volunteer committee members shall serve two-year terms. Such terms shall begin in February of odd numbered years.
- (c) At the end of a term of office a committee member wishing to continue for another term shall fill out an application as specified in 2.3.(d) below and will be considered for appointment along with the other applicants.
- (d) Prior to the beginning of a term, or in the event of a vacancy during an unexpired term, the CCSD shall invite applications for committee membership. Such invitation shall be advertised for a minimum of two weeks in the local newspaper, on the CCSD website and at all Cambria CSD public information bulletin boards. Application forms may be obtained and submitted to the website or the Administrative Offices during normal business hours during the application period.
- (e) Any applications received per 2.3.(d) above shall be retained by the District and remain active for two years.
- (f) Committee members shall be appointed from the pool of applicants (see 2.3.(d) above) by recommendation of the Committee Chairperson and a majority vote of CCSD Board of Directors.
- (g) The Committee Chairperson shall be responsible for interviewing new applicants and determining their qualifications prior to making a recommendation to the CCSD Board of Directors.

2.4 Committee members shall attend all regular and special meetings of the Committee unless excused for emergencies or other good cause:

- (a) Good cause for absence includes circumstances of which the Chairperson of the Committee is notified prior to the meeting. Good cause also includes Board-authorized or Committee-authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of

another public agency in order to participate in an official capacity.

(b) A Committee member who is absent for good cause may notify the Chairperson by electronic transmission (e.g., email), telephone communication, or letter. The minutes shall indicate whether an absence was excused.

(c) A vacancy shall occur if a Committee member is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board of Directors.

- 2.5. Vacancies of unexpired terms of office of regular Committee members shall be filled by recommendation of the Committee Chairperson from the pool of applicants (see 2.3.(d) above) and appointment by the CCSD Board of Directors.

3. COMMITTEE OFFICERS

- 3.1. The Chairperson shall be chosen annually from members of the Board of Directors by majority vote of the Board
- 3.2. The Vice-Chairperson and Secretary shall be chosen annually by a majority of the Committee.
- 3.3. No member of the committee shall hold more than one office.
- 3.4. Chairperson duties:
- (a) Vote only in the event of a tie vote,
 - (b) Preside over meetings,
 - (c) Establish committee meeting agendas,
 - (d) Appoint appropriate ad hoc committees,
 - (e) Sign reports,
 - (f) Represent the Committee at regular CCSD Board meetings,
 - (g) Coordinate with CCSD staff input for agenda preparation for the monthly Committee meetings,
- 3.5. Vice Chairperson duties:
- (a) Perform the duties of the Chairperson in their absence,
 - (b) Act as liaison to another Standing Committee as determined by the Chairperson or a majority of the Committee.
- 3.6. Secretary duties:
- (a) Record the minutes of the meetings in action form, ensuring the accuracy of when, how and by whom the Committee's business was conducted.
 - (b) Submit the draft written minutes and recording to CCSD staff for the public record.
 - (c) Minutes should include at a minimum:
 - The date, time and location of the meeting,
 - A list of the Committee members present and absent,
 - A record of reports presented and by whom,
 - The text of motions adopted along with a count of yes and no votes and the committee members dissenting,
 - List of items considered for future agenda,
 - Time of meeting adjournment.

4. COMMITTEE MEMBER GUIDELINES

- 4.1. Members of the Committee and their activities are bound by all applicable provision of the Brown Act (Government Code Sections 54950, et seq.).
- 4.2. Members of the Committee shall not participate in discussion of, or vote on issues constituting conflicts of interest – “no public official shall make, participate in making, or in any attempt to use his official position to influence a governmental decision in which he/she knows or has reason to know he/she has a financial interest.” (Government Code Section 87100).
- 4.3. Members of the Committee are charged with protecting and upholding the public interest and exhibiting the highest level of ethics.
- 4.4. Committee members shall at all times conduct themselves with courtesy towards each other, to staff and to

members of the audience present at Committee meetings. Should a Committee member disrupt Committee meetings or participate in behavior contrary to the charges and responsibilities of the Committee, the Committee, by a majority vote, may recommend action to the CCSD Board.

5. AGENDA PROCEDURE

- 5.1. Members shall provide input on the agenda to the Chairperson.
- 5.2. The Chair shall develop the draft agenda with input from the Vice Chair and CCSD staff.
- 5.3. CCSD staff shall prepare the final agenda and attachments.
- 5.4. CCSD staff shall post agendas at the District Administrative Office and be distributed to all Committee members and to the agenda distribution list.

6. MEETINGS

- 6.1. The Committee shall meet within the jurisdictional boundaries of the CCSD, except as otherwise permitted by the Brown Act.
- 6.2. Information that is exchanged before meetings shall be distributed through the Confidential Administrative Assistant, and Committee members will receive all information being distributed as part of the meeting Agenda.
- 6.3. The Committee shall hold regular meetings as often as once a month and at least quarterly, on dates set annually by the Committee. The Committee may call special meetings as needed, with required 24-hour public notice.
- 6.4. A majority of all Committee members, including the Chairperson, shall constitute a quorum.
- 6.5. The business at regular meetings of the Committee, shall be conducted for no more than a two-hour period, unless extended by a four-fifths vote of the Committee. In the event there are remaining items on the agenda at the end of the two-hour period, the Committee may adjourn the meeting to a specific date and time in accordance with the provisions of Government Code Section 54955. The intent and purpose of this policy is to encourage a reasonable time period in which the Committee's business is discussed and to protect against fatigue in discussing and deciding important issues.
- 6.6. The CCSD General Manager may determine a staff liaison to the Committee if needed for the purpose of facilitating communication.

7. PARLIAMENTARY AUTHORITY

- 7.1. The rules contained in the current edition of *Rosenberg's Rules of Order* (and *Robert's Rules of Order* 12th Edition for matters on which Rosenberg is silent), shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order the Committee may adopt and statutes applicable to the Committee that do not authorize the provision of these laws to take precedence.

8. AMENDMENTS TO BYLAWS

- 8.1. These standing committee bylaws shall be reviewed annually at the first regular Board of Directors meeting in January after which the amendments may be considered for adoption by the Board.
- 8.2. The CCSD Board of Directors retains sole authority to amend these bylaws. Any amendments must be approved by a majority of the CCSD Board of Directors.



FINANCE STANDING COMMITTEE APPLICATION

Deadline: Open until filled

If you are interested in serving the community as a Finance Standing Committee member, please complete this application and return it to:

- CCSD Administration Office during regular business hours
- CCSD Administration drop boxes located at 1316 Tamsen Street, Suite 201, Cambria, CA 93428
- Mail to CCSD, Attention: Haley Dodson, PO Box 65 Cambria, CA 93428
- Haley Dodson at hdodson@cambriacsd.org

For more information about the Finance Standing Committee, please refer to the [CCSD website](#). The Political Reform Act (Government Code Section 82000, etc. Seq.) requires most state and local government officials and employees to publicly disclose their personal assets and income. Individuals must also disqualify themselves from participating in decisions which may affect their personal financial interests. Finance Standing Committee members are required by law to file a [Statement of Economic Interest form](#).

Name:

Home Address:

City:

State:

Zip Code:

Email:

Home Telephone:

Cell Telephone:

Are you a registered voter in Cambria?

I have been a registered voter at the address listed above since:

If less than six months, what is your last voter registration address and date?

BACKGROUND (RELATED EXPERIENCE, SKILLS, OR QUALIFICATIONS)

Signature:

Date:

**Report to CCSD Board of Directors on Regular Meeting of Finance Standing Committee,
Tuesday, September 26, 2023, 10 a.m.**

1. OPENING

A. CALL TO ORDER

Chairman Tom Gray called the meeting to order at 10 a.m.

B. ESTABLISH A QUORUM

A quorum was established.

Committee members present: Chairman

Tom Gray, Cheryl McDowell, David Pierson, Karen Chrisman and Scott McCann. A vacancy exists due to the resignation of Aimee Wyatt (see Chairman's Report)

Staff present: Matthew McElhenie, General Manager, Haley Dodson, Confidential Administrative Assistant, and Denise Fritz, Administrative Department Manager.

C. ELECTION OF VICE CHAIR

The committee elected a vice chair to replace the late Cindy Steidel. Ms. McDowell nominated Mr. Pierson. Mr. Pierson's nomination was approved by unanimous consent.

D. CHAIRMAN'S REPORT

Chairman Gray notified the Committee that Member Aimee Wyatt has resigned. He noted that this opens up a vacancy that will be filled through the process of advertising of the position by the CCSD Board of Directors at its October 14 meeting, followed the Board's selection of the new Committee member at its November 9 meeting.

Mr. Gray also noted the upcoming joint meeting between the Finance and Resources & Infrastructure committees, to be held. This topic was discussed further in this meeting as Regular Business Item 4D

E. COMMITTEE MEMBER COMMUNICATIONS

Mr. Pierson reported that his ad hoc subcommittee on potential revenue enhancement should be able to submit its report at the next regular Committee meeting on October 24.

2. PUBLIC COMMENT

Public comment from attendees: None

Written public comments were received from Linda Prentiss (2), Elizabeth Simonds and Aleta Francis. Mr. Gray read the comments from Elizabeth Simonds and Linda Prentiss, but declined to read the much longer comment from Aleta Francis (which had been read earlier at a CCSD Board meeting). He noted that none of the comments were on topics "within the jurisdiction" of the Finance Committee, and thus did not meet the threshold for appropriate comment. He said that he would not be reading such non-germane comments at future Committee meetings.

3. CONSENT AGENDA

A. Consideration to Approve July 31, 2023, Special Meeting Minutes

Mr. Pierson moved to approve the minutes.

Mr. McCann seconded.

Motion passed 4-0.

4. REGULAR BUSINESS

A. Discussion and consideration to approve the Budget Policy revisions and approve recommendations to the CCSD Board of Directors.

The Committee received the report and recommendations from the ad hoc subcommittee on Budget Policy revisions, consisting of Mr. Pierson, Ms. McDowell and Ms. Chrisman. Substantive revisions were recommended in two areas – allocation of administrative costs and allocation of property tax revenue.

In the allocation of administrative costs, the subcommittee recommended replacing the current methodology of multiple criteria with a system based on each department's share of overall CCSD expenses. Two alternative versions of this system were offered. One excludes both capital expenditures and allocated administrative expenses from the calculations. The other excludes only allocated administrative expenses.

Compared to the current system, both proposed methodologies would increase administrative allocations from Fire, Facilities & Resources (including PROS) and Wastewater, while decreasing allocations from Water, WRF Operations and WRF capital.

In allocation of property taxes, the subcommittee recommended making the current allocations permanent, with PROS incorporated onto F&R. The allocations would be 70.67% for Fire and 28.4% for F&R/PROS.

(Details of the proposed changes, along with a table of allocations under the current methodology, can be seen on pp. 13-15 of the Agenda packet).

Public Comment:

Laura Swartz spoke; no written comment was submitted.

In discussion of the proposed policy changes, Committee members focused mainly on the potential impact of the new methodologies on departmental budgets and how these impacts might be lessened. They also discussed the question of whether capital expenditures should be excluded, since capital spending often involves considerable administrative activity.

At the conclusion of discussion, the Committee consensus was that further efforts should be made to identify spending now classified as administrative (e.g. legal costs) and to determine how much of it could be shifted to specific departments and not included in allocated amounts. This Item will return to the Committee at its October 224 meeting.

B. Discussion regarding CIP list review format.

Ms. Fritz presented the Committee with a revised format for reporting of current, to-date and projected future spending for items on the Capital Improvement Program (CIP) list. One purpose of the new formatting is to give a clearer presentation of the progress made to date on multi-year projects.

The new format, along with an update of priority listing for CIP projects, will be discussed further at a special joint meeting of the Finance and Resources & Infrastructure committees on October 17.

The Committee received Ms. Fritz report.

C. Discussion to update ad hoc committee assignments.

The death of Cindy Steidel had created openings on two of the three current ad hoc subcommittees. Appointments were made by Mr. Gray as follows:

Review of Reserve Policy: Scott McCann appointed, joining current members David Pierson and Karen Chrisman.

Potential General Fund Revenue Enhancement: Scott McCann appointed, joining current member David Pierson.

D. Discussion and consideration to choose dates to schedule a Joint Finance Committee and Resources & Infrastructure Committee Special Meeting in October 2023.

The Committee members were canvassed regarding their availability on suggested dates in October. The consensus of the Committee was that October 17 would be most suitable.

5. FUTURE AGENDA ITEMS

The following items were tentatively scheduled for the next regular meeting on October 24:

Report of Revenue Enhancement Ad Hoc Subcommittee
 Updated report of Budget Policy Ad Hoc Subcommittee
 Appointment of new Committee Secretary
 Update of Investment Policy

6. ADJOURNMENT

Mr. Gray adjourned the meeting at 11:29 a.m.

Respectfully submitted by,

Tom Gray
 Chair, Finance Standing Committee

To: CCSD Board of Directors

From: Debra Scott, Chair, Policy Committee

Re: Regular Meeting, Thursday, September 28, 2023

The Policy Committee Meeting was called to order at 3:00 pm at the Cambria Veterans Hall by the Chairperson.

A quorum was established by the attendance of Committee Members: Gordon Heinrichs, Vice Chair, Donn Howell, Secretary, Ted Key, and Claudia Harmon-Worthen, committee members. Committee member, James Townsend, was an excused absence after informing the chair of his schedule conflict. Staff present was Haley Dodson, Confidential Administrative Assistant and Matthew McElhenie, General Manager.

There were no public members attending.

CHAIRMAN'S REPORT: Chairperson Scott gave a short report, addressing some of the recent issues the Board has been addressing. She encouraged the members to read the General Manager's bimonthly letters to be informed of the current issues related to the work of the CCSD Board. Upcoming agenda items for the Board are listed in the GM's letters for public information.

She followed up on questions that had been asked at the previous Policy Meeting by the members. She read a response from Director Tom Gray about the Reserve Policy which is moving forward with an Ad Hoc subcommittee which will present its report to the Finance Committee at the end of October. The Finance Committee will then make recommendations to the Board regarding the proposed policy. Director Gray stated that the Purchasing Policy has never been assigned to the Finance Committee so the Chairs of Finance and Policy will review where this in the near future. The second question was related to evacuation planning. President Dean responded to the inquiry, stating that the CCSD is waiting for Zone Haven to be completed, which is now ready for implementation planning. She and Director Gray have been working on an alternate evacuation route through Harmony Ranch Road. There has been progress on this issue. Further questions from the Policy Committee were related to climate change. President Dean stated that the R&I Committee Ad Hoc Committee gave their final report at their last meeting. The CCSD applied for a grant to hire a consultant but did not pass the second round of review. Another grant will be available in 2024 and CCSD will again apply for this grant. The CCSD has been informed that we need an actual Climate Adaptation and Resiliency Plan in place to increase our chances for grant awards.

PUBLIC COMMENT: GM McElhenie was available throughout the meeting to clarify issues and answer any questions by the committee members. He described the progress of relocating the EV charging stations.

The Chair read a written Public Comment from Aleta Francis into the record relating to the Community Park Plan, Resolution 54-2009.

CONSENT AGENDA: The August 24, 2023 Regular Meeting Minutes were approved as written. The Chair complimented Secretary Howell on his comprehensive and well written minutes.

REGULAR BUSINESS:

4.A Review and Discussion of CCSD Policy Title: Adoption/Amendment of Policies, Policy Number: 1000

The Committee agreed that this CCSD policy is succinct and should remain in the District Policy Handbook.

4.B. REVIEW AND DISCUSSION OF CSDA Policy 1045: Legal Counsel and Auditor

The Committee reviewed this policy and made some minor edits, such as changing the title of the Chief Financial Officer to Administrative Department Manager, including some grammatical changes. The committee voted to approve the policy as edited and to forward it to the Board recommending that this CSDA policy be included in the CCSD Policy Handbook.

4.C. REVIEW AND CONSIDERATION OF CSDA Policy 1050: Overview of the General Manager's Role

The Committee discussed this policy at length, some members stating that there is some question of whether or not this policy is needed since there is a position description on the CCSD website and the GM has an Employment Contract that also specifies the GM's role. Some members stated that this policy is too specific and some stated that it was too general. After much discussion, it was voted to continue this agenda item to the November 2, 2023, Policy Committee meeting and provide the GM's position description and his Employment Contract to compare to CSDA Policy 1050. Further discussion will then ensue for consideration.

4.D. REVIEW AND DISCUSSION OF CSDA POLICY 1055: Legislative Advocacy Policy

The Committee discussed the contents of this policy, considering whether this policy was needed for the CCSD. There were some questions related to the District hiring a legislative advocate or lobbyist and what that process would entail. After discussion, the Committee voted that most of the contents of this policy did not apply to our District and voted to recommend to the Board that this policy should not be part of the CCSD Policy Handbook. Furthermore, the Committee requested that more information be gathered about how the Board would go about hiring legislative advocacy services should they be needed in the future.

4.E. REVIEW AND CONSIDERATION DISCUSSION OF CCSD POLICY 1056: New Policy Creation Policy

The Chair explained to the Committee members that the wording of this policy matches exactly the CCSD Policy 1000. The Board approved Policy B-02-2018 on August 23, 2018 which was added to the Policy Handbook at that time. Because this Policy B-02-2018 mirrors Policy 1000, the Committee voted to suggest to the Board that Policy 1056 be deleted from the CCSD Policy Handbook because it is redundant of Policy 1000 and that Policy B-02-2018 be relabeled CCSD Policy 1000.

4.F. REVIEW AND DISCUSSION OF DRAFT CCSD POLICY 1040.2: Response to Correspondence to the Board

This policy has gone through several revisions, some of which have been considered by the Board. That last time the Board considered this policy, it was referred again to the Policy Committee for further revision. This Draft of Policy 1040.2 has gone through what the Committee believes to be its best revisions to date. The Committee voted to forward the *Draft Response to Correspondence* policy to the Board for reconsideration.

5. FUTURE AGENDA ITEMS

The committee verbalized some future agenda items to be considered. They included:

1. Follow up on the Purchasing policy after the Chair has a discussion with Director Gray
2. Legislative Advocacy Policy—do we need one
3. Overview of the GM Position Description, Employment Contract, and the possibility of having a policy covering the GM role
4. As has been established as the role of the Policy Committee, Section 2000 ADMINISTRATION is the next Section in the CCSD Policy Handbook for us to tackle. The only policy in this section that has not been considered by the Policy Committee is the Purchasing Policy, Policy 2135. More discussion will give guidance to us as to whether we will consider this policy.
5. Scheduling of Policy Committee Meetings, times and dates.

The Policy Committee Meeting was adjourned at 4:49 p.m.

Resources & Infrastructure Report for October 12, 2023 CCSD Meeting

The Standing Committee on Resources & Infrastructure met on September 11, 2023 at the Cambria Veterans Hall, in person and via Zoom. The meeting was called to order at 2:00 PM. Committee members present were Chairperson Karen Dean, Jim Webb, Juli Amodei, Mark Meeks, and Steven Siebuhr. Committee Secretary Derrick Williams was absent. Staff present were General Manager Matthew McElhenie, Confidential Administrative Assistant Haley Dodson, Utilities Manager District Engineer Ray Dienzo, and Program Analyst Tristan Reaper. Members of the public attending in person were Chris Siebuhr and Allan Dean.

There was no Chairperson report or Committee Member communications.

Utilities Manager/District Engineer Ray Dienzo announced that this was his last R&I Committee meeting, and that Water Department Supervisor James Green will be taking over the position of Utilities Manager. Mr Green and Mr Reaper will be involved with the R&I Committee going forward. Mr Dienzo highlighted a few things from his Engineering Project Report. The Cambria Skatepark Project is undergoing the discretionary review process. The County requested that the project go before the NCAC, and the planner will do that presentation. The Community Park Restroom is also undergoing the permit review process. A question was asked if there was both potable and non-potable water available at the site for the restroom, Mr Dienzo indicated in the affirmative. The Zero Liquid Discharge Pilot Project is waiting for Bureau of Reclamation Approval and is anticipated for October.

The Committee Chair read written public comment from Aleta Francis and Linda Prentice.

The minutes from the August 14, 2023 Resources & Infrastructure meeting were reviewed, there were no changes or corrections. Motion to approve was made by Committee Member Webb, seconded by Committee Member Amodei. Motion passed with 4 ayes, with Committee Member Williams absent.

A review and discussion on the AdHoc Committee on Brine Waste Disposal Options took place next. Committee Member Webb summarized the past brine waste options that had been considered, and several other options such as the San Simeon Outfall, the possible combined needs of both San Simeon and Cambria, sub surface discharge through the flag lot pipeline or deep well injection, possibly repurposing the evaporation pond, and the current plan to truck the brine waste to South County Sanitation District for their outfall. Committee Member Siebuhr stated these were all possibilities but may not all be viable. Committee Member Meeks asked about modification of the brine evaporation pond, and Mr Dienzo stated that we cannot use the pond at all due to the past Cease and Desist order, and that we in fact have to pump rainwater out of it. It is still premature to make predictions regarding the Zero Liquid Discharge option. Public comment via Zoom was received from Tina Dickason, who talked about the Flag Lot and her communications with the agencies, and she will forward her communication with the State Lands Commission regarding that area to the AdHoc Committee. Crosby Swartz also spoke via Zoom and discussed the brine evaporation pond repurposing option. After further discussion, Committee Member Webb made a motion for the AdHoc to continue researching options and wait for the results of the Zero Liquid Discharge Project and the Flag Lot documents. Motion

was seconded by Committee Member Siebuhr. Motion passed with 4 ayes, with Committee Member Williams absent.

Program Analyst Tristan Reaper presented a recommendation for approval of an agreement for consultant services with Miller Drilling Company for repair and upgrade to the San Simeon Well 3 pump. Options discussed were to either replace the pump with a new submersible pump or rebuild and reinstall the existing 1985 pump, which had been already rebuilt previously about ten years ago. Committee Member Meeks asked about the well casing, Mr Reaper indicated that the well casing would be video inspected as well at the time the pump repair or replacement is being done. Committee Member Siebuhr requested specifics on the brand of pump being recommended, and the cost to upgrade the motor and electrical. Committee Member Amodei wanted to know what the life expectancy would be of a new pump, and Committee Member Meeks requested information on what is actually included in this estimate and what exclusions there may be. Questions were also asked on whether there had been other bids. The Committee requested that this proposal be brought back to our next Resources & Infrastructure Meeting with more detail.

It is anticipated that the AdHoc Committee on Long Term Water Supply and Storage will be presenting their report for discussion at the next R&I meeting. Ms Dickason commented that she has a lot of information on the Warren Reservoir option available for the Adhoc Committee to research. There were no other future agenda items suggested.

The meeting was adjourned at 2:53 PM

Respectfully submitted,
Karen Dean, Board President and R&I Committee Chair

Friends of the Fiscalini Ranch Preserve September 12th, 2023 Board Meeting summary

The meeting was called to order by Chair John Nixon at 4:00 PM. In attendance via Zoom were Chair Nixon, Vice Chair Tom Loganbill, Executive Director Kitty Connolly, Assistant Executive Director Barbara Beuche, Secretary Mark Larsen, Treasurer Mary Maher, Board members Joyce Renshaw, Bob Detweiler, Ellie Etter, Barbara Bronson Gray, Jose Luis Sanchez, CFA representative Kerry Cox, CCSD Board President Karen Dean, CCSD Board Director Michael Thomas, and CCSD Board Director and liaison Harry Farmer.

The minutes of the August 8th FFRP Board meeting were unanimously approved. There was no public comment.

The first order of business was a presentation from Cambrians for Aquatics. Chair Nixon remarked that this was not an action Item but meant for information purposes only. He reminded all regarding this subject of the importance honoring the integrity of the Conservation Easement and maintaining the EIR, and that the Ranch Management Plan is silent on the East Ranch Community Park.

Barbara Bronson Gray, for many years the major representative of CYA, thanked the Board for the opportunity to make the presentation, and to have the willingness to listen.

CFA member Kerry Cox provided the presentation on screen share which lasted roughly 20 minutes. He began by stating the Community Swim Center would be for all residents of Cambria, and for the health, fitness and well being of everyone. The facility would be indoors, with two year round, multi use heated pools: a 25 yard, 4 lane lap pool, and a warming pool. Showers and dressing rooms would be available. The project would be roughly 13,000 square feet, about 1/3 of an acre, located to the right of the parking lot out of the flood plain. He stated involvement with the County Planning Department, the building of the project and its ultimate maintenance, would be fully funded by CFA, and that ground would not be broken until all capital funding had taken place. He added CFA had about 500 members, and the Swim Center had already been endorsed by the Cambria Chamber of Commerce, the Lions Club, and the Cambria Health Care District. When asked about status and fund raising, Mr Cox stated CFA was a County based, non profit tax exempt 501(c)(3). When asked how much funding the organization had at this time, Barbara Gray said currently CFA had \$30,000 in the bank, but did not feel it was ethical to be seeking monies at this time, nor would it be possible to provide an approximate cost to build the facility.

Once the presentation had ended, Chair Nixon began by stating he had nothing to say at this time, and would remain neutral. Vice Chair Loganbill supported the idea of the pool, especially due to a family history of health issues. Jose Luis Sanchez was also in favor, stating he had just had hip replacement surgery and would welcome the opportunity to have this type of therapy available. Bob Detweiler reminded all it was not FFRP's role to endorse the project.

Executive Director Kitty Connolly then provided her report. The FFRP entry in the Pinedorado Parade was, as in 2022, a rousing success, very lively and creative, with roughly two dozen participants. Once again a trophy was awarded. The number of visitors to the Ranch continues to increase, with the "trail counters" noting almost 250,000 folks have been counted on the two lower trails in the past 11 months. Also this year two Boardwalk dedications totaling \$8,000

have been received. Unfortunately, it appears the expense for the Boardwalk (connecting the emergency road/walking bike riding path with the Bluff Trail) will be more expensive than anticipated, with additional funding being sought from the County as a result. The SLO County Planning and Building Department continues to review the application for the construction permit. Kitty also said she'd been contacted by a Cal Poly student who is looking for a senior project for her construction management major, and that she may be considered in helping out with Boardwalk planning. Kitty then noted, with so many changes happening or planned for the Ranch, especially the East Ranch recreational activities, that everyone review key provisions of the Conservation Easement agreement between the CCSD and FFRP. As for the FFRP nursery seriously damaged in the storms of early this year, and presently the CCSD Facilities Yard being unavailable, other options are being considered. At this point SLO County does not have any land available. Rancho Marino is willing to host the nursery but access is a bit awkward. Also a possibility are Camp Ocean Pines and the SLO Land Conservancy. Kitty also informed everyone that former CCSD Facilities and Resources Supervisor Carlos Mendoza, who served Cambria for over two decades, was to be given a Proclamation at the September 21st CCSD Board meeting. She encouraged FFRP Board members to attend and express their appreciation for Carlos, especially for the work he and his crew did on the Ranch. Kitty also reported on a recent dog attack on a bicyclist on the Forest Loop trail. CCSD liaison Farmer provided additional information, having seen the victim, a friend of his, roughly 10 minutes after the incident while still on the Ranch. The animal, while on leash, was unable to be controlled by the owner, who refused to provide her identification, though she offered to let the victim take the dog to follow up on proof of vaccination for rabies.

Finally, FFRP is again serving as the Cambria coordinator for Coastal Cleanup Day on Saturday, September 23rd. Rusty Burns is heading up the program in conjunction with ECOSLO. Tom Loganbill then remarked as to how clean the Ranch is, with rarely any trash being observed.

John Nixon presented his Chairperson's Report. He stated it is a priority to clearly define the relationship between FFRP and the CCSD. Both new General Manager Matt McElhenie and recently hired Facilities and Resources Supervisor David Aguirre desire good communication with FFRP, and this is taking place. Mr Nixon also extended his gratitude and compliments to Michael Thomas for the ongoing weekly weeding and removal of invasive plants, resulting in new volunteers being attracted to working on the Ranch as well.

Chair Nixon then provided the Education Report in the absence of Education coordinator Sherryl Ebbs. Justin Gish, the Director/Teacher of Leffingwell High School, reported that all the variety of docent walks went extremely well this past school year. So far a Bluff walk is scheduled for November, and he will reconnect with FFRP in December to schedule the remainder of walks for the Winter and Spring semesters. He will also contact Brian Morgan to schedule volunteer days for the students to help remove ice plant.

Kacey Haas, a Santa Lucia middle school teacher, assisted in many a variety of student walks, as well as a field trip with ED Connolly focusing on the Life Cycle of the Pine Tree. The students also volunteered to work with Brian Morgan in removing ice plant. Ms Haas said she'd like to continue with more docent walks and volunteer work in the coming school year. Sherryl has also reached out to Cambria Grammar School to pursue docent walks for the teachers and young students.

Other Educational Activities on the horizon include 3rd graders from Fresno Elementary, as last year's students enjoyed the experience so much the new students taught by Jana Bacon are being scheduled as well for this October 25th. A new local home school group called Wild and Free led by teacher Audrey Causey have reached out, with a Bluff walk scheduled for October as well. Paseo Robles, Templeton and SLO home school groups are also being scheduled.

Finally, Sherryl thanked all the volunteers who provided and participated in the various walks and field trips in the recent school year, thanked Kitty and the Board for their support, and said the Educational Program is off to a good start for the new year.

Treasurer Mary Maher reported that overall financial performance is tracking for the 3rd quarter, though relative investments are down slightly due to fluctuations in the Market. She is currently working with accountant Lynne Singer on FFRP's tax return due in October, and will get back to the Board with an updated draft.

Outreach and Development representative Ellie Etter informed us of the progress on the annual Songs for the Season fundraiser in December. Catering has been arranged, and the auction is well under way. Jose Luis Sanchez, who is helping organize the auction, reported he sent out a spread sheet to inform all of the current status, including many bottles of wine, a dozen wine tasting events, 4 motel stays, and various gift certificates. He also announced that bidding would begin five days before the event itself scheduled for Saturday, December 2nd. Ellie again reminded the Board that more volunteers have made themselves available to work at the FFRP store on Main St, will a six person team available to cover Thursday through Saturday, with the possibility of Sunday volunteers as well.

ED Connolly reported on the recent PROS (Parks, Recreation and Open Space) meeting, beginning by saying discussion took place regarding a foot/bike path under Highway One connecting the East/West Ranch. Also reported was Skate Cambria received a large grant from the Cambria Tourism Board, with the hope expressed that the East Ranch could also receive some funding for potential recreational activities. Perhaps most important, the nature of PROS has been restructured, changing from a Commission to a Standing Committee, with CCSD Board Director Michael Thomas becoming Chair of the Committee, four of the Commissioners now becoming Committee members, and an application for the 5th member being posted by the CCSD.

Finally, and unfortunately, Tom Loganbill reported the Barbara Harootunian bench has been vandalized. Thankfully, all the other benches are fine.

Chair Nixon adjourned the meeting at 5:03 PM.

The next FFRP monthly meeting will be Tuesday, October 10th at 4PM via Zoom.

This summary written and submitted by CCSD Board Director and FFRP liaison Harry Farmer.

**LIAISON REPORT TO CCSO BOARD OF DIRECTORS ON THE SAN SIMEON
COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING ON September 7,
2023**

The special meeting was held in the Cambria Vet's Hall. Acting chair Tiwana called the meeting to order at 6:00 pm. Directors Tiwana, Diamond, Donahue, and Le were in attendance.

BUSINESS ACTION ITEMS:

6.A. Receive SSCSD staff and RGS update of Fiscal Year 2023-2024 budget.

The interim General Manager Faverty gave this report, describing the transition from GES to RGS and the difficulties in this transition. Director Diamond suggested that there needs to be a rate increase to cover the expenses that have been incurred during the transition, including legal fees. Director Donahue agreed with this suggestion. Gwen Kelles, former Director, gave public comment to say that she is in agreement with the proposed rate increase. GM Faverty suggested that a rate increase has been incorporated in the 23/24 Budget and was approved in 2019. Accepted unanimously.

6.B Adopt a Resolution approving a Professional Services Agreement for Operations Management Services with Fluid Resource Management

There will not be an overlap in services. Approved unanimously.

6.C. DISTRICT STAFF AND COMMITTEE REPORTS

A. STAFF REPORTS

i. District Superintendent's Report. A short verbal report was given.

ii. Interim General Manager's Report. GM Faverty gave this report and outlined some suggestions that need to be instituted soon. One recommendation was for an update to the District's website. Secondly, he stated that he has some concerns about how RGS is handling the District's business; he stated that there are problems with timely completion of documents and reports. The GM stated that there was a rate increase approved in 2019 but it is up to the Board to implement the increase.

Public Comment: There seemed to be support from the public for the rate increase of 2-3%.

iii. District Counsel's Report—nothing to report

Director Donahue stated that the Board has asked for monthly reports from counsel although she stated there was nothing to report.

6.D. NON-DISTRICT REPORTS—NO REPORTS GIVEN

6.E. CLOSED SESSION—Closed at 6:50.

6.F. RECONVENE AND REPORT OUT OF CLOSED SESSION--Board gave staff direction on 2 items. No time was given for reconvening the Closed Session.

6.G. BOARD COMMENTS: Director Diamond was asked to state whether or not there was anyone over the aged of 18 present with her during the last Board meeting during which she attended remotely. She stated there was no one at the site where she attended remotely.

The meeting was adjourned although there was not a time indicated on the record of the tape of the meeting. The total time that the meeting was recorded was 59 minutes, but this didn't include the Closed Session timeframe.

Submitted by Debra Scott, CCSD Director

NCAC Liaison Report from the September 20, 2023, NCAC Meeting

The NCAC held a meeting September 20 via Zoom. This report summarizes some of the more salient points discussed. For further detail, please visit the well-organized NCAC website at the links listed below:

- Agendas with written reports: <https://www.ncacslo.org/meeting-agendas>.
- Minutes: <https://www.ncacslo.org/minutes-of-meetings>.

In Public/ Council Comment:

- Stacy Korsgaden, a recently retired Farmers Insurance agent, discussed the current state of fire insurance in Cambria, explaining why insurance firms have become unable to do business profitably in California.
- NCAC gave Beautify Cambria the go-ahead to apply for a county grant for downtown sidewalk cleaning.

Regular Public Agency Reports:

- California Highway Patrol provided a written report,
- Public Safety: the Sheriff's Department provided a written report,
- SLO County Supervisor: Blake Fixler provided an oral report on behalf of Supervisor Gibson, covering many topics, including:
 - Repairs to Pine Knolls Drive, Public Works is soliciting bids.
 - Upcoming repairs to San Simeon Creek Road.
 - Regarding damage stairs at Lampton Cliffs County Park, recent FEMA site visit, in process of hiring a consultant, forecasting 2 years to completion.
 - Discussions about the Christmas Market, the permit granted last year was for 2 years.
 - Discussions about the homeless population.
 - Discussions about the need for pedestrian accommodation at numerous locations.
- CCSD: Michael Thomas provided a written report, and a brief oral summary. GM McElhenie described CCSD plans and actions in response to the urgent weed abatement challenge.
- CCHD: Cecilia Montalvo provided an oral report, including appreciation for CCHD financial health, considering many Health Care Districts in CA are bankrupt, labor agreement with ambulance staff, increasing calls, progress on the facility upgrades, and a recently developed Community Health Resource Guide.

Reports from Standing Committees and Special Interest Representatives:

- Hispanic Report: Lourdes Nilon provided an oral, discussing a potential health clinic on the site of the SR Church parking lot.
- **Land Use Committee:** Jeff Kwasny provided a written report. The focus of discussion was on the **Minor Use Permit Request by CCSD for the skate park and bathroom**, the Land Use Committee Recommendations, and on who should pay for costs associated with parking and sidewalk requirements.

The next NCAC Meeting will be October 18, at 6:00 PM via Zoom.

Respectfully submitted,
Michael Thomas, CCSD Board of Directors

Summary of the Cambria Forest Committee September 15, 2023 meeting

The meeting was called to order by Chairman Crosby Swartz at 10:07AM. Also in attendance were Secretary Christine Heinrichs, Treasurer Laura Swartz, Greenspace Executive Director Karin Argano, Friends of the Fiscalini Ranch Preserve Executive Director Kitty Connolly, Upper Salinas-Las Tablas Resource Conservation District Board member Delores Howard, US-LT RCD Program Manager Spencer Gordon, Rancho Marino Reserve Director Keith Seydel, local CA Native Plant Society representatives Neil Havlik and David Chipping, Cambria Parks Recreation and Open Space Committee member Shannon Sutherland, and CCSD Board Director and CFC liaison Harry Farmer.

Chair Swartz spoke briefly regarding Director and Officer Liability Insurance, recommending that this be renewed, and stated any donations made by Committee members toward this would be welcomed. The policy is roughly \$500 annually.

There were no Public or Director Comments or Reports. There were no Minutes for the August 11th CFC meeting, but Chair Swartz referred to the Meeting Summary provided by CCSD Director and liaison Farmer in the CCSD meeting Agenda packet.

The Treasurer's Report indicated, due to recent expenses, only \$167.15 remain in the CFC bank account. Treasurer Swartz indicated she will be making a contribution to help cover the CPA costs for the Tax Return. She also reported she's not heard back from the IRS regarding the Business Master File, which is important to have when seeking grant funding.

Chair Swartz then discussed Agenda Item 5.1.: Native American Forest Management Practices. He remarked that if decisions are made with the priority being the health of the forest that everything falls into place. By removing only dead and dying trees and leaving the healthiest ones no matter the size, the forest will ultimately flourish. Discussion took place regarding having before and after photos of forested areas where fuel reduction treatments had taken place. Ms Sutherland offered her services, having the ability to fly drones and utilize aerial photography. David Chipping stated that the County has photographs available using Google Earth that were recently taken that could be helpful.

At one point a comment was made as to the Cambria Fire Department fuel reduction report, and that over 500 properties had yet to be cleared as of September, when the number is usually closer to 150. Mr Chipping spoke to the need for greater efforts being made by the CCSD to provide much needed fuel reduction in Cambria, and perhaps have the hired contractor train District Facilities and Resources employees in doing this work.

At this point Ms Heinrichs alluded to a recent decision made by CA State Parks to no longer make the effort to remove thistle and mustard, having declared them "uncontrollable". She said she would try to get in touch with State Senator John Laird and Assemblyman Dawn Addis to address this issue, feeling that it is an unacceptable policy. Mr Chipping said he's observed less maintenance work being done in local State Parks this past year, perhaps due to they're being less staff available to do the work. Ms Heinrichs then said that successful volunteer efforts from

various groups in recent years such as the Sierra Club were being discontinued.

Neil Havlik then jumped back to the previous topic of aerial vegetative mapping, saying that the South County Resource Conservation District was pursuing these efforts from Morro Bay to Avila and Pismo Beach down to Oceano. He suggested that Cambria would be better served by doing our own drone surveys. Shannon then added she was a licensed drone pilot and had the necessary software needed to do the work.

Spencer Gordon then remarked that he was involved with the South County Vegetative Treatment Project, and they would also be helping out in North County, such as Santa Margarita Lake, as well as in coastal areas, and the work was very detailed and “fine scaled”. David Chipping remarked on how confusing it can be to identify what is healthy vegetation that needs to remain as opposed to what should not continue to exist. Crosby then pointed out the difficulty to the untrained eye to determine perennial grasses that should remain versus annual “weeds” turning brown that should be removed.

Under New Business, Crosby pointed out the PROS Commission is now the PROS Standing Committee, with CCSD Director Michael Thomas being the new Chair, with the first meeting being Tuesday, October 3rd at 10AM. Therefore, it would be good to attend the meetings and assist the Committee in determining what topics and projects PROS should address versus where not to focus their energies. Crosby pointed out that Shannon has organized a list of local 501(c)(3)’s to identify and promote what they do. Shannon then stated she’s encouraged representatives of these groups to attend the October 3rd meeting and inform the Committee and the public as to what they wish to accomplish, hopefully leading to more effective coordination of the efforts involved. At this point Kitty pointed out how important addressing Open Space will be moving forward. Shannon emphasized the necessity of putting the “O” back in PROS, and determining which groups in our community are doing so. Laura pointed out there is now a vacant seat on PROS, and how helpful it would be to have someone with an environmental outlook to be seated on this new Committee, thereby giving a permanent voice to an often overlooked subject that always needs attention. Crosby indicated that recently PROS has focused almost exclusively on the East Ranch and the Community Park, while there’s a need to give equal attention to activities on both the East and West Ranch. Laura noted there are open lots also owned by the CCSD throughout Cambria, and how attention must be paid to complications such as permitting, the Buildout Reduction Program, and so forth, adding that her and Crosby had been attending PROS meetings for years, and they’ve mostly wanted their voice to be heard. Shannon added her frustration in also not seeing “things get done”, then assertively pointed out the need for various environmental organizations in town to begin attending PROS meetings, hopefully present their concerns, recommending how to address issues of importance regarding the natural world around us.

Crosby then pointed out how complicated various Conservation Easements could be, and dealing with the CA Coastal Conservancy and other State Agencies. Laura mentioned the need to bring this information forward to the PROS Committee. Crosby added the conservation of open space lots, especially those owned by the CCSD, is required due to past agreements and legal issues, and efforts should be made by the District as to land conservation. Karin pointed out that Jeff

Wilson, a member of the Greenspace Board, pays much attention to what is happening environmentally, providing monthly reports, attending various Board and Committee meetings, and speaking to the issues of importance. Shannon then said she'd be putting Greenspace reports on the monthly PROS Committee Agenda. Laura added that the SLO Land Conservancy is also involved in Cambria open space and needs to voice and represent their concerns as well.

Crosby then moved to Unfinished Business, and the topic of Coastal Zone Vegetative Treatment Standards. He pointed out this is a document in the VTP EIR, and is required to be referenced regarding projects to be addressed in the Coastal Zone. There are two types of projects, Forest Health and Fire Prevention. He remarked how confusing various requirements were, making it difficult to separate "defensible space" around homes and structures versus attending to the overall well being of forested areas. Neil Havlik pointed out that the Native Plant Society has emphasized the need for a standard in balancing Forest Health versus Fire Prevention, and the need to leave at least 25% of ground cover such as toyon, oaks and coffee berry rather than removing all understory. Crosby addressed the confusing situation of Cal Fire being responsible for inspecting developed properties in Cambria, while the Cambria Fire Department has authority over undeveloped parcels, and how once demands increase on Cal Fire they have less time to address defensible space requirements in residential areas surrounded by the forest. Briefly touched upon was the extensive removal of understory by Cal Fire on the Fiscalini Ranch close to Highway One that took place several years ago. Laura pointed out that while some ground cover such as coffee berry had returned, there was now a severe abundance of poison oak. Crosby said at least some healthy trees were left, and many were returning despite the aggressive nature of the project. Both Crosby and Laura expressed concern that more recent and current projects are removing far more trees and understory, therefore compromising forest health.

Crosby then pointed out the need to connect with the new General Manager, the recently hired Fire Chief and Facilities and Resources Supervisor, and for Forest Committee attendees to let Crosby know what important environmental issues they need to be made aware of. Shannon suggested that perhaps whatever concerns need addressing should be presented at a PROS meeting, encouraging further dialogue and discussion. Neil recommended taking a more informal approach among various groups that would allow for a more wide ranging discussion of the issues. Shannon highlighted the need for a comprehensive maintenance plan to address environmental and other needs and concerns, including weed abatement.

Other topics were briefly discussed, including concerning the US-LT RCD.

The meeting was adjourned at 11:18 AM.

The next Cambria Forest Committee meeting will be Friday, October 13th at 10AM via Zoom.

This summary written and submitted by CCSD Board Director and CFC liaison Harry Farmer.